

**Impacts of COVID-19 Pandemic**

In the interests of promoting public health and safety, preventing the spread of COVID-19 in workplaces, minimizing financial hardships on employees, and ensuring the sustainability of critical community services, SEIU Local 1021 (the Union) and San Francisco Community College District (the District) enter into this Side Letter and hereby agree to the following conditions:

**1. Remote Work/Teleworking**

- A) The District will make every effort to grant as many employees as operationally feasible the ability to work remotely from home or another telework location. An employee whose scope of work can be performed outside of a District facility or worksite, shall have a right to work remotely. Employees designated to work from home, shall be in paid work status and available during work hours as coordinated with their supervisor per ARTICLE 44.
  
- B) In those cases where work cannot be performed remotely, the District

2. Workplace Health and Safety Standards

- A) Any employee required to report to a District facility or worksite between the effective date of this Side Letter and its expiration shall be provided with informational materials on how to prevent being infected with and spreading COVID-

**3. Personal Protective Equipment (PPE)**

- A) The District shall provide all employees with Personal Protective Equipment (PPE) consistent with standards and guidelines promulgated by the California Department of Public Health, the California Occupational Health and Safety Administration, the U.S. Centers for Disease Control, the U.S. Occupational Health and Safety Administration, and the World Health Organization. In the event that the standards and guidelines of these agencies conflict or are contradictory, the District shall implement the most protective/stringent standards.
- B) All represented employees who are expected to be present at a District facility or worksite at any time during the effective period of this Side Letter, shall be issued: hand sanitizers, sanitizing wipes, gloves and facial coverings which shall be replenished by the District on an as-needed basis at the request of the employees. In the event the District is unable to procure and provide any of these items, employees shall be sent home with pay until such time that the District is able to safely provide the above described items.
- C) In addition to the PPEs described above, first responders and employees required to interact with students and/or the public, including, but not limited to, custodians, shall be provided additional protection such as face shields or other protective equipment. Employees requiring specialized p14.9 (iT0 114.8 (e)-2 (i8.4 s)h)1.2 (j)17.1 (V.2 .1 1t)1e 0

**4. Absence for Health and Safety**

- A) When any bargaining unit member is directed to be absent from their worksite by the District and/or by order of any Federal, State or Local agency, the employee shall receive full pay and benefits for so long as the District and/or the Federal, State or Local agency requires the absence. For the purposes of this Side Letter, an absence includes workplace closures as well as quarantines that affect one or more employees. No employee will be charged sick leave, vacation, or docked pay if their work location is closed and/or they are quarantined for health and safety reasons.
  
  - B) If a bargaining unit member is unable to come to work due to their status as a member of a high-risk group, the District may assign alternative work to be done remotely and the employee shall be fully compensated. The District shall work with the bargaining unit member, and the Union to identify alternative work that can be done remotely that may be outside the scope of their regular assignment. If a
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**Side Letter of Agreement**  
**Between SEIU Local 1021 and San Francisco Community College District**  
**June 19, 2020**

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- B) A bargaining unit member who lives with someone in a high-risk group, or who is unable to come to work due to a COVID-19 daycare (including programs for children, seniors, and adults with disabilities) or school closure shall receive paid leave at 2/3 of their regular rate of pay, not to exceed \$200 per day for a period of two weeks, and the full salary difference shall come from CVSLB. After the two week period ends, the employee shall apply for full salary payment from CVSLB and upon approval from the committee the District shall provide a matching contribution.

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## Side Letter of Agreement

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