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| DGS_logo | **MEMORANDUM** |

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.

**Action Required**

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](mailto:COVID19Lodging@dgs.ca.gov).

Thank you,

Hotels for Healthcare Workers Program

[Covid19lodging@dgs.ca.gov](mailto:Covid19lodging@dgs.ca.gov)