



DIOCESE OF SACRAMENTO

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LAY PERSONNEL

November 23, 2020

To: Pastors, Parochial Administrators, Parish Stewards, Agency Directors, Office Managers, and School Principals

FR: Anna Schiele

RE: **California Travel Advisory**

The California Department of Public Health has implemented a Travel Advisory for the State of California as the result of the evolving COVID Pandemic. In order to protect the workplace and employees from the potential of exposure the following protocol has been implemented:

1. All non-essential travel outside of the state of California will now require prior approval. An employee who intends to travel outside of the state will need to notify their supervisor **and** receive approval to take additional time off to quarantine or work remotely.
2. Employees who then engage in travel outside of the state of California will be required to self-quarantine away from work for two weeks upon return to California. The employee may return to work earlier than the two-week quarantine period if the following has been fulfilled:
 - a) The employee has taken a COVID test once back in California and has written proof of a negative COVID test **and**
 - b) The employee has been in California for 72 hours and free of any symptoms.
3. The employee must submit the PT501 Time Off Form to their supervisor for review and approval with the following information included:
 - a) Dates of Requested Time Off
 - b) Location of Travel
 - c) Indicate whether they wish to engage in remote work during the post-travel quarantine period, or whether they wish to take additional vacation leave or unpaid leave during that period.

Note: It will be up to the supervisor's discretion as to whether additional leave will be permitted, or whether they can accommodate the employee's request to work remotely during the quarantine period.

This requirement will remain in place until further notice. You will find the California Department of Public Health Travel Advisory attached to this Memo.

In addition, we would like to remind everyone of the following best practices:

- Remain home if feeling ill
- Practice social distancing of at least 6 feet
- Wear a mask when in common areas or social distancing is not possible
- Wash hands often, use sanitizer when needed
- Avoid touching your eyes, nose, and mouth with unwashed hands

Your safety is of the utmost importance to us. We appreciate your flexibility and support as we navigate through this challenging time.

If you have any questions or concerns, please feel free to contact the Office of Lay Personnel at 916-733-0239.



Sandra Shewry
Acting Director

State of California—Health and Human
Services Agency
**California Department of
Public Health**



GAVIN NEWSOM
Governor

November 13, 2020

TO: All Californians

SUBJECT: Travel Advisory

The incidence of COVID-19 is increasing in many states and countries. Persons arriving in California from other states or Californians returning from other states or countries could increase the risk of COVID-19 spread. In addition, travel itself can be a risk for exposure to COVID-19, particularly travel through shared conveyance such as air, bus or rail travel.

Travel Advisory for Non-Essential Travel [1]

1. Persons arriving in California from other states or countries, including returning California residents, should practice self-quarantine for 14 days after arrival. These persons should limit their interactions to their immediate household. This recommendation does not apply to individuals who cross state or country borders for essential travel. [2]
2. Californians are encouraged to stay home or in their region and avoid non-essential travel to other states or countries. Avoiding travel can reduce the risk of virus transmission and bringing the virus back to California.

[1] “Non-essential travel” includes travel that is considered tourism or recreational in nature.

[2] “Essential travel” includes: work and study, critical infrastructure support, economic services and supply chains, health, immediate medical care, and safety and security.

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