



December 17, 2021

Dear Commissioners:

I hope you and your families all are all doing well, staying safe, and enjoying a wonderful Holiday Season thus far.

I write to provide you with important reminders regarding vaccination and reporting requirements applicable to all "City Policy Body"¹ members, and to inform you of updates and newly-issued amendments to the Mayor's Emergency Order (see the attached "Forty-First Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency Dated February 25, 2020" ("Supplement")) specific to the resumption of in-person public meetings.

Vaccination and Reporting Requirements for All Policy Body Members

We unfortunately continue to see new surges in COVID-19 cases and highly contagious mutations thereof; so it is critically incumbent upon us all to take measures that we know are scientifically proven to be effective at protecting ourselves, each other and our loved ones from the virus and severe illness or death.

In addition to the requirements imposed in the Thirty-Eighth Supplement to the Mayor's Proclamation (attached, for your ease of reference), **all members of City Policy Bodies are required to be fully vaccinated against COVID-19 and report that status in the City's personnel system no later than January 31, 2022** in order to protect City employees and contractors, policy body members and members of the public from the risk of COVID-19 transmission as we return to in-person public meetings. Further, no member of a City Policy Body may attend or participate in any in-person meeting of the City Policy Body unless the member is Fully Vaccinated except in very limited circumstances as otherwise provided.²

Thank you to the majority of commissioners who have already reported compliance with the City's vaccination mandate. We very much appreciate your understanding as the City seeks ways to protect and further public health during these unprecedented times.

¹ "City Policy Body" is defined in the attached "Thirty-Eighth Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency Dated February 25, 2020" ("Supplement") as follows: "[Any] City board, commission, committee, task force, or other legislative or policy body established by the Charter, City ordinance, or California statute and that is subject to the open meeting requirements of the Ralph M. Brown Act (Cal. Govt. Code §§ 54950 et seq.). 'City Policy Body' also means all subcommittees of bodies described in the preceding sentence. 'City Policy Body' does not include passive meeting bodies under Administrative Code Section 67.4, other City bodies that were not established through legislation, bodies whose jurisdiction is not limited to the City [...], and bodies that govern agencies distinct from the City [...]." Please see your secretary/departmental administrative support staff if you have questions about the applicability of this definition to your meeting body.

² "Fully Vaccinated" as defined in the attached Supplement at page 6 means: "[T]wo weeks after completing the entire recommended series of vaccination (usually one or two doses) with a vaccine authorized to prevent COVID-19 by the FDA, including by way of an emergency use authorization, or by the World Health Organization.



For those who have not yet complied, please understand that any City Policy Body Member who is not Fully Vaccinated by February 1, 2022 will be **deemed unqualified for service**, and their failure to be Fully Vaccinated will be **official misconduct** and could therefore **subject them to removal procedures**.

Resumption of In-Person Meetings for All City Policy Bodies

As also reflected in the attached Supplement, all City Policy Bodies will resume in-person meetings on **Monday, February 28th**.

However, despite the well-documented public health justifications for most City Policy Bodies to continue meeting remotely during the months of January and February, there are some situations in which the public interested would be best served by allowing a body to meet in person, with appropriate health precautions. Therefore, beginning in January, in-person meetings will be permitted in the following limited circumstances and subject to additional requirements: to consider an item concerning a personnel matter; for regular or special meetings of the Redistricting Task Force; and with approval by the Mayor upon written request from a City Policy Body chairperson adequately demonstrating that holding an in-person meeting would provide a significant benefit to the public.

Continued Public Virtual Participation

In response to various community groups and stakeholders, the Mayor's Office is funding positions in the Department of Technology ("DT") to continue to support hybrid meetings (City Policy Body members attend in person, and members of the public may attend in person or remotely at their option) for all City Policy Bodies on a pilot basis to the extent feasible and subject to the availability of required technological infrastructure in meeting rooms, beginning February 28th.

We understand that this may present some challenges for managing hybrid meetings, notwithstanding DT's support of the virtual platform. The Mayor's Office is working with the City Attorney and others on advice for managing remote public comment during in-person meetings to ensure continued meaningful but reasonable opportunities for public comment. We will be providing further guidance to City Policy Body staff shortly.



Conclusion

Thank you again for your compliance with the City's mandates and policies during these challenging times. We very much appreciate your continued dedication, service and hard work towards the benefit and well-being of San Franciscans, your fellow Policy Body members, City employees and the general public.

The Mayor and Members of the Board of Supervisors would greatly appreciate any advance notice that you can provide in the event that you do not intend to meet the vaccination and reporting requirements, or you do not wish to continue to serve on your City Policy Body, or if you are no longer eligible to serve on your City Policy Body (e.g., no longer live in San Francisco, etc.). Providing as much advance notice as possible will assist in mitigating any impacts resulting from vacancies or quorum issues that could otherwise impact the important work of your fellow City Policy Body members. Please contact Tyra Fennell, Director of Commissions and Community Relations at 415-554-6696 or tyra.fennell@sfgov.org to that end.

You may contact Ms. Fennell with any general questions or concerns regarding these policies and requirements. Ms. Fennell will be reaching out to the City Policy Body secretaries to provide them with information and required resources as well.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Sean Elsbernd".

Sean Elsbernd
Chief of Staff to Mayor London Breed

Attachments (2)

- Forty-First Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency Dated February 25, 2020 Amended Emergency Order
- Thirty-Eight Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency Dated February 25, 2020