

From: Exclusive Representatives [REDACTED] on behalf of [REDACTED]
Sent: Wednesday, January 13, 2021 9:11 AM
To: [REDACTED]
Subject: Staff Office Closure - Greater Sacramento Area

January 13, 2021

Re: Staff Office Closure - Greater Sacramento Area

Dear Labor Leaders,

Per communications to departments last evening, below, state offices in the Greater Sacramento Area will continue to maximize telework and keep state offices closed consistent with earlier guidance.

For questions, please [contact the assigned CalHR Labor Relations Officer](#).
Thank you.

Paul

Paul M. Starkey
Deputy Director of Labor Relations
[California Department of Human Resources](#)
[REDACTED]

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Dear Colleagues,

As you know, on Monday, December 7 state offices, with some exceptions, were closed in response to widespread transmission of COVID-19 and a Stay At Home Order issued by California's Department of Public Health based on a region's ICU capacity.

It was announced today, January 12, 2021, that the Stay At Home Order for the Greater Sacramento region has been lifted immediately.

Until further notice, all state departments should continue to maximize telework and keep offices closed consistent with the December 3 guidance below.

We will provide additional direction regarding returning to offices in the Greater Sacramento region when it is available.

Thank you.
Eraina Ortega

Director

From: Ortega, Eraina@CalHR

Sent: Thursday, December 3, 2020 3:04 PM

Subject: State Office Closure

Dear Colleagues,

As a result of continued widespread transmission of COVID-19, California's Department of Public Health has issued a new Stay At Home Order, based on a region's ICU capacity. It will go into effect 24 hours after a region falls below 15 percent remaining ICU capacity. Effective Monday, December 7, with some exceptions, state offices will close in response to the new order. Offices will remain closed for at least three weeks.

Similar to the actions taken earlier this year, each department must immediately review their Continuity of Operations (COOP)/Continuity of Government (COG) plans and determine which critical functions require staff to continue to report to the workplace. All staff not performing critical functions at the workplace should remain at home teleworking, or if no telework is available, provided Administrative Time Off (ATO).

As a reminder, these are some of the critical functions that the public will expect the government to continue providing that departments may consider while prioritizing workloads. This list is meant as a guide and not as an exhaustive list of options.

- Government Leadership
- Emergency Management
- Social Services/Education
- Information Technology/ Communication
- Public Safety/Regulatory Enforcement
- Medical/Health
- Critical Infrastructure
- Food Supply
- Environmental Protection
- Public Information
- Unemployment Insurance Claims Processing
- 24/7 Institutions (prisons, state hospitals, veterans homes, etc.)
- Essential Government Services

Departments should do the following:

1. Determine which critical employees cannot telework and need to continue to report to the workplace and confirm appropriate health and safety measures, including social distancing and face covering protocols are in place for those employees.
 - Social distancing measures should include an evaluation of whether employees can safely conduct operations from workspaces and offices of teleworking employees or other vacant workspace so that additional social distancing can be achieved.
 - Recent face covering guidance requires employees to wear a face covering while indoors, including while seated in a cubicle. Exceptions are noted in the [guidance](#).
2. Establish a telework schedule for all other employees who are eligible but not currently teleworking.

3. For anyone whose job duties are not critical to the continuity of operations, and are not viable for telework, a review should be conducted to determine if the employee can be redirected to other work that is either critical (#1) or eligible for telework (#2).
4. As a last resort, for anyone who is not eligible for telework and cannot be redirected, ATO will be provided, regardless of available leave balances. Departments should continue to report all staff on ATO to CalHR for possible redirection to appropriate work in another department. All staff on ATO should be provided with directions on how to stay in contact with management for assignment of duties.
5. In establishing telework schedules, departments should prioritize telework for those employees who are considered at greatest risk if required to remain on site (aged 65 and older and those with chronic health conditions). Departments should consider all available options for telework and flexible work schedules.
 - This does not include people in essential classifications who are needed to protect our most vulnerable residents, such as hospital and health care workers, pharmacists, peace officers, firefighters, etc.
6. All department ***closures*** should be reported to their respective Agencies. If your department/entity does not report to an Agency, please send directly to GovOps. Agencies, please collect office closures for all entities within your Agency and use the attached template to report to Julie Whitten at GovOps (julie.whitten@govops.ca.gov) by noon each day. Each Agency will submit one report that includes all their departments. You do not need to report Open Offices - only Closed Offices.

In responding to this emergency situation, departments should work with their labor relations office to ensure that appropriate, timely notice is provided to employee representatives concerning implemented changes. Please direct Human Resources questions to CalHR's Personnel Services Branch at psb@calhr.ca.gov.

Eraina Ortega, Director
California Department of Human Resources (CalHR) | Executive Office



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