



## DIOCESE OF SACRAMENTO

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### LAY PERSONNEL

December 2, 2020

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

FR: Anna Schiele

RE: **Updated California Travel Advisory**

As the current circumstances of the COVID Pandemic have continued to worsen we have made a modification to the Travel Policy previously implemented. The adjustment to the policy has been highlighted in yellow for your ease.

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 4-5 days after returning to California and has written proof of a negative COVID test **and**
  - b) The employee has completed a 7 day quarantine in California **and**
  - c) The employee is free of any COVID 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.

Your safety and the safety of all our employees 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.