

Text of Governor Newsom's instructions to California State Agencies.

As the COVID-19 emergency continues to evolve, we need to shift from the immediate response guidance that has been provided previously to longer-term planning for how to keep our workforce safe and healthy so our work can continue. The following directive on behalf of the administration is provided to all departments.

For workforce planning, 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
- Medical/Health
- Critical Infrastructure
- Food Supply
- Environmental Protection
- Public Information

Effective immediately departments should establish a staff management plan that allows for effective social distancing for those in the office, takes into consideration stay-at-home directives from state and local public health departments, and protects the health of employees over the entire length of this crisis. This plan must ensure that mission critical ("critical") functions and services are maintained, consistent with public health needs arising from this emergency. Departments should do the following:

1. Determine which critical employees cannot telework and need to continue to report to the office and establish appropriate social distancing protocols to keep them safe in the office.
2. Establish a telework schedule for all other employees who are eligible for telework.
3. For anyone whose job duties are not immediately 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, Administrative Time Off (ATO) will be provided, regardless of available leave balances. Departments should 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 those employees who are considered at greatest risk and employees who are impacted by school closures.

- o For employees 65 and older and those with chronic health conditions, departments should consider all available options for telework and flexible work schedules. Those employees not eligible for these options and subject to a local stay-at-home directive shall be provided ATO.

- o 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.

Rotational Telework Program

All departments should review their ability to implement a rotational telework program where a number of support staff need to be physically present in the office. Support staff can be pooled to cover departmental needs on a rotational basis. For example, each day two staff will be scheduled to report to work, and two will be scheduled as back-ups. The support staff not scheduled to report to work are expected to be teleworking.