



Grants for the Arts (GFTA) is taking every precaution to keep our employees healthy and safe. In line with City and County of San Francisco public health orders, our office is closed. However, our dedicated staff will remain available to assist our grantees from remote locations and in the coming weeks, information pertaining to application deadlines will be provided. Should you need assistance, please email [gfta@sfgov.org](mailto:gfta@sfgov.org) and a GFTA staff person will respond as quickly as possible.

As a reminder, GFTA has adopted new procedures for processing reimbursement requests related to your organization's grant. GFTA will no longer require reimbursement requests to be submitted with wet signatures on hard copies submitted by mail. Going forward, your organization must now submit signed and completed forms, as well as all required attachments, by email to: [gfta@sfgov.org](mailto:gfta@sfgov.org). For information on GFTA's reimbursement guidelines, including required forms and supporting documentation, [please visit our website by clicking here.](#)

### **Important COVID-19 Information**

Public Health Orders and recommendations from DPH can be found at [sfdph.org/dph/alerts/coronavirus.asp](https://sfdph.org/dph/alerts/coronavirus.asp). Mayoral Declarations regarding COVID-19 can be found at [sfmayor.org/mayoral-declarations-regarding-covid-19](https://sfmayor.org/mayoral-declarations-regarding-covid-19). You can also call 311 and sign up for the City's alert service for official updates: text COVID19SF to 888-777.

Remember, these are the best ways for all San Franciscans to reduce their risk of getting sick, and preventing COVID-19:

- Wash hands with soap and water for at least 20 seconds.
- Cover your cough or sneeze.
- Stay home if you are sick.
- Avoid touching your face.
- Try alternatives to shaking hands, like a wave.
- If you have recently returned from a country, state or region with ongoing COVID-19 infections, monitor your health and follow the instructions of public health officials.
- There is no recommendation to wear masks at this time to prevent yourself from getting sick.

You can also prepare for the possible disruption caused by an outbreak:

- Prepare to work from home if that is possible for your job, and your employer.
- Make sure you have a supply of all essential medications for your family.
- Prepare a child care plan if you or a caregiver are sick.

- Make arrangements about how your family will manage school closures.
- Plan for how you can care for a sick family member without getting sick yourself.
- Take care of each other and check in by phone with friends, family and neighbors that are vulnerable to serious illness or death if they get COVID-19.
- Keep common spaces clean to help maintain a healthy environment for you and others. Frequently touched surfaces should be cleaned regularly with disinfecting sprays, wipes or common household cleaning products.