

Human Resources Branch Memorandum

SUBJECT: California Department of Public Health Travel Advisory Update: Non-Essential Travel - COVID-19 Prevention	NUMBER: HRB 21-002
	DATE ISSUED: January 27, 2021
DISTRIBUTION: All CDFW Employees	EXPIRES: Until Superseded

Action Required Informational Only Control Agency Directive

Purpose

The purpose of this memorandum is to inform all California Department of Fish and Wildlife (CDFW) employees of the California Department of Public Health's (CDPH) [Travel Advisory Update](#) related to non-essential travel and the following:

1. Californians should avoid non-essential travel to any part of California more than 120 miles from one's place of residence or to other states or countries.
2. All persons arriving in or returning to California from other states or countries should self-quarantine for 10 days after arrival.

Authorities

- California Department of Public Health
- California Department of Human Resources

Requirements

In accordance with the overarching guidance of CDPH to mitigate the increasing risk of COVID-19 spread, an employee who chooses to participate in non-essential travel outside of the state/country will be required to self-quarantine for 10 days after returning to the State of California, **except as necessary to meet urgent critical healthcare staffing needs or engage in emergency response.**

Supervisor responsibilities:

- Inform employees of the CDPH [Travel Advisory Update](#).
- If necessary, coordinate leave options for the quarantine period.
- If the supervisor learns of travel out of the state, the supervisor will advise the employee of the requirement to self-quarantine for 10 days.
 - When telework is conducive, the employee may telework during the quarantine period. If telework is unavailable, the employee will not be allowed to report to the workplace. Employees will have the option to utilize his/her own leave or be provided an approved non-paid absence.

Employee Responsibilities:

- Notify your direct supervisor if your non-essential travel results in self-quarantining.
- Ensure compliance with the Public Health [Travel Advisory Update](#).
- Work with direct supervisor to identify telework and/or leave options during the quarantine period.

Definitions

Non-essential travel includes travel that is considered tourism or recreational in nature.

Essential travel includes work and study, critical infrastructure support, economic services and supply chains, health, immediate medical care, and safety and security.

Contact

If you have questions, please contact Brad Stailey at Brad.stailey@wildlife.ca.gov.