

Human Resources Branch Memorandum

SUBJECT: Senate Bill 1159 – Daily Employee Worksite Sign In	NUMBER: HRB 20-035
	DATE ISSUED: November 3, 2020
DISTRIBUTION: CDFW ALL	EXPIRES: Until Superseded

☒ **Action Required**

☐ **Informational Only**

☒ **Control Agency Directive**

Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) employees of new reporting requirements mandated under Senate Bill (SB) 1159, signed September 17, 2020. Due to these new reporting requirements, all CDFW employees and volunteers will be required to sign in at each specific CDFW Worksite.

ACTION REQUIRED: Regional Managers and Branch Chiefs must designate a worksite manager and backup for each worksite and submit to Haya Johnson (Haya.Johnson@wildlife.ca.gov) and Stephen Adams (Stephen.Adams@wildlife.ca.gov) by COB Friday, November 6, 2020.

Authorities

- [Senate Bill 1159](#)
- California Department of Human Resources

Senate Bill 1159

Governor Newsom signed SB 1159 into law on September 17, 2020, creating a presumption that COVID-19 is industrial for specified employees. The bill also establishes new reporting requirements that apply when an employee tests positive for COVID-19. These reporting requirements apply to all state departments with five or more employees, including CDFW. As an urgency measure, SB 1159 became law immediately upon signing.

In brief, CDFW is now required to do the following:

- As of September 17, all positive cases of COVID-19 must be reported to State Fund via email or fax **within three business days** along with other specified information.
- All positive cases of COVID-19 from July 6 through September 17, along with specified information, must be reported to State Fund by October 29.

When reporting this information to the State Fund, CDFW must also include:

- All locations where employee worked during the 14-day period prior to the positive test result.
- Street address including suite and/or building number, city, state, and zip code of work location.
- Highest daily number of employees at each location in the 45 days preceding the last day the employee worked at each location.

Failure to report as required may carry a civil penalty from the Labor Commissioner of up to \$10,000.

Daily Check In Process

In order to comply with these new requirements, CDFW will begin immediately implementing a new sign in process for employees and volunteers reporting to a CDFW Worksite.

Worksites with Key Card Check In

For worksites that require an electronic check in with CDFW issued key cards, CDFW will begin running reports of all daily check ins of employees entering the CDFW worksite. The reports should be in a readily accessible format such as PDF, Word, Excel, CSV, or LOG file. This information for this effort will **only** be used to collect the necessary data to report to State Fund.

Worksites without Key Card Check In

For worksites that do not have an electronic check in:

1. A paper sign-in sheet will be placed near the main entrance of the building. Please note that CDFW facilities may have several alternative entrances. Despite this, there will only be one sign in sheet per worksite and it will be located near the main entrance.
2. All employees and volunteers entering the worksite must sign in by writing their name, classification, region, and the date on the paper sign-in sheet.
3. All CDFW employees must follow social distancing and sanitizing protocols. Hand sanitizer will be placed next to the sign in sheet, along with a container of sanitized pens and a separate container for un-sanitized, used pens. Using your own pen is an option as well. Do not form lines.

Each worksite will have a designated worksite manager and backup who will upload the copies of key card check in reports and/or the paper sign-in sheets on a weekly basis. These files shall be uploaded to <https://cdfw.sharepoint.com/sites/COVID19HUB/EmployeeSiteSignIn> within their respective worksite folder **by noon every Friday**. The files should also be named in the following format:

YYYY-MM-DD-Total#-SiteName

This will ensure that the right files are readily accessible in a timely fashion. Access to this resource will only be granted to the individuals who are responsible for uploading the files.

Resources

- [DFW 430 Paper Sign In Sheet](#)
- [List of Worksites](#)

Contact

If you have any questions, please contact Haya Johnson at Haya.Johnson@wildlife.ca.gov.