

## Human Resources Branch Memorandum

SUBJECT: <b>Guidance with regards to Novel Coronavirus</b>	NUMBER: <b>HRB 20-004</b>
	DATE ISSUED: <b>02/07/2020</b>
DISTRIBUTION: <b>CDFW ALL STAFF</b>	EXPIRES: <b>Until Superseded</b>

Action Required       Informational Only       Control Agency Directive

### Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) employees of the current guidance from the federal Centers for Disease Control and Prevention on the Novel Coronavirus.

**NOTE: The risk to the public with regard to the Novel Coronavirus in California remains low.**

### What You Should Do

- Stay informed by visiting the federal Centers for Disease Control and Prevention website [here](#) and the California Department of Public Health website [here](#). Both websites are updated daily with the latest information and advice for the public.
- As with any virus, especially during the flu season, the California Department of Public Health reminds everyone there are a number of steps individuals can take to protect themselves and those around them:
  - Washing hands with soap and water.
  - Avoiding touching eyes, nose or mouth with unwashed hands.
  - Avoiding close contact with people who are sick.
  - Staying away from work, school or other people if you become sick with respiratory symptoms like fever and cough.
- If you feel sick with fever, cough, or difficulty breathing, and have traveled to China or were in close contact with someone with Novel Coronavirus in the 14 days before you began to feel sick, seek medical care. Before you go to a doctor's office or emergency room, call ahead and tell them about your recent travel and your symptoms.
- If you are contacted by your local public health department due to your recent travel to China, please make sure to follow their guidance and advice closely in order to protect your health and the health of those around you.

- In response to this new virus, remember to be respectful, fair, and without bias in your interactions with all persons. Do not assume someone of a particular national origin, race, or background is more likely to have to have Novel Coronavirus.

### **What You Should Not Do**

- Do not travel to China.
- The federal CDC does not recommend the use of facemasks for the general public to prevent the spread of Novel Coronavirus.

The complete interim guidance from the federal Centers for Disease and Control Prevention (CDC) is available online, [here](#).

### **Definitions**

- **Active monitoring** means that the state or local public health authority assumes responsibility for establishing regular communication with potentially exposed people to assess for the presence of fever, cough, or difficulty breathing. The mode of communication can be determined by the state or local public health authority and may include telephone calls or any electronic or internet-based means of communication.
- **Quarantine** in general means the separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not necessarily yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease.
- **Medium Risk** are individuals who have had close contact with a person with symptomatic laboratory-confirmed Novel Coronavirus infection, and not having any exposures that meet a high-risk definition or have traveled from mainland China outside Hubei Province and not have any exposures that meet a high-risk definition.

### **Contact**

If your HR staff or managers have questions, please direct those questions to the California Department of Public Health by contacting the Medical and Health Coordination Center by phone at 916-650-6400 or by email at [jeocdir@cdph.ca.gov](mailto:jeocdir@cdph.ca.gov).