



**PROFESSIONAL & TECHNICAL ENGINEERS, LOCAL 21, AFL-CIO**  
*An Organization of Professional, Technical, and Administrative Employees*

August 10, 2021

Ardis Graham  
Employee Relations Director  
City & County of San Francisco  
Department of Human Resources  
One South Van Ness Ave., 4<sup>th</sup> Floor  
San Francisco, CA 94103

Re: Meet and Confer Regarding Covid 19—Safety

Dear Mr. Graham,

Thank you for the opportunity to meet and confer with the City to review Local 21's issues and concerns regarding the health and safety of our members. This letter reiterates the issues we raised at our meeting.

We again want to stress that the approach the City took on leading with the threat of termination was unacceptable and disrespectful towards our members. We believe our relationship should be one of respect and mutual aid.

As we articulated in our meeting our primary concern is that of safety. Safety for our entire community including specifically for our members. One disturbing piece of information that was communicated to us is that CCSF currently only has one Industrial Hygienist **in the middle of a global pandemic, working with 30,000 staff members.** City Administration stated that there is only one Industrial Hygienist because CCSF is having a hard time recruiting and retaining Industrial Hygienists. The shortage of Assistant Industrial Hygienists, Senior Industrial Hygienists, Safety Officers and Safety Analysts must also be simultaneously addressed as these four classifications are crucial to ensuring that workplaces receive the appropriate inspections to ensure the safety of all CCSF employees.

To that end below are the safety concerns we communicated at our meeting and would like addressed:

1. We are requesting universality in safety standards across the City and County. We are concerned that many CCSF buildings do not have adequate air circulation.

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**South Bay Office:** 4 North Second Street, Suite 430 San Jose, CA 95113 T: 408 291-2200 F: 408 291-2203  
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Specifically, we want all the worksites where we have members at to be inspected by a health and safety professional to check air circulation and ventilation specifically, but also room capacity to ensure employees can safely practice social distancing. Attached is a list of over 140 known worksites our members are assigned to that we are requesting a safety inspection be conducted, and the findings of these inspections be shared with us once the information is available.

2. We are immediately demanding for the safety of our members and all CCSF staff that wages rates of the five classifications just stated be adjusted to allow CCSF to recruit and retain these staff members. Please provide us with how many vacant, unfilled positions currently exist for Assistant Industrial Hygienists, Industrial Hygienists, Senior Industrial Hygienists, Safety Officers and Safety Analysts.
3. We have an outstanding information request that was not fulfilled about the status of proper ventilation in each of the buildings our members work in. As of the date of this letter, we have received information for about a dozen worksites out of approximately 140 worksites where Local 21 represented members work. We are demanding that our information request be fulfilled in full on or before August 23, 2021.
4. We also want to make sure that in a workplace if there is not the ability to have appropriate air circulation, we would like immediately for the City to purchase HEPA air purifiers that can be plugged in.
5. We believe there must be more communication and education from CCSF about safety protocols. For example the E-learning training module on Personal Protective Equipment (PPE) and COVID safety should be sent to each of our members who are required to be at a physical work site. Education and information are powerful tools to keep everyone safe.
6. We want to make sure that masks are provided at the worksites, for not only workers but also members of the public for any buildings open to the public, such as 49 South Van Ness and City Hall, just as there are masks available on Muni trains and buses. As we articulated at the meeting several of our members have been told they need to bring in their own masks. We are also requesting that everyone who is being mandated to work on site have the ability to make an appointment for mask fitting. This will help keep the virus from spreading.
7. Given how much more transmissible the Delta Variant is, we believe that where telework has been able to be done that should be extended in order to slow the rate of transmission.
8. We want to make sure there is access to timely COVID testing for all City Employees covered by the employer.

9. When making policy decisions that impact our members and the City as a whole are made we want to make sure that the City always chooses the highest level of safety and precautions.

We are hope you are able to make quick progress on the issues we raised at the meet and confer. We are available August 16<sup>th</sup> to meet about the progress the City has made on our concerns.

Sincerely,

  
Debra J. Grabelle  
Pronouns: she/her  
Executive Director  
IFPTE Local 21

CC: Gus Vallejo  
Rinaldi Wibowo  
Bianca Polovina  
Janey Chan  
Frances Hseih  
JR Santos  
Deanna Chan  
Mar Bustos  
Katherine General

IFPTE Local 21 Worksite Addresses List

Location Address
1 Dr Carlton B Goodlett Place
1 Newhall Street
1 South Van Ness Ave
100 BLANKEN AVENUE
100 LARKIN ST
100 Martin Luther King Jr Dr
1000 El Camino
1001 Potrero Ave
101 Grove St
101 New Montgomery St
1011 Turk St
1050 Wisconsin St
11 S. VAN NESS AVE
111 BAY ST
1145 Market Street
1155 Market Street
1171 Mission St
1200 - 15TH ST
1201 MASON STREET
1231 Stevenson Street
1235 MISSION STREET
1245 3rd Street
1251 3rd Street
1275 Mission St
1301 Pierce St
1305 Evans Avenue
1309 Evans Avenue
1325A EVANS ST
1351 24th
1360 Mission Street
1380 Howard
1390 Market Street
1415 Evans Ave
1445 MARKET ST
1455 Market Street
1490 MASON ST
1508 BANCROFT AVE
1525 SILVER AVE
1540 MARKET ST
1595 QUINTARA ST

IFPTE Local 21 Worksite Addresses List

Location Address
160 S. VAN NESS AVE
1601 Griffith Street
1650 Mission Street
1652 Sunnydale Ave
1657 Rollins Road
1660 Mission Street
1680 Mission Street
170 OTIS ST
1700 17TH STREET
1700 Jerrold Ave
1735 Mission Street
180 Redwood Street
1800 JERROLD AVE
1800 Market Street
1800 Oakdale
1899 Waller Street
1990 - 41st Avenue
1990 NEWCOMB AVE
19th Ave and Sloat Blvd
2 Gough St.
200 LARKIN ST
200 Paul Ave
2099 KEARNY ST
230 Golden Gate Avenue
2310 FOLSOM ST
2323 CESAR CHAVEZ ST
2345 - 24th Ave.
2401 KEITH ST
25 VAN NESS AVE
2550 - 23RD ST
2712 MISSION ST
2727 MARIPOSA ST
2789 - 25TH STREET
2901 CRYSTAL SPRINGS
3120 Mission St
350 Rhode Island Street
3500 GREAT HIGHWAY
356 7th St
375 LAGUNA HONDA BL
375 WOODSIDE AVE

IFPTE Local 21 Worksite Addresses List

Location Address
3801 THIRD ST
3850 17th Street
3950 SCOTT ST
401 VAN NESS AVE
410 China Basin
425 7TH ST
425 GENEVA AVE
440 Turk St.
49 SOUTH VAN NESS
50 Hagiwara Tea Garden Dr.
50 VAN NESS AVE
501 CESAR CHAVEZ ST
501 STANYAN ST
505 7TH STREET
505 Paloma Way
525 Golden Gate Avenue
530 BUSH ST 4TH FL
544 Golden Gate Avenue
555 - 7TH STREET
555 Polk St
575 N McDonnell Rd
601 25th St
606 MANSEAU ST
606 N MCDONNELL RD
617 MISSION STREET
639 Bryant St
650 5th St
651 BRYANT ST
674 W Field Rd.
676 N MCDONNELL RD
682 N McDonnell Rd.
682 North McDonnell Road
688 Bowdoin St
698 SECOND STREET
700 PENNSYLVANIA
710 N MCDONNELL RD
711 VAN NESS AVE
720 SACRAMENTO ST
732 BRANNAN ST
747 HOWARD ST

IFPTE Local 21 Worksite Addresses List

Location Address
750 PHELPS ST
759 SOUTH VAN NESS
760 HARRISON ST
766 Vallejo Street
780 S Airport Blvd
811 STANYAN STREET
821 HOWARD ST 2ND FL
837 Malcolm Road
850 Bryant
8653 CALAVERAS ROAD
880 BRYANT ST
887 POTRERO AVE
90 VAN NESS AVENUE
918 Clearwater Dr
924 Clearwater Dr
935 Folsom St
947 North Field Road
949 PRESIDIO
991 Lake Merced Blvd
995 POTRERO AVE
LHH - Health at Home
ONE AVE OF THE PALMS
P O BOX 160
PIER 1, The Embarcadero
Pier 50, Terry A Francois Blvd
PO BOX 8097
SFO International Terminal