

## **Approved Employee Hotline Message – 3/15/2020**

As part of SoCalGas's response to the Coronavirus, SoCalGas is encouraging employees, whose job functions allow and they can do so, to work remotely. Effective Monday, March 16 to Tuesday, March 31, SoCalGas is implementing a one-time, short-term remote work guideline for represented and non-exempt employees. It is recognized that most employees have job functions that require them to be physically onsite and this policy would not apply. Each department will assess the feasibility of individual remote-working capacity for their organization. Please check with your supervisor if you're not sure.