



Secretary of the Senate

ROOM 3044, STATE CAPITOL
SACRAMENTO, CA 95814

ERIKA CONTRERAS
ERIKA.CONTRERAS@SEN.CA.GOV

(916) 651-4171

July 8, 2020

TO: All Senators and Senate Staff

FROM: Erika Contreras
Secretary of the Senate

RE: Week of July 13, 2020

After careful consideration of the increase in COVID-19 cases in the Capitol community and throughout the state, the Senate has made the decision not to return to session next week, July 13-19, 2020. We will continue to monitor the public health situation, and I will notify you as soon it is determined an appropriate time to return to session.

Although we are not returning to Session, all Senate employees in member offices are expected to continue working remotely from home. One District Office staff member can go into the office as necessary to perform essential functions. As has been our practice since the beginning of the COVID-19 crisis, Capitol and D.O. office phones should be transferred to cell phones and answered during regular work hours, to continue providing resources, assistance and service to constituents.

Staff should notify their supervisor if they wish to take time off so that plans can be made for phone coverage during their absence.

All staff travel must be essential, and must be approved by the Secretary of the Senate prior to submitting it to Senate Accounting for mileage or other reimbursement. Overnight travel will not be approved except under compelling and unique circumstances approved by the Secretary of the Senate.

Rules employees should continue to follow direction from their supervisor to work remotely from home, work a modified schedule, or report to work as assigned.

Should you or anyone in your household test positive for COVID-19, please contact Senate Human Resources (916) 651-1557 and Capitol Health Services (916) 319-2514 immediately.