



## San Francisco Public Works COVID-19 ICS Guideline: Operations Yard

To ensure full FEMA and state reimbursement for the department's response to the COVID-19 emergency, Public Works must have all COVID-19-related tasks accurately coded and tracked by their appropriate project and activity.

Please use this guide to make sure that all COVID-19-related assignments are properly routed and tracked appropriately.

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### Where is the request for work coming from?

1. If the request comes directly from the Emergency Operations Center (EOC) or Department Operations Center, the work has already been classified as COVID-19-related and can be performed.
2. If the request comes from a client department within the City system, it **must** be routed and then approved by the Public Works DOC.

### What to do if a client department requests work?

If a client department contacts you for work, you must ensure that it has been routed and approved by the DOC. A service order cannot and will not be created if the DOC commander has not approved it first.

1. If you received a request from a client department, you must forward the request to the DOC commander and your bureau's superintendent (if you are a superintendent, you only have to forward the request to the DOC commander).
2. If approved by the DOC, the commander will send the request to the appropriate planner and the planner must create a service order.

### How does the DOC approve the request from the client department?

1. The DOC commander must complete the following before a request can be approved:
  - a) Determine if the request is directly related to the COVID-19 incident.
  - b) Obtain an ICS 213 RR form from the client department if one was not sent with the initial request.
  - c) Provide the Logistics Deputy (*ex. D. Fernandez-Ash*) the 213 RR form. The Logistics Deputy will save a copy and return the form to the DOC.
2. Inform the following staff that the request will be approved.
  - a) The original recipient of the requested work
  - b) The bureau superintendent
  - c) The Public Works procurement team ([DPWAdminUnit@sfdpw.org](mailto:DPWAdminUnit@sfdpw.org))
  - d) Public Works Operations accounting ([dpw-offma-accounting-yard@sfdpw.org](mailto:dpw-offma-accounting-yard@sfdpw.org))

**A planner will create the service order and cost estimate after the request is approved by the DOC.**

1. In the service order, the planner must indicate that the work is related to the COVID-19 incident.
  - a) Title the service order appropriately: "COVID-BUREAU-SHORT DESCRIPTION OF THE JOB"  
(*ex: COVID-BBR-Install Barricades at Fisherman's Wharf*).
2. The planner will not follow standard protocol when creating the service order.
3. The planner must forward the service order number to both the accounting and procurement staff.

**Public Works crews can now perform the request work.**

1. All Public Works staff performing the requested work must complete a daily ICS 214 form. **This is mandatory.**
2. If applicable, staff must also complete a daily ICS 211 check-in sheet.

**What is required at the end of the workday?**

1. All Public Works staff performing the job must submit their timesheet.
2. The designated point of contact (a supervisor, timekeeper, or administrative support staff) will collect all ICS 214 and 211 forms and reconcile to the appropriate timesheets.
3. The designated point of contact mentioned above will submit all ICS 214 forms using the online Flex Form (<https://www.flexforms.com/f/sanfranciscoForm214>).