



August 25, 2021

Dear City employee:

Since the beginning of the Local Health Emergency, we have made the health and wellbeing of our employees and the public our top priority, including requiring all city employees to be fully vaccinated.

FDA Grants Full Approval to Pfizer Vaccine.

On Monday, August 23, 2021, the FDA announced that the Pfizer-BioNTech (Comirnaty) vaccine has been granted full approval for the prevention of COVID-19 disease in individuals 16 years of age and older. FDA-approved vaccines undergo the agency's standard process for reviewing the quality, safety and effectiveness of medical products. Vaccination is the best way stop the spread of COVID-19 and to protect yourself, your colleagues, families, and members of the public.

The City's records show that you are either unvaccinated or have not yet reported your vaccination status. City policy requires all employees to be vaccinated no later than 10-weeks following full approval of at least one COVID-19 vaccine by the US Food and Drug Administration (FDA). Monday's approval starts the clock for this 10-week timeline. **All employees must be vaccinated and provide documentation of vaccination in People and Pay no later than November 1, 2021.** If you believe you have received this notice in error, please contact your department's Human Resources team.

San Francisco Health Order Updated: Employees Working in High-Risk Settings Must Receive Their Final Dose of a COVID-19 Vaccine by the End of September.

In addition, employees who work in high-risk and health care settings are required by state and local health orders to be vaccinated *sooner than* November 1, 2021. The updated San Francisco Health Order allows enough time for employees who regularly work in High-Risk facilities to receive the FDA-approved Pfizer vaccine. **Employees who regularly work in these high-risk settings (such as acute care hospitals, skilled nursing facilities, residential care facilities for the elderly, homeless shelters and jails) have until September 30, 2021, to receive their final dose of a COVID-19 vaccine regimen.**

COVID-19 vaccination requirements are described in greater detail in the [City's Vaccination Policy](#), the [San Francisco Safer Return Together Health Order](#), and the [State of California's Health Care Worker Vaccine Requirement](#).

How to Get Vaccinated.

COVID-19 vaccines are widely available. For more information about drop-in locations or appointments for a COVID-19 vaccine, visit sf.gov/getvaccinated. Employees make a request for an exemption from the vaccination requirement based on a qualifying medical condition or sincerely held religious beliefs. The COVID-19 vaccination exemption procedure may be found on the DHR COVID-19 [vaccine policy webpage](#).

All unvaccinated City employees are subject to release from City employment if you are not vaccinated by your respective deadline.

As a reference, below you will find a calendar that outlines the dates by which all employees must be vaccinated against COVID-19. Protect yourself. Protect your family. Protect your community. Please take action now to get vaccinated.

Sincerely,



Carol Isen
Human Resources Director

COVID-19 VACCINATION DEADLINES	
Employees who are assigned to or routinely work onsite in High-Risk Settings or other Health Care Facilities	Must receive their final dose of a vaccine regimen <i>no later than</i> September 30, 2021. <ul style="list-style-type: none">• Moderna: First Shot <i>no later than</i> September 2, 2021; Second Shot <i>no later than</i> September 30, 2021• Pfizer: First Shot <i>no later than</i> September 9, 2021; Second Shot <i>no later than</i> September 30, 2021• Johnson & Johnson: First Shot <i>no later than</i> September 30, 2021
Employees intermittently or occasionally working in “High-Risk Settings”	Must be fully vaccinated <i>no later than</i> October 13, 2021. <ul style="list-style-type: none">• Moderna: First Shot <i>no later than</i> September 1, 2021; Second Shot <i>no later than</i> September 29, 2021• Pfizer: First Shot <i>no later than</i> September 8, 2021; Second Shot <i>no later than</i> September 29, 2021• Johnson & Johnson: First Shot <i>no later than</i> September 29 2021
All Other Employees not working in “High-Risk” or other Health Care Settings	Must be fully vaccinated no later than November 1, 2021. <ul style="list-style-type: none">• Moderna: First Shot <i>no later than</i> September 20, 2021; Second Shot <i>no later than</i> October 18, 2021• Pfizer: First Shot <i>no later than</i> September 27, 2021; Second Shot <i>no later than</i> October 18, 2021 Johnson & Johnson: First Shot <i>no later than</i> October 18, 2021.