

HUMAN RESOURCES MEMORANDUM 21-002	DATE ISSUED: 01/21/2021
SUBJECT: TRAVEL ADVISORY FOR STATE EMPLOYEES	REFERENCE:
TO: ALL DGS Employees	SUPERCEDES: <i>HR Memo 20-031</i>

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

The purpose of this memorandum is to advise the Department of General Services (DGS) employees of the following recommendation issued by California Governor Gavin Newsom, which supersedes the travel advisory on November 13, 2020 (HR Memo 20-031), and shall apply prospectively from January 6, 2021.

Persons arriving in California from other states or Californians returning from other states or countries could introduce new sources of infection (potentially including new strains of the SARS-CoV-2 virus) to California. Intra-state travel, likewise threatens to exacerbate community spread within California—particularly because travel itself (especially the use of shared conveyances in air, bus, or rail travel) can increase a person's chance of spreading and getting COVID-19. Postponing travel and staying home is the best way to protect yourself and others from COVID-19.

Except in connection with essential travel, the travel advisory urges against non-essential travel¹ to any part of California more than 120 miles from one's place of residence, or to other states or countries. Avoiding travel reduces the risk of virus transmission, including by reducing the risk that new sources of infection and, potentially, new virus strains will be introduced to California. Non-essential travelers from other states or countries are strongly discouraged from entering California, and should [self-quarantine](#) for 10 days after arrival, except as necessary to meet urgent critical healthcare staffing needs or to otherwise engage in emergency response. Additionally, this recommendation does not apply to individuals who routinely cross state or country borders for essential travel².

¹ Non-essential travel includes travel that is considered [tourism or recreational in nature](#).

² Essential travel includes: work and study, critical infrastructure support, economic services and supply chains, health, immediate medical care, and safety and security.

Administrative Time Off (ATO)

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.

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 or call 916-376- 5428.

AMY APPLGATE, Personnel Officer
Office of Human Resources

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