

COVID-19 Guidance and Application for SEIU Local 1000 Members

If your supervisor does not comply with the guidelines listed below, please take the following steps:

1. Contact your immediate supervisor for clarification. Request their response in writing.
2. If your supervisor does not resolve the issue, escalate the issue through your chain of command.
3. If you do not hear back from your department within a reasonable amount of time, please contact the Member Resource Center (info below)

How to contact the Member Resource Center (MRC): Call 1.866.471.7348 (SEIU)

- You will be directed to leave a message
- The MRC is open and returning all calls Monday – Friday from 7 am – 7 pm.
- Please speak clearly and include your name, department, and phone number. We are requesting (but not requiring) that you also leave the last 4 of your SSN so that we can locate your record more quickly.
- You will receive a call back from our representatives. This call may come from an unknown or blocked number. Be sure to answer all of your calls.

Impact Areas	Current Guidance as Directed by CalHR	Application of Guidance
Paid Administrative Time Off (ATO)	<p>This is available to the following groups:</p> <ul style="list-style-type: none"> • Employees who have a COVID-19 diagnosis or who have been exposed to someone with COVID-19 and are under a doctor’s order to quarantine, you are eligible for ATO. • Employees, as a last resort, who are not eligible for telework and cannot be redirected to another critical assignment within their department may be redirected to appropriate work in another department. 	<p>If you receive a doctor’s order or an order from the county or state department of public health to quarantine:</p> <ul style="list-style-type: none"> • Please contact your supervisor immediately. • If you are denied ATO after providing evidence of a doctor or public health order to quarantine, please escalate in your department (see the guidelines above).

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	<ul style="list-style-type: none"> • ATO should be provided with directions on how to stay in contact with management for assignment of duties. 	
Telework and Flexible Work Schedules	<p>CalHR is encouraging departments to consider all viable options for telework and flexible work schedules.</p> <p>In establishing telework schedules, departments will:</p> <ul style="list-style-type: none"> • Prioritize employees who are considered at greatest risk (high-risk) and employees who are impacted by school closures • Deny telework to essential employees who will be required by their managers to report to work, even during the Governor’s Stay in Place order. • Rotate telework program where a number of support staff need to be physically present in the office. For example, each day two staff will be scheduled to report to work, and two will be scheduled as back-ups. The support staff not scheduled to report to work are expected to be teleworking. 	<p>Contact your supervisor to determine if your role is eligible for telework or a flexible work schedule.</p> <p>For issues, see the guidelines above for escalation.</p>
Essential/Non-Essential	<p>Departments have been given authority to determine what is essential and non-essential work.</p> <p>However, these designations have been shifting since 3.19. CalHR has encouraged departments to provide teleworking for all non-essential employees.</p>	<p>If you are deemed essential and you disagree with this designation, please communicate with your manager.</p> <p>If you believe that they are handling your designation incorrectly, please escalate through your department (see the guidelines above).</p>

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	<p>Unless you are deemed essential, the Governor’s order says to stay home.</p>	
<p>High-Risk Groups</p>	<p>For employees who are 65+ and those with chronic health conditions, on 3.18 the Governor’s Office urged all state Departments to consider all available options for telework and flexible work schedules. Those employees not eligible for these options shall be provided ATO.</p> <p>This does not include essential employees who are needed to protect our most vulnerable residents, such as hospital and health care workers, pharmacists, etc.</p> <p>However, if you do not want to work at this time in order to care for your health, you may use your own leave banks to take time off. If your leave bank is exhausted CalHR will review hardship Administrative Time Off (ATO) on a case by case basis for up to two-weeks at a time.</p>	<p>If you are in a high-risk group, there are multiple options:</p> <ul style="list-style-type: none"> • Contact your supervisor about options for telework or flexible work schedule. If your supervisor denies this request, but you believe that you should be eligible for telework, escalate that request through your department (see the guidelines above)- • Request Administrative Time Off (ATO). If that request is denied, please escalate through your department (see the guidelines above). • Request leave time, if you have leave time available. If that request is denied, please escalate through your department.
<p>School Closures</p>	<p>In establishing telework schedules, departments have been asked to prioritize employees who are impacted by school closures.</p> <p>Employees are also allowed to use leave credits of all types to care for children or stay home.</p>	<p>If your department is not complying with the telework policies or allowing you to use your own leave bank, please try to resolve with your manager. If they do not resolve the issue, please escalate through your department (see the guidelines above).</p>
<p>Health & Safety</p>	<p>Each department should:</p> <ul style="list-style-type: none"> • Ensure that all facilities are adequately equipped with hand washing facilities and supplies including hand 	<p>If your supervisor is not complying with the health and safety standards outlined within the CDC guidelines and</p>

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	<p>sanitizer that contains at least 60% alcohol, tissues, wipes, and trash baskets.</p> <ul style="list-style-type: none">• Provide social distancing measures for all employees required to report to work. 6 feet of space between work areas. No gatherings of any kind or size.• Cancel all non-essential travel.• Utilize all options for technology solutions to conduct meetings.	<p>CalHR directives, please escalate through your department (see the guidelines above).</p>