

HUMAN RESOURCES MEMORANDUM 20-006		DATE ISSUED: 3/17/2020
SUBJECT: GUIDANCE FOR WORK-RELATED TRAVEL		REFERENCE: Budget Letter 20-05
TO: DGS Managers, Supervisors, Employee Resource Liaisons and Attendance Clerks		SUPERCEDES: <i>None</i>

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

In response to ongoing concerns about the novel coronavirus (COVID-19), effective immediately, the Department of General Services (DGS) is restricting all work-related travel that has not been deemed mission critical. Current guidance defines mission critical travel as meeting one of these criteria:

- A function required by statute, contract, or executive directive
- A function required for the protection of public health, welfare, or safety

Where possible, we encourage employees to work with their partners and customers remotely.

Employees may access [Travel Health Notices](#), updated daily by the Centers for Disease Control and Prevention, to stay informed about current health issues that impact travelers' health, like disease outbreaks, special events or gatherings, and natural disasters, in specific destinations.

The [California Department of Public Health website](#) is also updated daily with the latest information and advice for the public.

For assistance cancelling or rescheduling existing travel reservations, please contact CalTravelStore at 877-454-8785.

Please direct questions to DGS' Personnel Officer, Amy Applegate, via [email](#) or call 916-376-5428.

AMY APPLGATE, Personnel Officer
Office of Human Resources

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