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To: [All DOJ](#)
Subject: COVID-19, ERT Announcement, Guidance on School Closures
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Colleagues:

Last week, Governor Gavin Newsom declared a [State of Emergency](#) to make additional resources available and help the state prepare for broader spread of COVID-19. Earlier today the President declared a national emergency to combat the novel coronavirus COVID-19.

Here at the Department of Justice (DOJ) we are looking for the best way to reduce employee population in DOJ's worksites while maintaining mission-critical performance. [Starting Monday](#), we will begin to assign personnel as appropriate to achieve this mark. Your help and cooperation will be greatly appreciated.

If you have the potential to telecommute, you should develop a work plan and present it to your management for review and approval. For those that telecommute that require remote access, we currently have a limited number of remote access licenses. We are actively working to expand our capacity by procuring additional licenses.

Let me share with you the steps that DOJ has taken to date to address the current situation and to prepare for circumstances that may potentially arise in the future. Those steps started with the activation of our Emergency Response Taskforce (ERT). The ERT, which is the primary liaison between the DOJ and the Departments of Public Health and Human Resources, meets daily to assess our plans and address any changes that need to be made. The ERT will also be the primary point of contact for DOJ-related COVID-19 information. Email HealthAndSafety@doj.ca.gov with "COVID-19" in the subject line for information and answers to your questions.

We have been working to ensure that our workspaces are as clean and sanitized as possible. To that end, the Department of General Services (DGS) has started a more frequent and rigorous disinfectant regime focused on high-touch surfaces like doorknobs and bathroom fixtures as well as our shared public areas. Additional hand sanitizer dispensers have been ordered for all DGS-managed state offices and an exemption has been provided to allow for CalCard purchases of supplementary dispensers. DGS has also contacted lessors in state-leased buildings to determine that they are taking similar action.

We recognize that as schools begin to close around the state employees may need to take time off or adjust their schedules to care for their children. In response, we are allowing employees, with their manager's approval, to adjust their work schedules, telecommute, or take time off. Leave credits of all types available, including sick leave, can also be used to stay home with your children. For employees who have exhausted all available leave balances, Administrative Time Off (ATO) may be authorized in limited circumstances. Hardship requests must be emailed to your immediate supervisor with a copy to Jeff Keil, Labor Relations Manager, Office of Human Resources (OHR) at Jeff.Keil@doj.ca.gov. ATO requests must be approved through the OHR and may require medical or other substantiation.

Employees who are subject to quarantine or self-monitoring will be provided ATO and alternate work arrangements will be considered, consistent with department policy. If you test positive for COVID-19 and alternate work arrangements cannot be made, you may receive

approval of ATO for the 14-day quarantine period. If your symptoms persist after 14 days, you will be able to use all types of leave credits available. If you or a family member you care for test positive for COVID-19, you may also be eligible for leave under the Family Medical Leave Act/California Family Rights Act. Employees who choose to travel and become subject to quarantine will not be provided ATO and should work with their supervisors to determine alternate work arrangements or leave options.

We understand that employees may have many questions and concerns. We ask that you work through your immediate supervisor and division leadership with questions and concerns. The Division Chiefs working in collaboration with the ERT will work through concerns raised by employees in a systematic manner and provide further direction as necessary. We appreciate everyone's cooperation and flexibility as we work to respond to the ever-changing situation.

Xavier