

## Human Resources Branch Memorandum

<b>SUBJECT:</b> <b>Guidance for Managers and Supervisors with regards to Novel Coronavirus (COVID-19)</b>	<b>NUMBER:</b> <b>HRB 20-007</b>
	<b>DATE ISSUED:</b> <b>February 26, 2020</b>
<b>DISTRIBUTION:</b> <b>CDFW Managers and Supervisors</b>	<b>EXPIRES:</b> <b>Until Superseded</b>

Action Required       Informational Only       Control Agency Directive

### Purpose

The purpose of this memorandum is to provide California Department of Fish and Wildlife (CDFW) Managers and Supervisors with new information from the Federal Centers for Disease Control and Prevention on the Novel Coronavirus, now called COVID-19.

### Authority

- [Centers for Disease Control and Prevention website](#)
- [California Department of Public Health website](#)

Sacramento County Public Health recently confirmed the first Sacramento County case of novel coronavirus, now called COVID-19. Sacramento County Public Health is monitoring the situation closely and working with the Centers for Disease Control and Prevention (CDC) as well as the California Department of Public Health.

While we understand employees may have questions about coworkers who recently traveled to China or are teleworking and/or quarantined, it is necessary that we protect the health-related information of our employees. We cannot confirm the health status of employees or communicate about coworkers' health. Instead, employees should be reminded the health risk to the general public in California remains low at this time and California state and local health officials are actively engaged in preparation to keep Californians safe should the risk of infection to the general public increase.

### Guidance for Managers

Based on current guidance from the federal Centers for Disease Control and Prevention, we recommend the following:

- For individuals who have returned from Hubei Province, China on or after February 3rd, and have been placed under a federal quarantine order for up to 14 days: The Department should provide these individuals with Administrative Time Off for the period of their quarantine order.
- For individuals who have returned from mainland China on or after February 3rd and have been screened by public health officials as medium risk and are required to be actively monitored for up to 14 days: These individuals should work from home for the period that they are being actively monitored by their local health

department. For those who are unable to work from home, the Department should provide these individuals with Administrative Time Off for the period of their active monitoring.

- For individuals who have returned from China in the last 14 days and begin to feel feverish or develop cough or difficulty breathing: These individuals should take their temperature, limit contact with others, and seek health advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.
- 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 COVID-19.

If your 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).