

CALIFORNIA COASTAL COMMISSION

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NOTICE DATE: March 13, 2020

TO: All employees

FROM: California Coastal Commission Executive Management Team

SUBJECT: Emergency Telework Program

The Coronavirus COVID-19 outbreak is a unique and unprecedented situation that continues to unfold daily. The guidance from federal, state and local officials is also evolving rapidly, and is at times conflicting. As an agency, the Commission is committed to providing flexibility to all staff to address specific needs and situations as they arise, ensuring equity in the treatment of everyone, while also preserving our operational capacity. At this time, the direction from the Governors office is that the Commission should keep our offices open and operating.

First and foremost, staff that may be at higher risk should talk with their supervisors immediately about telework options. Available information shows that some people are at higher risk of getting very sick from this illness. This includes:

- Older adults, especially those over 60.
- Individuals with compromised immune systems
- Individuals who have serious chronic medical conditions like:
 - Heart disease
 - Diabetes
 - Lung disease

If you are at higher risk for serious illness from COVID-19 because of your age or health condition, it is important for you to take actions to reduce your risk of getting sick with the disease, including:

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing, or having been in a public place.
- Avoiding touching eyes, nose or mouth with unwashed hands.
- Avoid close contact with people who are sick and stay away from large gatherings and crowds.
- Stay home as much as possible. Consider ways of getting food brought to your house through family, social, or commercial networks.

For current information regarding Coronavirus COVID-19, visit the [California Department Public Health](#).

We also know that there are many employees whose families are affected by school and daycare closures and will need to stay home to care for children or other family members. Others may want to work at home occasionally or on a scheduled basis.

To address the expanding response to the Coronavirus COVID-19, the Coastal Commission has developed an Emergency Telework program to support staff that may have to work remotely. The Commission's program is consistent with guidance developed by the Department of Human Resources (CalHR) and the Department of Technology (CDT) regarding emergency telework programs and the need to ensure the continuity of the critical functions and operations of the Commission.

The fundamental elements of the telework program are described below. Staff should talk with their supervisors about their particular telework program to identify tasks and projects that they can work on outside of the office. We have attached a simple **Staff Telework Plan** for staff and supervisors to fill out and sign. Additionally, staff should discuss the following with their supervisors:

1. Ensure that performance expectations have been discussed and are clearly understood and that telephone and email contact procedures have been defined.
2. Establish core periods of time which employees are expected to work. Employees who will not be available during normal working hours must notify their supervisor and, as applicable, seek prior approval to use leave credits to cover the time.
3. Original or record file documents should not be removed from the office. If necessary, hard copies or electronic copies of necessary documents should be obtained or created prior to commencement of Telework program.
4. It is important for all employees to maintain a healthy, safe and ergonomically sound work environment while working at home. To the extent feasible, employees should:
 - Learn and apply ergonomic safety practices.
 - Establish and maintain a safe home office environment.
 - Adhere to department policies around the security and confidentiality of data and information.
 - Proactively stay in touch with management concerning work needs while teleworking.

To support staff working from home, we have several internet-based Microsoft Office tools available including **Outlook** email, **OneDrive** personal file storage, and **SharePoint** Team Site(s) for shared resources or documents. Copies of key electronic files or documents may be placed in **OneDrive** or **SharePoint** Team Sites for use at home. prior to leaving the office. Staff should plan for the work they intend to perform outside of the office and ensure that the appropriate materials have been placed into their respective **OneDrive** or **SharePoint** Team Sites prior to leaving the office.

The attached file titled: **Instructions for Microsoft Office on the web** provides detailed instructions on the use of these internet-based Microsoft Office tools.

Also, for your information, we have attached two additional informational items provided by CDT and CalHR with additional background, guidance and resources from the state regarding Telework programs and practices:

Excerpt of CDT and CalHR joint memo on telework. This document is an excerpt of a joint memorandum of the state's recommendations and guidelines regarding an Emergency Telework program.

Quick Reference Guide for technical resources for employees working at home. This reference contains information and links to technical resources, guidance and recommendations for productivity tools, personal computer protection and related subjects.

Finally, if you are planning to telework, please be sure to include an auto-response on your email and an outgoing message on your voicemail letting people know your plan. Some sample language is included below but should be modified as necessary:

Hello. Due to COVID-19 concerns and the increasing precautionary measures being taken by many communities, Coastal Commission staff may be working remotely and/or irregular hours, or even reduced schedules as we personally adapt to this unusual situation. I will do my best to respond to emails and requests in a timely manner but please understand that I will likely have limited availability in the coming weeks. If you need to get ahold of me, email will be the most efficient means. Thank you for your patience as we all learn to navigate current circumstances, and please take care.