



Dear CO Employee,

Earlier this afternoon Governor Newsom proclaimed “Those that are 65 and older or vulnerable to COVID-19 must practice home isolation”.

Effective immediately, all CO employees so categorized *must* stay off CO property. Please contact your manager to let them know that you will be complying with this order. Managers should discuss telecommuting with employees as soon as possible in this category whose job duties can be done remotely. For those CO employees that are not able to telecommute, you will be placed on administrative leave with pay at your current rate and for your normal scheduled work hours. Managers must notify HR Services of any employees being placed on paid administrative leave.

As further clarity emerges from the Governor’s office, and as the circumstances surrounding COVID-19 continue to change, we reserve the right to adjust this directive. For questions or concerns, please contact HRS at (562) 951-4049.

Please be safe and comply with this directive from the Governor.

Sincerely,

Kristy

**Kristy Hawman**

Senior Director, Human Resource Services

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