

Human Resources Branch Memorandum

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| SUBJECT: State Employee Face Covering Requirements | NUMBER: HRB 21-012 |
| | DATE ISSUED: July 08, 2021 |
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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 the changes regarding State Employee face covering requirements in the workplace. The California Occupational Safety and Health Board on June 17, 2021, approved amendments to its Emergency Temporary Standards (ETS) that include, among other things, the required use of face coverings in the workplace. Face coverings in the workplace will no longer be required for employees who self-attest that they are fully vaccinated. The rules are effective immediately.

Authorities

[California Department of Human Resources](#)
[California Department of Public Health](#)

Self-Attesting Vaccination Status

Employees may self-attest to their vaccination status in the [Human Resources Management System \(HRMS\) Who Am I? Page](#). In order to access HRMS staff must be in a Department office or on the VPN. The Department shall not require verification of vaccination.

Employees who self-attest that they are fully vaccinated will no longer be required to wear a face covering in the workplace.

This information shall not be stored in the employee's OPF. The self-attested vaccination status is stored in HRMS, is confidential, and is only visible to an employee's chain of command and the Human Resources Branch. Employees who choose not to attest, are unvaccinated, or "decline to state" their vaccination status shall observe the face covering requirements for those who are unvaccinated.

To attest to your vaccination status, please follow the steps below:

1. Navigate to your Who Am I page in HRMS, <https://internalapps.ad.dfg.ca.gov/hrms/whoami>.
2. Scroll down to the COVID-19 Vaccination Status Section and make your selection

COVID-19 Vaccination Status

No Response

Fully Vaccinated – I am fully vaccinated against COVID-19.

Not Vaccinated – I am not vaccinated against COVID-19.

Decline to State – I decline to state my COVID-19 vaccination status.

3. Scroll down to the bottom of the page and click on save

Save

Face Covering Requirements

A face covering is limited to a surgical mask, medical procedure mask, a respirator, or tightly woven or non-woven material of at least two layers. It may not have holes or openings. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar or single layer of fabric.

Face coverings – Required

Face coverings **are required** for unvaccinated individuals in indoor public settings and businesses, including state and local government offices. This also includes when traveling with others in cars or other vehicles where employees are sharing an enclosed space during the course of business.

Face coverings – Not Required

Face coverings **are not required** for fully vaccinated individuals **who self-attest that they are fully vaccinated** except during a COVID-19 outbreak and in settings described in the [guidance from the California Department of Public Health](#), including but not limited to:

- Public transit (airplanes, ships, ferries, trains, subways, buses, taxis, and rideshares) and in transportation hubs (airport, bus terminal, marina, train station, seaport or other port, subway station, or other area that provides transportation.)
- Indoors in K-12 schools, childcare and other youth settings.
- Healthcare settings, including long term care facilities.
- State and local correctional facilities and detention centers.
- Homeless shelters, emergency shelters and cooling centers.

Fully vaccinated means that a person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).

Face coverings exemptions

Face coverings are not required under the following circumstances:

- Employees who cannot wear face coverings due to a medical or mental health condition or disability.
- Employees who are hearing impaired or who are communicating with a person who is hearing impaired.

Note: Employees must contact the Employee Wellness Services Unit (EWS) to discuss the approval process for the above exemptions.

- Where the ability to see the mouth is essential to communication.
- Where wearing a face covering would create a risk to the employee as determined by applicable workplace safety guidelines.

Note: Employees must receive approval from their Regional Manager, Branch Chief, or equivalent for the above exemptions. Regional Managers, Branch Chiefs, or equivalent should consult with EWS if there is any question whether the above exemptions should be or are part of a reasonable accommodation.

Respectful Behavior

The Department strives to provide all employees with a healthy, safe, and secure work environment. Employees shall be respectful and are reminded that there are a number of reasons individuals may choose to wear a mask or may be unable to wear a mask, so please treat all individuals with courtesy

and respect. It is up to each employee to help make CDFW a safe workplace for all. The expectation is that each employee will treat all other employees, constituents, and the public that CDFW serves with dignity and respect. Workplace violence or bullying, whether implied or direct, will be taken seriously, and should be reported immediately, documented and investigated if necessary. No employee shall experience retaliation for reporting any type of bullying or workplace violence. If you feel that your rights under the [Workplace Violence/Bullying Prevention \(WVBP\) Policy](#) have been violated, please contact the Department's EEO Office directly at EEO@wildlife.ca.gov.

Procuring Face Coverings and Respirators

Upon request, departments must provide unvaccinated employees with one approved respirator, such as N95, for voluntary use. To obtain a face covering or respirator from the Department, please contact your supervisor and/or Administrative Officer (AO). AOs should first check with the Law Enforcement Division (LED) for the availability of N95 masks in LED inventory by contacting Nathaniel.Arnold@wildlife.ca.gov and to request a transfer of N95 masks. If additional purchasing is needed, programs should follow their standard purchasing practices to acquire face coverings. If programs need help in finding product, they may contact the BMB Acquisitions Support Unit at BMBProcurement@wildlife.ca.gov for assistance.

Contact

If you have any questions about this, please contact COVID-19@wildlife.ca.gov.