

## **CDFW Staff Covid-19 Update #5**

**Monday, March 23, 2020 4:58 PM**

This email is being sent to CDFW All

*Starting with this update, to provide more effective communications and allow for better readability, we are reducing content of these updates to include recent information and links.*

### Background

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. These periodic CDFW All Staff COVID-19 Updates are intended to provide you with summarized information that is helpful to you as a state employee. 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.

### Preventing Spread of COVID-19

The CDFW COVID-19 taskforce has developed a communication protocol for when an employee self-reports as being positive for COVID-19 ([see attached flowchart](#)). As a reminder, please continue to protect the privacy rights of all employees, and do not share personal or health-related information.

### 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 will evaluate the need to extend the emergency telework period as the situation evolves.

Reminders for teleworking employees:

- Be cautious before clicking on anything as we are seeing a significant uptick in phishing and malicious email.
- Only use VPN when you need to access internal Department resources such as shared drives.
- Contact the HelpDesk via the online portal <https://dfgintranet/portal/DataandTechnology/HelpDesk/tabid/61/Default.aspx> or email [helpdesk@wildlife.ca.gov](mailto:helpdesk@wildlife.ca.gov). If these options fail, leave a message at 916-445-5158.
- Please check your desk phone voicemail periodically if it is not forwarded to your state issued mobile device.

For employees that are working in the office, please remember to bring your CDFW-issued badge with you to identify yourself as performing essential functions as per local and State stay at home orders.

### Administrative Time Off (ATO)

As we have recently received updated guidance regarding the use of ATO there have been a number of questions. One question is where should employees code their time if they are on ATO related to the Coronavirus? The answer is reasonably simple. If you are **STATE FUNDED**, there is **essentially no change**, and you charge ATO time to your normal reporting structure and project ID. If you are **FEDERALLY FUNDED** you will charge ATO time to your normal reporting structure and **Project ID (PID) 36000010010033**.

### Emergency Purchasing

Please see [attached critical information](#) regarding emergency purchasing and managing contract issues that may arise due to the COVID-19 emergency.

### More Information

- On March 19, 2020, Governor Newsom issued a new Executive Order for all Californians to stay at home: <https://covid19.ca.gov/img/Executive-Order-N-33-20.pdf>.
- Information on the status of the COVID-19 crisis in California, as well as actions the State is taking in response can be found at <https://covid19.ca.gov/>. Local public health agencies also have information on COVID-19, based on local conditions.
- 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 CDFW COVID-19 Updates can be viewed at <https://dfgintranet/portal/tabid/2921/Default.aspx>.

### Taking Care of Yourself

The Department recognizes that this is potentially a very difficult time for employees, 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. Additionally, as mentioned in the Governor's Speech, there are ways that we can [help out](#) in our communities during this crisis.

Here are some resources to help with mindfulness and appreciation for that which we are here to protect!

- [Mindfulness and Relaxation](#)
- [Staying physically active at home](#)

- [Cool Monterey Bay Aquarium live-cams](#)

## 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:** Can (and how) children of staff who live in state housing can access the CDFW broadband for their schoolwork?

**Answer:** State equipment is for State business only. When you are home on a laptop computer, while signed on to VPN, you are essentially 'in the office'. As such, all standard restrictions and laws apply and all work is trackable and traceable by DTD.

**Question:** If you have received a "shelter in place" directive from your County of residence, are you still required to go in to work or should this staff try and telework?

**Answer:** As indicated in previous CDFW COVID-19 updates, the Department is implementing an emergency telework policy that provides for maximum flexibility for telework. All employees who can telework are strongly encouraged, working through their supervisor, to do so. Employees who telework under this emergency basis must use the emergency telework form, which has been distributed to supervisors. County and State stay at home orders allow for critical government services to continue, which provides for some employees to go to the office for critical work that cannot be done from home. All employees that must work in offices should practice social distancing measures, including staggered shifts and days.

**Question:** Is fishing allowed in shelter in place counties. People are trying to catch fish and crab for food. Since stores are out of stock of all meat and fish.

**Answer:** On March 19, Governor Gavin Newsom issued statewide Executive Order N-33-20 requiring "all individuals living in the State of California to stay home or at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors." The California Department of Public Health (CDPH) clarified the Executive Order in a FAQ published here:

<https://covid19.ca.gov/stay-home-except-for-essential-needs/>

The CDPH is encouraging people to still go outside, but to remember to maintain a safe social distance of six feet from people who are not a part of a household. So, at this time, you may fish or hunt, as long as you practice safe social distancing measures and comply with any additional specific restrictions in place for parks and other public facilities and for counties and cities.

Please remember that since governmental coronavirus responses are changing rapidly, to check the latest federal, state, county, city orders to ensure that you are complying with the latest recommendations and directives.

