

HUMAN RESOURCES MEMORANDUM 21-025		DATE ISSUED: 12/14/2021
SUBJECT: GUIDANCE FOR STATE EMPLOYEES ON CORONAVIRUS (COVID-19)		REFERENCE: CalHR HR Memo 21-022 HR Memo 20-027
TO: All DGS Employees		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memorandum is to provide Department of General Services (DGS) employees with updated guidance and information related to the novel coronavirus (COVID-19). To help curb the spread of COVID-19 and contain new sources of infection, the California Department of Public Health (CDPH) recently [announced new requirements](#).

The State of California continues to act to protect public health and safety in the COVID-19 response efforts. To ensure the safety of our employees as the situation evolves, please reference and apply all guidance from the [Centers for Disease Control and Prevention](#) and local public health departments.

The definition of Employee in reference to this memorandum is applicable to DGS employees, student assistants, and contractors who perform services at DGS locations.

Employee Guidance

To reduce the risk of becoming infected and potentially spreading COVID-19 virus at work, DGS employees must adhere to the following guidance and information regardless of vaccination status:

- When possible, practice safe physical distancing of six (6) feet or more indoors and outdoors while at a DGS work location performing DGS duties.
- Wear a face covering regardless of vaccination status when indoors in workplaces (e.g., cubicles, meetings, lobbies, restrooms, etc.) and public settings unless eating or drinking.
 - Beginning December 15, 2021, [CDPH will require masks](#) to be worn in all indoor public settings irrespective of vaccine status through January 15, 2022, at which point California will make further recommendations as needed in response to the pandemic.
 - Medical or religious accommodation requests should be submitted to the Office of Human Resources, Return to Work Unit at ReasonableAccommodation@dgs.ca.gov (updated) or the Equal Employment Opportunity (EEO Office) at DGSEEO@dgs.ca.gov.

- Unvaccinated individuals can request a N95 respirator from their supervisor.
 - More information on face coverings is available in the CDPH [Face Covering Guidance](#), your local county ordinance if applicable and the following Human Resources Memorandums:
 - [HR Memo 21-022](#) - Guidance for State Employees on Coronavirus (COVID-19)
 - [HR Memo 21-018](#) - Update on Requirements of Face Coverings
- Wash hands often with soap and water for at least 20 seconds, especially after blowing nose, coughing, or sneezing, or having been in a public place.
 - Avoid touching eyes, nose or mouth with unwashed hands.
 - If experiencing flu or [COVID symptoms](#), employees should not report to their DGS work location, and should notify their supervisor and discuss leave options.

For more information, please reference the following Human Resources Memorandums (HR Memos):

- [HR Memo 20-012b](#) - Guidance for State Employees on Coronavirus (COVID-19)
- [HR Memo 20-027](#) - Guidance for Managers and Supervisors on Coronavirus (COVID-19).

Noncompliance

Noncompliance with the directives regarding face coverings and physical distancing outlined in the Human Resources Memorandums may result in disciplinary action.

Travel Advisory

On December 13, 2021, CDPH issued a [new travel advisory](#) effective immediately to recommend that all travelers arriving in California test for COVID-19 within three to five days after arrival, regardless of their vaccination status.

Questions

If employees have questions regarding the guidance and information in this memorandum, they are encouraged to contact their supervisor and/or employee representative as appropriate.

ESTELA GONZALES, Chief
Office of Human Resources

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