

## **CDFW Staff Covid-19 Update #4**

**Wednesday, March 18, 2020 7:27 PM**

*This email is being sent to CDFW All.*

New 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. The Department receives frequent updates through the California Natural Resources Agency (CNRA) including information from the California Department of Public Health (CDPH), the California Department of Human Resources (Cal-HR) and the Governor's Office. The safety and well-being of staff is the Department's priority and we appreciate everyone's patience and willingness to adapt during this rapidly evolving situation.

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 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 CDPH and [additional guidance](#) from 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

To further maximize social distancing, effective immediately all non-essential travel should be cancelled. All options for using technology solutions to conduct meetings should be considered, including Skype and phone.

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

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. 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>. All staff who are teleworking will need to complete a new Emergency Telework Form that you will receive from your supervisor (this is the case even if you have already filled out a different form). Guidance on contract employees will also be forthcoming.

It has come to our attention that some staff are attempting to install or configure VPN software on their privately owned home computers to connect to the Department's network. This is a violation of Department policy and should NOT be done. It also would open up your home computer to potential discovery and Public Records Act requests as once it touches the network, our security tools will start evaluating the contents of the computer. It will also start scanning all your network traffic. Currently if you do not have a Department computer, the best is way to access email, OneDrive, and office applications would be to use <https://portal.office.com>. This will contain the files in the CDFW Office environment and will not result in your computer being discoverable. The Data and Technology Division (DTD) is working as quickly as possible on an alternate solution to access department resources from personal computers. The solution would be similar to VPN and would ensure we adhere to Department and State policy.

Please expect slowdowns on webpages, conference lines, and internet processes. This is not abnormal with so many additional remote users. DTD is aware of numerous issues and is working very hard to keep our systems running as smoothly as possible, and the HelpDesk is fielding many requests and addressing as quickly as they can.

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. 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. 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](mailto:COVID-19@wildlife.ca.gov). Past updates can be viewed at <https://dfgintranet/portal/tabid/2921/Default.aspx>.
- CalHR COVID-19 Updates for State Workers: <https://www.calhr.ca.gov/Pages/covid-19-updates-for-state-workers.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.
- Local Information on Stay at Home ("Shelter in Place") orders. **Staff are encouraged to follow their local and county public health department websites for the most up-to-date information:**
- 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>
  - Sacramento County: [https://www.saccounty.net/news/latest-news/Pages/County\\_Public\\_Health\\_Updated\\_Directives\\_March-17.aspx](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-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>
- San Benito County: <https://hhsa.cosb.us/publichealth/communicable-disease/coronavirus/>
- Ventura County: <https://www.vcemergency.com/>
- Yolo County: <https://www.yolocounty.org/Home/ShowDocument?id=62366>
- San Luis Obispo County: <https://www.emergencyslo.org/en/shelter-at-home-order.aspx>
- Napa County: <https://www.countyofnapa.org/DocumentCenter/View/16687/3-18-2020-Shelter-at-Home-Order>
- Solano County: <https://admin.solanocounty.com:4433/civicax/filebank/blobdload.aspx?BlobID=31829>

### Taking Care of Yourself

The Department recognizes that this is potentially a very difficult time for staff, given the significant disruption to both work and personal lives we are all experiencing. We encourage you to take time every day to participate in something relaxing and restorative. It is imperative that we take care of our mental and emotional health as we navigate the challenges of the current situation. Ideas include walks, meditation, gardening, stretching, tinkering and listening to music. 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>).

### Questions and Answers

The Taskforce has received many questions and is working hard to answer them. [Here are answers to some of the questions received thus far:](#)

**Question:** If staff do not have a laptop, can they take their desktop computer home to use in a telework setting?

**Answer:** Employees should only take home assigned (permanent or temporary) laptops for telework at this time. Desktop computers and other devices such as printers are generally not configured for mobile/telework and may lack the ability to connect or function properly from home. Furthermore, the risk of damaging this equipment is much greater in transit. DTD is currently evaluating options that may include configuring some desktop computers for mobile work.

**Question:** Can staff telework on a personal computer if they are not using data sharing between personal and work computers? They can complete most of their work via email and Microsoft office suite functions.

**Answer:** The Department developed job aids on how to telework effectively from a privately owned computer and are also working on new technology to allow you to work virtually on your office computer from home (<https://wildlife.ca.gov/Employees>).

- Email, Contacts, OneDrive, SharePoint, Time Reporting, etc. can be accessed from any personal computer or mobile device via the Office 365 portal. <https://portal.office.com>
- Please be aware there are some resources that cannot be accessed from personal devices (OSPR databases, Lotus Notes, network drives G, U, O, etc).
- **NOTE:** Multi-Factor authentication is required in order to access the above resources from a personal device. If you do not have a state-owned iPhone, you must add a personal phone number to your MFA verification methods. This link will take you directly to your MFA setup page: <https://aka.ms/MFASetup>.
- **Please talk to your IT representative for any questions.**

**Question:** Is Microsoft Teams up and running? Are there instructions on how to best use it?

**Answer:** Microsoft Teams is not fully available for use at this time. We are working on rolling out tools to assist with remote collaboration. We will update you as soon as they are ready.