

This email is being sent to all CDFW Employees.

CDFW Staff Covid-19 Update #2

March 13, 2020

Daily changes to the update will be highlighted in yellow.

Background

California is responding to the spread of a respiratory illness caused by a novel coronavirus (COVID-19), which is known now to have spread internationally and in the United States, including multiple counties in California. Much information and recommendations are being generated regarding public health issues about the virus, and actions that federal, state, and local agencies are taking.

CDFW has established an internal taskforce that will monitor and message out to staff information from various sources and develop recommended actions to protect CDFW staff and mission-critical functions.

This CDFW All Staff COVID-19 Update is intended to provide you with summarized information that is helpful to you as a state employee. It is not intended as a universal source of information but aims to highlight information important for Department staff to be aware of. This update will be distributed to all staff on a weekly basis at minimum, and possibly more often as needed.

Preventing Spread of COVID-19

Please review the [guidance document](#), drafted by the California Department of Public Health and the California Department of Human Resources.

It is imperative that we protect the privacy rights of our employees. Do not make assumptions about the health of fellow employees. As we continue through this event, we may learn of individuals who may have been exposed or tested positive. If that happens, please do not share that information as it is a violation of privacy rights.

Travel

Regarding travel for state work, the California Department of Human Resources has provided this guidance:

- No travel restrictions within California
- Travel essential to job function should not be canceled, unless the gathering/meeting does not meet the guidance described under the Meetings section
- Non-critical travel may be canceled at the discretion of supervisors/managers

The Centers for Disease Control and Prevention (CDC) has provided [guidance](#) related to international travel. The CDC recommends that travelers avoid all nonessential travel to South Korea, Italy, Iran, and the People's Republic of China. The Department will continue to review all previously approved travel blankets and individual out-of-state

travel requests and defer all mission critical and discretionary travel to the named countries until notified. Regarding personal, discretionary travel, an employee who chooses to travel to a high-risk area after knowing the risks and becomes subject to quarantine will not be provided ATO and the employee should contact the Department's human resources office regarding leave options.

Telecommuting

We recognize that private sector employers in some regions have directed staff to telework. The State of California has not provided that direction to date, but we are prepared to assess telework options for employees on a case-by-case basis at this time. If you believe you have the need to telework, please consult your manager or supervisor.

CDFW is following CalHR's recommendation and exploring telecommuting for high-risk individuals. Currently, CDFW has no plans in place for large-scale telecommuting due to COVID-19 threats, and standard telecommuting policies remain in place. However, this situation is fluid and continuity planning is a priority for Department programs.

Meetings

We have received the following directive from the Governor's Office, to protect against further spread of COVID-19: ***"The state's public health experts have determined that gatherings should be postponed or canceled across the state until at least the end of March. Non-essential gatherings must be limited to no more than 250 people, while smaller events can proceed only if the organizers can implement social distancing of 6 feet per person. Gatherings of individuals who are at higher risk for severe illness from COVID-19 should be limited to no more than 10 people, while also following social distancing guidelines."***

Please make arrangements to cancel any non-essential gatherings of more than 250 people, or smaller unless social distancing of 6 feet can be implemented. This also means that you should not participate in large events/mass gatherings to the extent possible. Please make sure to share this information with volunteers, attendees and any other gathering participants who may not have access to this department email. CDFW will continue routine business activities to the extent possible unless and until we are advised to do otherwise. Note that this directive does not include routine office environments. Additional information will be coming regarding areas of high public use.

Due to this new direction, we have canceled CDFW participation in the Bakersfield Sports Show and will also be canceling our participation in the Del Mar Show. We have informed the show organizers and CDFW volunteers about this change. Please find more information here: <https://www.gov.ca.gov/2020/03/11/california-public-health-experts-mass-gatherings-should-be-postponed-or-canceled-statewide-to-slow-the-spread-of-covid-19/>

HRMS

Staff should go online and use the HRMS [WhoAmI?](#) Page on our intranet to ensure that your information is correct. It is especially important that "Work Site" be populated using the pick list. This is the Department's best comprehensive source of this information and allows us to quickly determine which staff are associated with each of its many statewide locations. Staff should also strongly consider adding their personal mobile phone number at the bottom of the page. This will only be used to text urgent information should the need arise.

More Information:

If you have questions or concerns regarding COVID-19, please discuss with your supervisor. You may also direct questions to COVID-19@wildlife.ca.gov.

Past updates can be viewed at <https://dfgintranet/portal/tabid/2921/Default.aspx>.

CDPH is posting daily updates on COVID-19, which can be viewed here: <https://www.cdph.ca.gov/Programs/OPA/Pages/New-Release-2020.aspx>.

The national Centers for Disease Control and Prevention (CDC) is posting daily updates on COVID-19, which can be viewed here: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>. The information on this website is updated daily.

Governor Newsom's [Executive Order](#) to further enhance California's ability to respond to the COVID-19 pandemic.

Many local public health agencies also have information on COVID-19, including recommendations based on local conditions.