

MEMORANDUM

Kathy Gallagher, Director

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To: ALL STAFF

Date: 3/13/2020

cc:

From: KATHY GALLAGHER, EHSD DIRECTOR



Subject: TRAVEL RESTRICTIONS DUE TO COVID-19

The COVID-19 emergency declaration by the Board of Supervisors for Contra Costa County and by the Governor for the State now includes restrictions on non-essential employee travel. Effective immediately, and until further notice, EHSD is implementing the following policies:

1. No travel request will be approved to attend a meeting, conference, workshop, training, or any other gathering of over 50 people.
2. No travel requests will be approved for in-county or out-of-county travel that requires the use of public transportation such as BART, buses, trains, airplanes, etc. If a private vehicle can be used to attend an event with fewer than 50 people, this could be approved if deemed appropriate by a Bureau Director.
3. Exception: Foster youth 30-day mandatory visits required under Federal/State law have not been waived and are therefore considered essential and will be approved as needed.
4. Travel requests previously approved are now cancelled. If a conference registration has been paid by the department, Administration will seek reimbursement or vouchers for a rescheduled conference. If the conference registration was paid by the employee using a personal credit card or a county procurement card, follow the same process outlined below for airfare reimbursements.
 - a. At this point, it is difficult to know when the Coronavirus will run its course and we will return to normal business life. Attempting to change or reschedule a reservation is not a good option. With regard to Airfare charges already paid:
 - i. If the traveler paid using a personal credit card, contact the airline and ask to cancel the reservation and ask for a full refund of the cost. If a statement from the County is needed regarding the restrictions on travel related to the Coronavirus, let your Bureau Director know. If the airline will only provide a refund of a voucher for future travel and that is acceptable to the traveler, that will settle the transaction. If the air fare has already been reimbursed by the County but the trip has not taken place, the airfare must be repaid by writing a check to CCCo/EHSD and sending it to EHSD Fiscal, Attn: Erik Brown.
 - ii. If the travel was paid using a County issued Purchase Card, contact the airline and ask to cancel the reservation and ask for a full refund of the

cost. If a statement from the County is needed regarding the restrictions on travel related to the Coronavirus, let your Bureau Director know. If the airline will only provide a refund in the form of a voucher for future travel, ensure the voucher is issued in the name of the County or EHSD and can be used by any traveler for future travel. Notify Purchasing, Constance Slessinger, 8-4945, cslessinger@ehsd.cccounty.us, that a voucher has been issued.

This Corona Virus event continues to evolve daily, and I know that it is creating upheavals in our daily lives, both at work and at home. Know that things will return to normal and that we will restore our ability to travel in support of the excellent work we do here in EHSD.