

CDFW Staff COVID-19 Flash Report #3

March 26, 2020 7:21 AM

This email is being sent to CDFW All

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

Administrative Time Off (ATO)

Reminders for staff regarding ATO:

- ATO is a last resort for employees who do not perform essential functions, cannot telework, and cannot be redirected to other work. ATO is not a discretionary alternative to teleworking for staff.
- Staff must work through their supervisor to be placed on ATO. Branch Chiefs and Regional Managers are **the only approvers** of ATO.
- Please do not put personal medical information onto ATO forms.
- At this time, ATO is not authorized for parents taking time off for childcare.

Public Messaging about Fishing and Hunting

The Department is being asked, through many different avenues, to respond to public inquiries about whether or not people can fish, where they can fish, and if we intend to relax regulations, seasons or bag limits during this stay at home order. The Office of Communication, Education and Outreach (OCEO) has developed talking points for staff who may receive calls or emails from the public about this topic. While we will not be able to answer every variation of question specifically, this [approved messaging](#) can be tailored to answer whatever the ask may be.

Please use this language, or pertinent excerpts from it, to answer questions from the public. Please contact [Jordan Traverso](#) if you have any questions.