

General Advisories/Impacts	Current CalHR Guidance	Compliance	Potential Additional Benefits/Resources
High-Risk Groups	<p>You may choose to stay home and use any of your available leave banks to cover your time.</p> <p>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>Contact your supervisor about the leave time that you want to take.</p> <p>If you have leave time available and your supervisor denies your time please contact our Member Resource Center (866.471.7348)</p> <p>If you do not have leave time available, please contact your supervisor for direction on options available to you at this time.</p>	<p>There are a variety of benefits available to workers through an expanded unemployment insurance benefits offered through EDD. You can learn more about whether or not you may be eligible at this link.</p>
Paid Administrative Time Off (ATO)	<p>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.</p> <p><i>See Departmental notice chart for specific departmental policies that supercede the general guidelines put out by CalHR.</i></p>	<p>If you receive a doctor's order for quarantine, please contact your supervisor immediately.</p>	<p>Yes. If you have a COVID-19 diagnosis or are caring for someone with COVID-19 or are on a doctor's order for quarantine you may be eligible for Disability Insurance and/or Paid Family Leave. You can learn more about your eligibility for those benefits here.</p>

<p>Telework and Flexible Work Schedules</p>	<p>CalHR is encouraging departments to consider all viable options for telework and flexible work schedules. Employees are also allowed to use leave credits of all types to care for children or stay home.</p>	<p>Contact your supervisor to determine if your role is eligible for telework or a flexible work schedule.</p>	<p>In our most recent contract negotiations we won new language that states that all departments must have a flexible work hours program. You can read more about this proposal here.</p>
<p>Safety Equipment and Supplies</p>	<p>Ensure that large meetings areas/venues are well ventilated and are adequately equipped with facilities for hand washing and supplies including hand sanitizer that contains at least 60% alcohol, tissues, and trash baskets.</p>	<p>If your department is not complying with providing standard safety supplies, please contact your supervisor.</p> <p>If you have made that attempt with no resolution after a reasonable amount of time and bring supplies from home, please keep your receipts and documentation of your communication with your supervisor for potential reimbursement.</p>	
<p>School Closures</p>	<p>Departments should consider all viable options for telework and flexible work schedules. Employees shall use leave credits of all types available, including sick leave, to care for children as a result of school closure that officials determined was necessary to protect public health.</p>	<p>Contact your supervisor to determine if your role is eligible for telework or a flexible work schedule.</p> <p>Contact your supervisor about the leave time that you want to take.</p> <p>If you have leave time available and your supervisor</p>	

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