CDFW Staff Covid-19 Update #7

Thursday, April 9, 2020 8:41 AM

This email is being sent to CDFW All.

This update covers the following topics:

- **Telework Toolkit**
- **CalHR Training Available Online**
- **Skype Functionality**
- **Health and Wellness Tips**
- **More Information**

Background

CDFW has established an internal task force 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.

Telework Toolkit

The Organizational Development Branch has created a [Telework Toolkit](#) with ideas and resources for teleworking staff and supervisors, including information on developing training plans for telework. Please check the site regularly, as it is being updated as new ideas are shared. *Note that this link is _only_ accessible when connected to the VPN; logging into the intranet is not sufficient.* If you have additional suggestions for teleworking resources, please submit them to the Covid-19 task force at COVID-19@wildlife.ca.gov.

Skype Functionality

Over the weekend of April 4, the Data and Technology Division shifted the internal Skype platform to a more robust one which has improved performance. However, individual user experience depends on a user's local connectivity. In general, the internet is very heavily trafficked right now and many residential network providers are beyond capacity at peak times.

CalHR Training Available Online

CalHR has temporarily shifted some training courses online. Register now for the courses listed below to take advantage of these limited-time virtual training experiences.

- [Grammar and Punctuation Brush-Up](#)
- [Introduction to Analytical Skills](#)

- [Critical Thinking Tools](#)
- [Extraordinary Leader](#)
- [Completed Staff Work](#)
- [Presentation Skills](#)
- [Project Management](#)
- [So You Want to be a Supervisor](#)
- [Writing for Analysts](#)
- [Ethical Decision Making: Tools and Techniques to Decrease Bias and Make Better Decisions](#)
- [Editing for Maximum Effectiveness](#)
- [Active Learning: Taking Control of Your Learning and Professional Growth](#)
- [Habits: A Science-Based Approach to Developing Good Ones and Dropping Bad Ones](#)
- [Leading Up: Building a Better Relationship with Your Boss](#)
- [Resilience: Building and Modeling Resilience in the Workplace](#)
- [Roles and Responsibilities of the Superior Analyst](#)
- [Writing Excellent Letters, Memos, and E-mails](#)
- [Writing Technical Documents: Techniques for Writing Policies, Proposals, Analyses, and Other Non-Sci](#)

<u>Health and Wellness Tips</u>

The Department recognizes 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.

Here are some resources to help you and your family get through the rest of the week.

[Water Education Materials](#) for K-12 students from Department of Water Resources

[Anacapa Island, Channel Islands Peregrine Falcon Live Cam](#)

<u>More Information</u>

- 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. The order is currently expanded through April 30, 2020.

- 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.

- Past CDFW COVID-19 Updates can be viewed on the intranet at https://dfgintranet/portal/tabid/2921/Default.aspx (*you must either be logged into the intranet or connected to the VPN for the link to function*).