

MEMORANDUM

Date: March 17, 2020

To: California Department of Corrections and Rehabilitation (CDCR) All Staff
California Correctional Health Care Services (CCHCS) All Staff

	Original signed by:	Original signed by:
From:	Jennifer Osborn Director, Administrative Services CDCR	Duane Reeder Director (A), Health Care Policy and Administration CCHCS

Subject: TEMPORARY TRAVEL AND MEETING RESTRICTIONS

This memorandum is to inform all California Department of Corrections and Rehabilitation and California Correctional Health Care Services staff of the temporary travel and meeting restrictions. In response to Novel Coronavirus (COVID-19) and an effort to minimize the number of gatherings adhering to social distancing guidelines, all travel for out of state business or in-state non-essential travel is prohibited until further notice. Headquarters and Regional staff should limit their presence at the institutions to mission critical visits only. The Director, Deputy Director, or equivalent for each program area shall determine whether in-state travel is essential.

Per the Governor's direction, there shall be no gatherings of individuals with more than 250 people. Per the Center for Disease Control gathering of individuals who are at higher risk for severe illness from COVID-19 should be limited to no more than 10 people, while also following social distancing guidelines. Smaller meetings and gatherings that do not allow for social distancing of six feet per person shall be modified, postponed, or canceled. Additional information provided by the California Department of Public Health is available:

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/Gathering_Guidance_03.11.20.pdf .

The program managers or supervisors shall consider using technological alternatives for meetings or gatherings. It is strongly suggested that employees utilize the following options for meetings:

- WebEx
- Phone tele-conference lines
- Zoom

For Information Technology Assistance:

- CCHCS Employees: a ticket must be submitted to the Information Technology Services Division through the Solution Center/Service Now.
- CDCR Employees: a ticket must be submitted to CDCR EIS Service Desk. Contact your local IT support for assistance.

For additional information regarding guidance on hosting essential or non-essential meetings, please refer to Attachment A provided by the California Department of Human Resources.