

CDFW Staff COVID-19 Update #3

Tuesday, March 17, 2020 2:19 PM

This email is sent to CDFW All.

New changes to the update are 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.

Message from Secretary Crowfoot on COVID-19

Secretary Crowfoot created a message to California Natural Resources Agency (CNRA) employees about the latest guidance and a few actions that the CNRA is taking to combat the spread of this virus.

Watch Secretary Crowfoot's message here:

<https://www.youtube.com/watch?v=y9gZ6tcwch4>

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. Employees should 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:

- Consider canceling travel essential to job function if the work can be accomplished remotely, and/or if 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, the People's Republic of China, United Kingdom, Ireland and Europe. The CDC also recommends deferring cruise travel anywhere in the world. 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.

Teleworking and Staying at Home

The most current directive from state government leadership is that we implement teleworking with maximum flexibility. This means that if you think that you have the ability to work from home, please work with your supervisor to see if you can work from home as soon as possible. Your supervisor will confirm whether you are able to work remotely and put in place the plan to do so. In large offices, please work with supervisors to see if we can stagger the time that employees come into the office to pick up necessary items like laptop computers in to work from home.

CDFW's leadership is directing all supervisors and managers to maximize opportunities and provide flexibility for as many employees as possible to telework until the end of March, while ensuring that our employees can ensure continuation of services. Telework job aids and an emergency telework agreement will be made available soon in a future Update. Guidance on contract employees will also be forthcoming.

Also, guidance suggests that any person 65 years or older or with medical vulnerabilities should self-isolate. Additional Department guidance is forthcoming on this topic.

We are aware of local ordinances directing residents in some California counties to change their daily routine to stay at home (see bottom of this Update for links). These orders make exceptions for residents who are employed in critical areas, and as of now most County-level government offices remain open. We will be providing further guidance on how we will be implementing for Department essential functions.

Meetings

Please move meetings to Skype, when feasible, or conference calls. Per recent federal guidance, cancel, postpone or move to Skype or call any in-person gatherings of more than 10 people. Please remember to institute social distancing of 6 feet for gatherings of less than 10.

Please make sure to share this information with volunteers, attendees and any other gathering participants who may not have access to this Department email. As indicated in our recent press release, the Department is temporarily closing areas of high public use, including visitor centers and license counters, but keeping our outdoor areas, including Wildlife Areas, open for public use.

Note that 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/>

Human Resources Management System (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 continues to update their website with the most current information and guidance regarding COVID-19 located at: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx>

CDPH has developed the following guidance documents:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx>

- Guidance for Prioritization of Patients for Laboratory Testing for COVID-19.
- When to go to the Emergency Room (ER) Guidance.
- N95 Guidance for California Department of Social Services.
- How to dispose of COVID-19 patient remains.
- Guidance for employees working on the disembarking of the Grand Princess.

- Individual Guidance/Social Distancing (Community Mitigation Guidelines to Reduce COVID-19 Transmission).
- Occupational Safety and Health Administration (OSHA) released Temporary Enforcement Guidance - Healthcare Respiratory Protection Annual Fit-Testing for N95 Filtering Face pieces During the COVID-19 Outbreak. The guidance can be found here: <https://www.osha.gov/memos/2020-03-14/temporary-enforcement-guidancehealthcare-respiratory-protection-annual-fit>
- 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.
- Local public health agencies also have information on COVID-19, including recommendations based on local conditions.
- For those that are having a difficult time emotionally or personally due to the COVID-19 situation, please consider accessing the Employee Assistance Program, free to all state employees (<http://www.eap.calhr.ca.gov/home-page.aspx>).
- **Local Information on Stay at Home ("Shelter in Place") orders:**
 - San Francisco: <https://www.documentcloud.org/documents/6811216-San-Francisco-Bay-Area-coronavirus-shelter-in.html>
 - Santa Clara: <https://www.sccgov.org/sites/phd/DiseaseInformation/novel-coronavirus/Pages/order-health-officer-031620.aspx>
 - San Mateo: <https://www.smchealth.org/coronavirus>
 - Marin: <https://www.marincounty.org/main/county-press-releases/press-releases/2020/hhs-covid-shelterinplace-031620>
 - Contra Costa: <https://cchealth.org/emergencies/shelter-in-place.php>
 - Alameda: <http://www.acgov.org/documents/Final-Order-to-Shelter-In-Place.pdf>
 - Santa Cruz: <https://www.santacruzhealth.org/Portals/7/Pdfs/Coronavirus/Shelter%20in%20Place%20Order%20March%2016%202020.pdf>

Questions and Answers

The Taskforce has received many questions and is working hard to answer them. We will begin providing answers in upcoming updates.

CDFW Staff COVID-19 Update #3 (Flash Report/ADDENDUM)

Tuesday, March 17, 2020 8:35 PM

This email is being sent to CDFW All

CDFW Staff Covid-19 Flash Report

March 17, 2020

This short format will be used between the Covid-19 Updates to provide employees timely updates on new guidance and critical information.

Telework

The Department has developed job aids to support employees who are teleworking. The job aids can be found at the following link: <https://wildlife.ca.gov/Employees>

"Stay at Home" Directives/Guidance

In addition to the counties reporting in the Covid-19 Update #3, the following cities and counties have issued "stay at home" directives or guidance (this list likely to change rapidly).

Sacramento County: https://www.saccounty.net/news/latest-news/Pages/County_Public_Health_Updated_Directives_March-17.aspx

Sonoma County: <https://socoemergency.org/order-of-the-health-officer-shelter-in-place/>

Monterey County: <https://www.co.monterey.ca.us/government/departments-a-h/administrative-office/office-of-emergency-services/situational-awareness/public-alert-warning>

City of Davis:

<https://www.cityofdavis.org/Home/Components/News/News/5940/2985?backlist=%2f>

City of Manteca:

<https://www.ci.manteca.ca.us/Administration/coronavirus/Pages/coronavirus-information.aspx>