

COVID-19 Update - 3-15-2020

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To: All DOJ <AII DOJ.PODLIST.DOMCALDOJ@caldoj.local>;

2 attachments (1 MB)

Emergency Telework Policy 3.15.20..pdf; 3.15.20 COVID-19 FAQs.pdf;

Colleagues,

First, thank you to all for your professionalism and teamwork at a time when Californians need to see the best in their government.

Friday evening, I provided updates on steps the Department of Justice (DOJ) is taking to monitor and prepare for the broader spread of COVID-19 and announced our decision to reduce the employee population in DOJ's worksites while maintaining mission-critical performance. This means a few things:

- 1.) If you have the ability to do your job through teleworking, you should propose a work plan for approval by your supervisor. This will help us to reduce the number of employees in each of our offices on a daily basis.
- 2.) If you are in a mission critical position or your job responsibilities require you to be in the office, managers will be implementing staggered work schedules and other alternatives to minimize the number of employees in offices at the same time.
- 3.) If you would like to take time off, talk to your supervisor regarding leave options including the expanded use of sick leave.
- 4.) If you have questions about Administrative Time Off due to a hardship, email your chain of command and copy Labor Relations Manager Jeff Keil at Jeff.Keil@doj.ca.gov.

We have been working closely with the Emergency Response Taskforce (ERT) and the Division Chiefs to identify critical operations and alternate work arrangements for staff to ensure DOJ's vital work continues during this challenging time. Chiefs will be working with managers and supervisors to determine and communicate the plan for each division.

The attached Emergency Teleworking Policy provides employees and management with guidelines for authorizing and performing telework. Other flexible work arrangements such as schedule adjustments, shift changes, flexible hours, or time off can be requested through the chain of command, and in accordance with each division's expectations.

I know this can be a stressful time, so I want to remind everyone of the mental health services that are provided free by the state through the [Employee Assistance Program](#).

I would like to thank everyone for their patience and understanding as we continue to work through the current events and evolving information. Please refer to the attached frequently asked questions for additional information and guidance.

We will continue to provide relevant information as it becomes available. If you have questions not addressed in this communication, please contact HealthAndSafety@doj.ca.gov.

Thank you.

Xavier