MEMO

March 12, 2020

To: DCYF Grantees and Staff
From: Maria Su
Re: COVID-19 Memo from the Director
Cc:

Dear Grantees:

In last week’s message, I shared DCYF’s commitment to providing info that helps keep you, your staff and the children, youth and families we serve: safe, informed and resourced. In keeping with that commitment, I am providing several updates related to COVID-19. DCYF has created a COVID-19 info page to help you protect, prepare and know the facts. This page will be regularly updated, we encourage you and your staff to use this page to access updates, resources and other key information.

Current Status of SFUSD → As of March 12th, 2020, the majority of SFUSD campuses remain open. Yesterday morning, SFUSD and the SF Department of Public Health (DPH) issued a statement on their shared plans for keeping schools open. At this time the majority of health experts at the local, state and federal level do not recommend broad public school closures, as schools are an essential service with multiple community benefits and children have not been shown to be a high-risk group for serious illness from this virus. In a statement issued on March 8, SFUSD has determined that after school programming are also essential services.

Lakeshore Elementary School is closed upon the recommendation of DPH, Public health officials are investigating reported respiratory illness in four students and their adult family members. There are no confirmed cases of coronavirus or COVID-19 at Lakeshore.
If SFUSD decides to close additional school sites, DCYF will also advise our grantees to temporarily pause their programming. Grantees can expect to receive additional communication from DCYF in the event of widespread closures of SFUSD campuses.

**Paying Staff During a Shutdown** → The Office of the Controller has worked with DCYF and other City Partners to develop guidelines for the Continuity of Payments For Nonprofit Suppliers in the Event of COVID-19 Related Disruptions. Additionally, DCYF has developed specific instructions for our grantees that detail how this policy will be implemented. We encourage grantees to read the [Controller’s policy](#) and [DCYF’s specific instructions](#) and reach out to their Program Specialist(s) with any questions. These instructions are also located on the [COVID-19 info page](#).

**Expected Impact on Units of Service** → DCYF expects that many programs will experience COVID-19 related disruptions that may impact their ability to meet their projections for number of youth served. While the full impact is not yet known, DCYF is currently discussing how we will address CMS and survey related disruptions. We will provide further updates as we determine our course of action.

**Budget Revision Deadline Extended** → DCYF’s typical final Budget Revision deadline for the fiscal year is March 31st. Since many grantees may need to revise their budgets after this deadline, we are extending the final deadline for Budget Revisions for the FY19/20 fiscal year to April 30th, 2020.

**Deadline for DCYF’s FY19/20 Request for Proposals & Qualifications Extended** → Due to the impact of COVID-19, DCYF has decided to extend the deadline for applicants to submit proposals in response to our FY19/20 Request for Proposals & Qualifications. The previous deadline of 5pm on March 16th will be extended to 5pm on March 30th, 2020. DCYF will reissue the RFP & RFQ document with a revised timeline and will notify all applicants who accessed the file in our RFP database.

**Status of DCYF’s Nutrition Programs** → DCYF and other City partners are actively exploring how we ensure the continuity of DCYF and SFUSD nutrition programs in the event of COVID-19 related disruptions. We recognize the crucial importance of this resource and will provide more updates on our plans soon.

**Procedures for Dealing with Staff or Participant Infection** → If a grantee believes that an employee or client at a program site has been diagnosed with COVID-19, they should contact DCYF and all other funding departments to notify them of the need for closure and cleaning as soon as possible. The City will work with the provider on cleaning and other protocols during the closure, and will reimburse the provider for costs incurred provided it is consistent with Department of Public Health guidance.

As we strive to keep our grantees safe, informed and resourced, we continue our commitment to creating a compassionate and responsive community. Be mindful of the threat of xenophobia in the context of COVID-19 and future outbreaks in order to reduce discrimination, harm and
violence. We rely on and support you, our service providers, to help protect the children, youth and families you serve by standing up against hate and helping our communities remain informed. We are the City, and together we will get through these challenging times.

If you have any immediate questions or concerns, please reach out to your Program Specialists.

In community,
Maria Su, Psy.D.
Executive Director

P.S. To stay informed, check the online resources below for up-to-the-minute updates, call 3-1-1 for guidance regarding COVID-19 public health safety information, and sign up to receive official updates from the City & County about COVID-19 via text message by texting COVID19SF to 888-777.

- San Francisco Department of Public Health
- San Francisco Department of Emergency Management
- SFUSD COVID-19 Resources for Students and Families