



## MEMORANDUM

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**Date:** April 17, 2020

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**To:** All California Department of Corrections and Rehabilitation Executive Staff  
All California Correctional Health Care Services Executive Staff

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**From:** Jennifer Osborn, Director, Division of Administrative Services, CDCR  
Jennifer Barretto, Director, Health Care Policy and Administrative Services, CCHCS

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**Subject:** COVID-19 Healthcare Worker Hotel Program - Update

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There has been additional clarification regarding which CCHCS/CDCR staff qualify for the Non-Congregate Sheltering for California Healthcare Workers, formerly known as COVID-19 Healthcare Worker Hotel Program. CCHCS/CDCR employees are eligible for the program if (1) the employee's income is less than \$250,000 annually; (2) the employee works in an institution that has confirmed inmate cases of COVID-19 ([Population COVID-19 Tracking](#)), and (3) the employee works in the portion of the institution that houses the inmate with a confirmed case.

The program assists healthcare workers with accommodations in order to allow for self-isolation or quarantine. The Department of General Services (DGS) and the CalTravelStore are administering the program for all healthcare workers in California. It will be audited by FEMA and each employee is responsible to ensure they qualify based on the above criteria. For future audit purposes, it is important that each employee keeps record of the work area to which they were assigned/redirected to that housed patients with confirmed cases of COVID-19.

These accommodations are **not** part of normal business travel and **will not** be paid for by CDCR nor do they require management approval. This program **does not** include any reimbursement for additional expenses such as meals, parking or incidentals.

Healthcare workers using this program must also follow specific guidelines at the hotels. The guidelines are attached and can be found here at [COVID-19 Obligations of Health Care Workers](#). Violation of these terms will result in the following: the reservation will be cancelled, you will assume full personal/ financial liability for the entire cost of the stay, and you will not be allowed to reserve another hotel room under this program.

If you believe you may be eligible for this program and need accommodations please call the CalTravelStore at 877-454-8785. When you call you will be asked the certification questions below to determine eligibility. If you are eligible, the CalTravelStore will make the hotel reservations for you. At check-in you will need to provide a credit card for incidentals such as parking or meals and identification that indicates the institution/facility you work in.

## Certification Questions

### Are you calling related to the COVID-19 Healthcare Worker Hotel Program?

1. **Do you work in or in conjunction with a healthcare facility in California?**
  - a. If yes, move to the next question
  - b. If no, not eligible for the program
  
2. **Without divulging personal health information, please answer the following question yes or no:**

**Have you had possible exposure in this institution/facility to patients or individuals who may have COVID-19, as documented by a state or local public health official, or medical health professional?**

- a. If yes, move to the next question
  - b. If no, not eligible for the program
  
3. **What medical facility do you work in?**  
Provide your institution/facility name
  
4. **In what county is that institution/facility?**
  
5. **Do you have a place that you can self-isolate or quarantine?**
  - a. If no, move to the next question
  - b. If yes, not eligible for the program
  
6. **What is your annual income?**
  - a. If under \$250,000/year for the individual, hotel room is paid.
  - b. If \$250,000 or over, must pay on their own
  - c. If they don't want to share income, then provide them with discount rate, not free.
  
7. **What is your job title**

Attachments