

# **COVID-19 Prevention Program (CPP) for California Department of Fish and Wildlife**

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in Department workplaces, including outdoor settings. Note that local Public Health Officers may issue orders that are more restrictive than the procedures in this CPP. In these instances, Department workplaces located in the jurisdiction of the orders will comply with the more restrictive requirements while in force.

**UPDATED: May 06, 2022**

## **Authority and Responsibility**

The California Department of Fish and Wildlife (Department) has overall authority and responsibility for implementing the provisions of this CPP in its workplaces. In addition, all executives, managers, and supervisors are responsible for implementing the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a clear and timely manner.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

## **Identification and Evaluation of COVID-19 Hazards**

Managers and supervisors shall:

- Treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.
- Conduct workplace-specific evaluations of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards, including:
  1. Identification of places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, for instance during meetings or trainings and including in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.
  2. An evaluation of employees' potential workplace exposure to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. The evaluation should include consideration of how employees and other persons enter, leave, and travel through the workplace, in addition to addressing stationary work.
- Strongly encourage self-screening at home. See Attachment 1 for example questionnaire for employees use.

- Strongly encourage staff who are sick or exhibiting symptoms of COVID-19 or have been exposed to someone suspected to have COVID-19, to stay home (or go home if they are at the office already) and to consult a healthcare provider. Staff should not return to work until cleared to do so by a health care provider. Managers and supervisors should offer flexible options for telework and use of leave. See below for procedures for confirmed COVID-19 cases and close contacts.
- For indoor locations, evaluate how to maximize ventilation with outdoor air to the highest level of filtration efficiency compatible with the existing ventilation system, and whether the use of High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of COVID-19 transmission. The Department Facilities Management Unit may facilitate these evaluations.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in the workplace and the need for different or additional controls.
- Conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with Department COVID-19 policies and procedures.
- Encourage employees and their authorized employees' representatives to participate in the identification and evaluation of COVID-19 hazards through written correspondence, meetings, or other means.

### **Correction of COVID-19 Hazards**

Managers and supervisors shall periodically monitor practices and conditions at facilities or field settings for which they are responsible. If they observe or hear of unsafe or unhealthy work conditions, practices, or procedures, they will document such hazards and correct in a timely manner based on the severity of the hazards, and document the correction.

### **Control of COVID-19 Hazards**

#### ***Face Coverings and Testing***

Regardless of vaccination status, employees are not required to wear face coverings, but are strongly recommended to do so, when inside workplaces, especially when distancing cannot be achieved. (Note: See the section below for more restrictive masking requirements for employees who test positive for COVID-19 or are close contacts of others who have tested positive.)

Upon request, the Department shall provide employees who work indoors or in vehicles with others with an approved respirator, such as an N95 respirator, for voluntary use. The Department shall provide face coverings to any employee upon request, regardless of vaccination status. To obtain a face covering or respirator from the Department, please contact your supervisor and/or Administrative Officer (AO).

Due to the rapidly changing environment related to the COVID-19 pandemic, CDFW Management, at its sole discretion, may in the future require masks be worn by employees regardless of vaccination status to ensure the health and safety of CDFW employees or members of the public. If and when employees are required to wear face coverings, the following exceptions will apply:

- When an employee is alone in a room or vehicle, or alone on a boat or piece of heavy equipment.
- While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- Employees wearing respiratory protection respirators required by the Department and used in compliance in accordance with section 5144 or other title 8 safety orders.
- When wearing a face covering would create a safety hazard.

Testing for COVID-19 is not required for fully vaccinated employees, but weekly testing for COVID-19 is required for employees who are not fully vaccinated (or employees who decline to provide their vaccination status) who work on-site unless exempt due to telework or other approved exemption. On-site is defined as coming to a work site or facility (including picking up or dropping off a vehicle, equipment, or paperwork/documents), working in the field, or having contact with the public in the course of your work. The Department has implemented COVID-19 testing of unvaccinated employees and employees who decline to provide their vaccination status pursuant to CDFW and CalHR policy. The department currently operates COVID-19 testing under the state testing program which includes both monitored testing and over the counter/rapid testing.

The Department shall make available at no cost a COVID-19 test to any employee experiencing COVID-19 symptoms, regardless of vaccination status. Employees should not report to a monitored test site if they are experiencing symptoms or to ascertain a test result for the purpose of returning to work following a positive COVID-19 test result. You can receive COVID-19 testing through state run testing sites such as Verily or Optum Serve or via your personal health care provider. To obtain testing through Verily or Optum, [you must locate a testing site and follow the location specific directions for setting up an appointment.](#)

“Face covering” is limited to 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.

“Fully vaccinated” means the Department has documented that the 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).

The Department shall implement a procedure to collect and maintain evidence of state employee vaccination consistent with the following guidelines:

- The Department shall not require verification of vaccination, however employees seeking exemption from regular testing must provide evidence of vaccination. Employees can access their Digital COVID-19 Vaccine Record to receive a link to a QR code and digital copy of their vaccine record. If they cannot do so, they may provide a vaccine card or other medical record establishing full vaccination. Self-attestation of vaccine status is not sufficient evidence of vaccination for exemption from testing.
- The Department shall maintain a record, somewhere apart from an employee's personnel file, of each employee's evidence of vaccination.

Documenting vaccination status as described above has the potential to raise concerns about employee privacy, protecting the rights of disabled employees, and ensuring respect and dignity in the workplace. The Department will consider the following in the course of collecting and maintaining evidence of employee vaccination:

- Limit information provided
- Employees should only provide evidence of vaccination and not reveal any other medical information.
- The Department will not ask employees to divulge unnecessary information related to their vaccination or medical status.
- The Department will not ask questions of employees who choose not to provide vaccination status information unless the employee's response is unclear. For example, the Department will not ask why an employee is not vaccinated. Someone could have a religious objection or a medical condition that makes the vaccine dangerous for them. Questions should not require the employee to reveal this type of information.

It is the policy of the Department that workplace bullying/violence will not be tolerated, for example:

- Making comments about mask/non-mask wearers.
- Avoidant behavior (vaccinated employees excluding or avoiding an unvaccinated employee).

Please Note: Any concerns or complaints related to bullying or violence in the workplace policy violations should be reported to the EEO Office at [EEO@wildlife.ca.gov](mailto:EEO@wildlife.ca.gov).

### **Ventilation**

At the onset of COVID in the spring of 2020, the Department Facilities Management Unit, in conjunction with the Department of General Services (DGS), evaluated state-

owned facilities and notified landlords to maximize air flow and filtration of the ventilation systems in CDFW facilities. These systems have been adjusted to the extent possible by the department under each lease and within the operational ability of the HVAC systems. If you have any questions or specific circumstances you would like to discuss, please contact Facilities Management.

### ***Hand sanitizing***

Managers and supervisors shall ensure adequate supplies and facilities for hand sanitizing are available, encourage and allow time for employee handwashing, and encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.

### ***Personal protective equipment (PPE) used to control employees' exposure to COVID-19***

Managers and supervisors shall evaluate the need for PPE (such as gloves, goggles, and face shields) and provide such PPE as needed. Upon request, the Department shall provide respirators for voluntary use to all employees who are working indoors, or in vehicles, boats, or heavy equipment with more than one person.

### **Investigating and Responding to COVID-19 Cases**

Part of the overall strategy to reduce the risk of COVID-19 exposure to staff is timely and proper reporting when an employee has tested positive for COVID-19, has potentially come in contact with an individual that has tested positive for COVID-19, or is experiencing symptoms associated with COVID-19. Note that either a PCR or rapid antigen test are accepted as conclusive for positive test reporting (i.e., a PCR test is not required as a confirmation test for a positive rapid antigen test). Managers and supervisors will follow the existing Department process and flowchart for managing positive COVID-19 cases reported by staff ([Guidance Steps and Flow Chart for CDFW Supervisors and Managers when an Employee Tests Positive for COVID-19](#)).

The Department will investigate whether workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards. The Department will implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

Employees identified as having close contact in the workplace will be offered COVID-19 testing at no cost during working hours. Exceptions include COVID-19 cases who returned to work and have remained free of COVID-19 symptoms for 90 days after the initial onset of symptoms or, if they never developed symptoms, for 90 days after the first positive test (If a period of other than 90 days is required by a CDPH regulation or order, that period shall apply.) If staff are interested in testing for COVID-19 as a result of a Close Contact Letter, staff can receive COVID-19 testing through state run testing sites such as Verily or Optum Serve or via their personal health care provider. To obtain testing through Verily or Optum, [staff must locate a testing site and follow the location specific directions for setting up an appointment](#). If staff test with their personal health

care provider, the Department will reimburse any cost incurred by them through the TEC Process. During the TEC Process, staff must submit their receipt to their supervisor to receive reimbursement. Testing is completed during work time and staff will code their timesheet using AT-COV19. Indicate "test" in the comments.

- "Close Contact" means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the infectious period, regardless of the use of face coverings, unless close contact is defined by regulation or order of the CDPH. If so, the CDPH definition shall apply.
- "Infectious Period" means the following time period, unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply:
  - (A) For COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared; 24 hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved.
  - (B) For COVID-19 cases who never develop COVID-19 symptoms, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

### ***Exclusion from Workplace Requirements for COVID-19 Cases and Close Contacts***

If an employee is reported to have tested positive for COVID-19, managers and supervisors will limit transmission by following [Exclusion Requirements](#) for both the positive employee and any employees who were close contacts of the positive employee, as summarized below.

All COVID-19 cases (positive test result), regardless of vaccination status or previous infection, who do not develop COVID-19 symptoms or whose COVID-19 symptoms are resolving, shall not return to work until:

1. At least five days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test; 2. At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever reducing medications; and 3. A negative COVID-19 test from a specimen collected on the fifth day or later is obtained; or, if unable to test or the employer chooses not to require a test, 10 days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test.

COVID-19 cases, regardless of vaccination status or previous infection, whose COVID19 symptoms are not resolving, may not return to work until:

1. At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication; and 2. Symptoms are

resolving, or 10 days have passed from when the symptoms began.

Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.

To meet the return-to-work criteria, a COVID-19 test may be both self-administered and self-read only if another means of independent verification of the results can be provided (e.g., a time-stamped photograph of the results).

Managers and supervisors shall:

- Continue and maintain an employee's earnings, seniority, leave benefits and all other employee rights and benefits whenever we have demonstrated that the COVID-19 exposure is work related.
- Provide employees at the time of exclusion with information on available benefits. See [Employee Wellness Services](#) for accessing support on Department leave and other benefits.

If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be in accordance with the exclusion requirements above, as applicable.

If no violations of local or state health officer orders for isolation, quarantine, or exclusion would result, employees may be allowed to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, the Department shall develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not feasible, the use of respirators in the workplace.

### **System for Communicating**

CDFW managers and supervisors will carry out effective two-way communication with employees, in ways they can readily understand, and which includes the following information:

- Employees should report COVID-19 symptoms and hazards to their supervisor, without fear of reprisal.
- Department procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness. Refer to [Employee Wellness Services](#).
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done



to control those hazards, and COVID-19 policies and procedures.

- Other communication considerations:
  - a. Promptly notify upper management regarding any major modifications to facilities, work schedules, workstations.
  - b. Use existing distribution lists (all managers and supervisors, for example, or all staff) to ensure information is getting to those who need it and avoid creating further email congestion for those who do not need it.
  - c. Ensure staff are aware of the existing Department Emergency Communication System, including:
    - Broadcast notification system for text message alerts for immediate alerts.
    - Department hotline with office closure information that employees can call before reporting to work.
  - d. Ensure supervisors have access to their direct and indirect reports emergency contact numbers.
  - e. Refer staff to the Departmental COVID-19 intranet page for updates and other relevant information:  
<https://dfgintranet/portal/tabid/2921/Default.aspx>
- Promote mental health and wellbeing awareness among staff, including “open door” practices for discussion of concerns and providing Employee Assistance Program information: <http://www.eap.calhr.ca.gov/home-page.aspx>

## **Training and Instruction**

The Department shall provide effective training and instruction that includes:

- COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially



indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 but are most effective when used in combination.

- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user. See training video on LEARN.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- The Department's policies for providing respirators, and the right of employees to request a respirator for voluntary use as stated in this section, without fear of retaliation and at no cost to employees. Employees that request respirators will take training that covers:
  1. How to properly wear the respirator provided;
  2. How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal, and
  3. Respirator limitations.
- COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
- Information on the Department's COVID-19 policies; how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- Employees can request face coverings from the Department at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

### **Reporting, Recordkeeping, and Access**

It is the Department's policy to:

- Report information about COVID-19 cases at workplaces to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of

employment or in connection with any employment.

- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- The Department will keep a record of and track all COVID-19 cases and vaccination status (as volunteered by employees). The COVID-19 case information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

### **Relevant Regulations**

This CPP complies with Cal-OSHA's COVID-19 Prevention Emergency Temporary Standards. To use this plan effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
  - [3205, COVID-19 Prevention](#)
  - [3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks](#)
  - [3205.2, Major COVID-19 Outbreaks](#)
  - [3205.3, Prevention in Employer-Provided Housing](#)
  - [3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from](#)

The four Additional Considerations provided at the end of this program to see if they are applicable to your workplace.

- The additional guidance materials available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)

# Attachment 1

## COVID-19 Employee Screening Guidelines

### COVID-19 Employee Screening Guidelines

All staff are requested to go through the following questions before reporting to work:

1. Do you have any of the following?

- Fever
- Shortness of breath (not severe)
- Cough
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Loss of appetite
- Diarrhea

Note that this is not a list of all possible COVID-19 symptoms. If symptomatic, staff should avoid entering state facilities (or other public spaces) and consult with their healthcare provider to see if they need to be tested for COVID-19 or require other medical intervention, and should not return to work until cleared by their health care provider.

Further guidance can be found on CDC's website:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

2. Are you ill, or caring for someone who is ill?

Employees who are well but who have a sick family member at home with COVID-19 should avoid entering state facilities (or other public spaces) and are asked to notify their supervisor.