



DEPARTMENT NOTICE

22-022
02/24/22

Updated Deadline for COVID-19 Vaccine Booster for Sworn Members (Supersedes DN 22-012)

On February 14, 2022, the San Francisco Health Officer updated the *Encouraging COVID-19 Vaccine Coverage and Reducing Disease Risks (Safer Return Together)* Health Order (**Order of Health Officer No. C19-017y**). Effective February 16, 2022, this updated Health Order included a provision for a temporary extension of the COVID-19 Booster requirement deadline to April 15, 2022, for departments with workers in High-Risk Settings who are experiencing a critical staffing shortage. The San Francisco Police Department has been granted this temporary extension due to our critical staffing shortage.

Therefore, sworn members shall comply with the City's vaccination policy and receive their COVID-19 Booster by April 15th, 2022, or within 15 days of their eligibility.

Non-Compliant Employees

Per the San Francisco Department of Human Resources, eligible sworn employees who do not receive their COVID-19 Booster and/or report their Booster status by April 15, 2022, will not meet the minimum qualifications for their job and will be prohibited from entering High-Risk Settings on that date. The process for separating non-compliant sworn employees will commence on April 16, 2022.

Testing & Masking Requirements for Unboosted Sworn Members Effective March 1, 2022

For sworn members who do not receive their COVID-19 Booster by March 1, 2022, it is required, effective that date, that these members test for COVID-19 once a week, on the first day of their work week, using either a nucleic acid (including polymerase chain reaction (PCR)) or a rapid antigen test AND wear a face covering (mask). The result of each weekly test must be uploaded into the SF Employee Portal immediately upon receipt and weekly testing shall continue until one week after the member receives their COVID-19 Booster.

Booster Eligibility

Sworn members are eligible to receive a booster of the Pfizer, Moderna, or Johnson & Johnson COVID-19 vaccine at least five months after receiving a second dose of the Pfizer or Moderna COVID-19 vaccine or two months after receiving the single dose Johnson & Johnson COVID-19 vaccine. Sworn members are required to receive a booster within 15 days after becoming eligible.

Religious and Medical Exemptions

Employees may request temporary or permanent exemptions from the Booster requirement for sincerely held religious beliefs or medical reasons. Members requesting such exemptions should submit the relevant paperwork as soon as possible. Untimely submissions may delay the review processes and they may not be able to be completed before a member becomes non-compliant with the Booster mandate.

Please utilize the following links for religious and/or medical exemption requests:

- [Employee Request for Religious Accommodation](#)
- [Declaration in Support of Employee Religious Exemption Request](#)
- [Employee Request for Reasonable Accommodation - Medical](#)
- [Health Care Provider Certification Form](#)

Updating the SF Employee Portal

Upon the issuance of this bulletin, members are required to immediately update their COVID-19 vaccine booster status in the SF Employee Portal if they have already received a booster or within 3 days of receiving the booster up to April 15, 2022. Members must also upload a copy of their vaccine booster record as proof. Members who fail to comply will be subject to discipline.

If assistance is needed in updating your status or uploading your vaccine record, please email SFPD Staff Services at sfpd.staffservices@sfgov.org.

Please utilize the following links for submitting your updated vaccine status to the City via the SF Employee Portal:

- [How to submit your COVID-19 vaccine status via the SF Employee Portal video and instructions](#)
- [How to log into the SF Employee Portal for the first time](#)
- [How to reset your SF Employee Portal password or multi-factor authentication \(MFA\) information](#)

Additionally, as noted above, members are also required to update the SF Employee Portal with the results of their weekly COVID-19 test, should they remain unboosted after March 1, 2022.

COVID-19 test results can be uploaded to the SF Employee Portal, once logged in to the home page, via “My Links” → “Work Links” → “HR Information” → “Report COVID Test Results.”



WILLIAM SCOTT
Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information.