

<b>HUMAN RESOURCES MEMORANDUM 20-005</b>		DATE ISSUED: 3/11/2020
SUBJECT: <b>GUIDANCE FOR INTERNATIONAL TRAVEL</b>		REFERENCE: None
TO: DGS Managers, Supervisors, Employee Resource Liaisons and Attendance Clerks		SUPERCEDES: None

**PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES**

**Purpose**

The purpose of this memo is to provide guidance to employees regarding international travel and to clarify the use of Administrative Time Off (ATO).

**Guidance and Impacted Countries**

In response to ongoing concerns about the novel coronavirus (COVID-19), the U.S. Department of State has advised against [traveling by cruise ship](#), particularly travelers with underlying health conditions.

As previously noted, the Centers for Disease Control and Prevention (CDC) provides [guidance](#) related to international travel. The CDC recommends that travelers avoid all nonessential travel to South Korea, Italy, Iran, and the People’s Republic of China. Departments should continue to review all previously approved travel blankets and individual out-of-state travel requests and defer all mission critical and discretionary travel to the named countries until notified.

Given the extensive disruption and limitations on travel, all visiting delegations to departments and agencies that have travelled from or within China, Iran, South Korea, and Italy should be postponed or conducted by video-conferencing or conference calls. Additionally, please continue to notify Cal OES (California Governor’s Office of Emergency Services) of any scheduled visiting delegations at: [TravelSecurity@CalOES.ca.gov](mailto:TravelSecurity@CalOES.ca.gov).

**Administrative Time Off**

An employee who is subject to quarantine or self-monitoring as issued from a local public health department, will be provided ATO and telework will be considered, consistent with department policy.

However, an employee who chooses to travel after knowing the risks and becomes subject to quarantine will not be provided ATO and the employee should contact the Office of Human Resources regarding leave options.

**Additional Resources**

Please stay informed by visiting the federal [Centers for Disease Control and Prevention website](#) and the [California Department of Public Health website](#). Both websites are updated daily with the latest information and advice for the public.

## Questions

Please direct questions regarding use of ATO or other human resources questions to DGS' Personnel Officer, Amy Applegate, via email at [Amy.Applegate@dgs.ca.gov](mailto:Amy.Applegate@dgs.ca.gov) or call 916-376-5428.

**AMY APPLEGATE**, Personnel Officer  
Office of Human Resources

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