MEMORANDUM

DGS GENERAL SERVICES

Date: December 9, 2020

To: Hotels for Healthcare Workers Program Participants

From: Department of General Services
             Hotels for Healthcare Workers (HFHCW) Program

Subject: **PROGRAM CHANGES**

Please note the following program changes that have been made to meet the criteria established by the HFHCW program.

New Eligibility Restrictions Effective December 3, 2020

- Healthcare workers on travel status, or traveling from out-of-state, are no longer eligible for a state paid hotel room. These healthcare workers may access the contracted, discounted rates provided by the program, but will need to pay for the hotel room on their own.

- Healthcare workers who work at an approved, certified facility more than 150 miles from their tax home are no longer eligible for a state paid hotel room. These healthcare workers may access the contracted, discounted rates provided by the program, but will need to pay for the hotel room on their own.

- Do not forward us pre-approved requests or employment verifications for healthcare workers that fall within the above eligibility restrictions.

  If it's determined that you send us ineligible employees after today's date (12/9/2020), we will ban your agency and employees from using this program further.

New Program Requirements Effective January 12, 2021

- **Staffing agencies, registries, etc. may not designate a POC. All staffing agency, registry, etc. employees must be approved by the facility POC only.**

- All hotel reservations must be approved/submitted by a designated Point of Contact (POC) at each approved healthcare facility.

<u>Action Required</u>

1. Read the attached memo. Healthcare workers have already received this memo.
2. Staffing agencies need to interact closely with hospital / facility POCs **by or before January 12, 2021** in order to get reservations submitted on behalf of staffing agency employees.

Questions or comments can be sent to COVID19Lodging@dgs.ca.gov.

Thank you,

Hotels for Healthcare Workers Program
Covid19lodging@dgs.ca.gov