

COVID-19 Current Policies

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Telework

During this pandemic, Telework is encouraged for all employees whenever possible to limit the exposure of COVID-19 in the workplace. The Organizational Development Branch (ODB) developed several job aids and resources to assist CDFW employees and managers adjust to telework to ensure everyone is engaged, productive, and growing. Please see [Teleworking Toolkit](#) for more information.

However, if you are required to report to an office or perform work off-site, follow the appropriate steps to mitigate risk in state facilities.

PPE (updated 7/7/20)

Face Coverings In Public

CDPH has released updated guidance as of June 18, 2020 to mitigate risk in state facilities.

The guidance includes:

- Updated guidelines for wearing face coverings in state facilities, which incorporates the Governor's June 18 order requiring face coverings in all indoor public spaces, and includes:
 - Situations in which face coverings must be worn (see below)
 - Individuals exempted from wearing a face covering
 - How to wear and care for a cloth face covering
- Other recommendations for state employees and members of the public in state facilities

The document is linked here: [Individual Steps to Reduce Risk of COVID-19 in California State Facilities.](#)

If you believe you meet the criteria to be exempt from wearing a face covering, please contact your assigned [Medical Disability Services Unit \(MDSU\) Analyst](#) who will work

with you to evaluate your request and identify a reasonable accommodation, if appropriate.

When to wear face coverings:

Face coverings must be worn by employees in accordance with the CDPH guidance while engaged in work, whether at the workplace or performing work off-site, when:

- o Interacting in-person with any member of the public;
- o Working in any space visited by the public, regardless of whether anyone from the public is present at the time;
- o Working in any space where food is prepared or packaged for sale or distribution to others;
- o Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
- o In any room or enclosed area where other people (except for members of the person's own household or residence) are present;
- o Waiting for or riding on public transportation or in a for-hire vehicle, or in a vehicle during work-related travel with others; or
- o While outdoors in public spaces when maintaining a 6-foot physical distance from others is not feasible.

It is critical that we all abide by mask requirements, both when at work and outside of work. On this note, please view this short (under two minute) video in which Secretary Wade Crowfoot addresses just how important masks are at this moment: [Secretary Crowfoot video address](#).

Official state guidance on masks can be found here: [Guidance For the Use of Face Coverings](#).

Please feel free to post or otherwise share the [California Natural Resources Agency Animal Signage](#) (wash hands, wear masks, distance, stay home if sick). As a supervisor, we ask that you encourage proper mask usage with your staff. Also, please share with the [COVID-19 Task Force](#) any good ideas (contests, mask designs, etc.) regarding how to encourage it amongst your staff.

Reimbursements for Telework (updated 4/20/20)

CDFW COVID Emergency Telework Reimbursement Guidelines

CDFW employees who moved to telework on an emergency telework agreement in response to the COVID-19 pandemic may be eligible for reimbursement for costs related to internet or cell phone services, as noted below. The Department will not reimburse for equipment purchases or other office supplies.

Internet Service

CDFW employees who moved to emergency telework may be reimbursed for the cost of internet service with the following restrictions:

1. The employee previously did not have internet service.
2. The primary purpose and use of the internet was for telework.
3. Equipment purchases are not reimbursable, however equipment rental (i.e. modem, router, etc.) may be reimbursable.
4. Set up fees and early termination fees may be allowed, but costs claimed should be reasonable.
5. Costs will be reimbursed from the date the employee began teleworking until the employee resumes working at their assigned work location or the declaration of disaster expires, whichever is sooner.

Prospective requests for internet cost reimbursement must be reviewed by the Data and Technology Division (DTD) for evaluation of available options before incurring new internet service and seeking reimbursement.

Please contact Richard.Matsufuji@wildlife.ca.gov to discuss and evaluate available options.

Personal Cell Phones

CDFW employees who moved to emergency telework may be reimbursed for the cost of using their personal cell phone to conduct business, if the following criteria are met:

1. Alternative options (including placing Skype calls from a computer) are not available or are not viable options for the type of communication needed.
2. The use of the phone may be reimbursed on a per minute basis for business calls if the employee does not have an unlimited cell phone plan and pays for phone calls by the minute.
3. Reimbursement will be per minute (at the rate charged by the provider), not to exceed \$50 in a single month.
4. Equipment costs are not reimbursable, including purchase, payments or rental fees.
5. Costs associated with cellular data use will not be reimbursed.
6. Costs will be reimbursed from the date the employee began teleworking until the employee resumes working at their assigned work location or the declaration of disaster expires, whichever is sooner.

Prospective requests for personal cell phone use must be reviewed by DTD to determine if a state issued cell phone may be available before incurring personal cell phone costs and seeking reimbursement.

Please contact Adam.Campbell@Wildlife.ca.gov to discuss and evaluate available options.

Reimbursement Process

Employees should submit reimbursement requests to their supervisor or manager for review and approval. The regional manager or branch chief should review for consistency with CalHR guidelines before final approval and submission of a TEC claim

with "COVID-19 related reimbursement" clearly notated in the notes section of the TEC claim.

General TEC Guidance

Easy access resources for completing a TEC:

[CDFW CalATERS Instructions](#)

[CalATERS Global Information Packet](#)

[CalATERS New User Demo](#)

[CalATERS Travel Advance and Expense Reimbursement Demo](#)

[CalATERS FAQs](#)

COVID Positive Employee (updated 7/23/21)

Guidance Regarding a Positive Case of COVID-19 in Your Workforce

CDFW is continuing to monitor the data related the COVID-19 pandemic. Currently the data reflects the spread of the virus has been increasing throughout the state. As a result, it is likely that CDFW may begin to have employees report positive test results for COVID-19. It is important to follow the prescribed guidance when such a report is received. CDFW has developed required steps to take if one of your employees reports they have tested positive for COVID-19. Please familiarize yourself with these steps and follow them if an employee reports they have tested positive. Please review and follow the steps outlined in the procedure.

[Guidance Steps for CDFW Supervisors and Managers when an Employee Tests Positive for COVID-19](#)

[COVID-19 Template - Supervisor Interview](#)

[COVID-19 Template - General Exposure Notice](#)

[COVID-19 Template - Close Contact Notice](#)

If you have any questions, please contact [James Robbins](#) or [Lisa Gallegos](#).

COVID-19 Related Leave Options

On March 18, 2020, the federal government enacted the Families First Coronavirus Response Act (FFCRA), which enacted both the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act.

Please visit the [COVID-19 Leave Support Page](#) for more information.

For all questions, please contact Covid-19LeaveSupport@wildlife.ca.gov