

CDFW Staff Covid-19 Update #8

Friday, April 10, 2020 4:53 PM

This email is being sent to CDFW All.

This update covers the following topics:

- **New COVID-19 Human Resources Email**
- **Available Online Training**
- **Shipping and Delivery Guidance**
- **Masks and Self-Screening**
- **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.

COVID-19 Human Resources Email

All questions related to leave under the [Families First Coronavirus Response Act \(FFCRA\)](#) can now be directed to the Human Resources Branch (HRB) at Covid-19leavessupport@wildlife.ca.gov. HRB staff will be monitoring the emails and will provide a response within 48 hours. Employees are encouraged to review the posted Q&A's that were issued on [HRB Memo 20-011](#) before sending an email, as your question(s) may have already been addressed.

Available Online Training

In the last update we informed you that CalHR has temporarily shifted some training courses online. Please note that these classes may have tuition costs and fill quickly. The Office of Training and Development manages a department-wide training contract with CalHR. Please refer to the [CalHR job aid](#) when registering for classes. We encourage you to continue to look for similar content in [LEARN University](#), which is at no cost to your program or region.

Browse available [LEARN courses](#).

For assistance, contact OTD at Registrar@wildlife.ca.gov

Shipping and Delivery Guidance

Current supply lines and delivery services are under high-demand due to an unusually high volume of purchasing. In an effort to streamline purchasing operations and ensure efficient delivery, vendors have requested that CDFW consolidate the number of orders

and delivery sites. Both BMB and the Data Technology Division (DTD) have been placing numerous orders on behalf of programs with specific delivery instructions on the Purchase Orders. To safeguard purchasing efficiencies and protect our vendors from being inundated with delivery updates or requests, we respectfully request programs refrain from contacting vendors directly to change delivery preferences. Deliveries will continue to be shipped to CDFW locations and may not be shipped to a home address.

Masks and Self-Screening

The California Department of Public Health (CDPH) released [guidance on Respiratory Protection and Self-Screening](#). State employees who interact with co-workers or the general public may consider the personal option of wearing a cloth face covering. A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand. It is not recommended that you wear a N95 or KN95 mask.

In addition to wearing a cloth face covering, **daily each morning**, all employees should be advised to use a simple self-screening process to lessen the community spread of COVID-19 (see link above for more information).

Health and Wellness Tips

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.

- [Virtual Tour of the Smithsonian National Museum of Natural History](#) - These virtual tours allow visitors to take self-guided, room-by-room tours of select exhibits and areas within the museum from their desktop or mobile device.
- [Stuck at Home Science!](#) - Brought to you by the California Science Center, this space is designed for families to explore, investigate, and learn together without ever needing to leave the house.
- From the Natural Resource Agency Digest
 - [Stress Playbook](#)
 - [Free Meditation Class – Sign Up!](#)

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>. 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 HR-related questions to Covid-19leavessupport@wildlife.ca.gov or non-HR 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).