

EXHIBIT C



MEMORANDUM

Date: December 4, 2020

To: California Department of Corrections and Rehabilitation All Staff
California Correctional Health Care Services All Staff
Division of Juvenile Justice All Staff

From:

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JENNIFER OSBORN
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LARA SAICH
Director (A), Health Care Policy and Administration
California Correctional Health Care Services

Subject: CALIFORNIA'S REGIONAL STAY AT HOME ORDER AND DEPARTMENTAL DIRECTIVE

As a result of continued widespread transmission of COVID-19, on December 3, 2020, California's Department of Public Health issued a [Regional Stay at Home Order](#). Additionally, certain state government functions will be impacted, effective December 7, 2020, through at least December 28, 2020. For state services, the Order will be applied on a statewide basis rather than regionally.

California Department of Corrections and Rehabilitation (CDCR), California Correctional Health Care Services (CCHCS), and Division of Juvenile Justice (DJJ) operations and staff are critical and essential; therefore, staff necessary to perform critical functions shall remain in the office, institution, or facility, while adhering to all physical distancing and mask directives. Hiring Authorities, managers, and supervisors shall assess their operations immediately to ensure the minimum number of staff are onsite to perform in-person, essential functions, and that staff that can telework are doing so to the maximum extent possible.

As needed, each respective program area shall provide additional guidance to ensure consistency in application ensuring critical and essential operations are not impacted, while maximizing compliance with the directive for telework.

MEMORANDUM

Page 2 of 2

Each respective program area shall also assess travel scheduled through at least December 28, 2020, and postpone all non-essential travel. Headquarters and Regional staff should limit their presence at the institutions and facilities to mission-critical visits only which cannot be postponed until the conclusion of the Stay at Home Order.

As a reminder, Hiring Authorities shall continue with mandatory, daily COVID-19 Statewide Program Impact Tracking at: <http://teamsite/team/Exec/OR/COVID-19ImpactTracking/SitePages/Home.aspx>. Daily reporting is required before 11 a.m. (with the exception of weekends, which can be reported Monday for the preceding weekend). This data is required for control agency reporting, and non-compliance will be monitored and addressed as necessary. If there are questions, contact covid19atoscreening@cdcr.ca.gov.

Information technology (IT) equipment needs for staff teleworking identified by Hiring Authorities, managers, and supervisors may be requested via a ticket to the appropriate IT support team.

Tips, tools, and resources regarding telework are available on the intranet at <http://intranet/Pages/Telework-Info.aspx>.

We recognize this is an extremely challenging time for everyone and thank you for your dedication to our very important work for the State of California.