

Subject: [IMPORTANT] CWSP: Onsite Job Placement & Holiday Travel

Students,

First of all, thank you for your weekly presence and commitment at your onsite job placement which positively impacts the continued growth of our Corporate Work Study Program.

Your supervisors also applaud your resilience and desire to grow during these challenging times.

We recognize the holidays (Thanksgiving and Winter) are around the corner. While many of us would like to travel to be with our families, **we highly discourage traveling by plane and/or outside of the country.**

If your family chooses to do so, **please have your parent/guardian call @Neal Gutierrez at 510 214 6541 to discuss any potential plans.**

Additionally, following **Alameda County Department of Public Health Guidelines**, you will be required to do the following before returning to work:

- Quarantine for a minimum of 2 weeks starting from the day you return home (your Corporate Partner may require to provide documentation of a negative COVID-19 test result)
- 10 consecutive days without symptoms and no fever 24 hours beforehand
- You will also be required to make up the days you were absent from work during the next opportunity.

**Please respond to this email to confirm you are aware and if applicable, include any potential travel plans.**

Your health and safety is always our first priority. You are CWSP's essential workers!

Best,  
Mr. G