

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.*

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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. 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, incorporate one or more of the following to improve ventilation: *(The Department Facilities Management Unit may facilitate these evaluations.)*
 - Maximizing outdoor air when ambient conditions do not pose a hazard.
 - Filtering circulated air through a MERV-13 filter or as much filtration as the existing ventilation system will permit.
 - Using HEPA filtration units in indoor spaces when ventilation is inadequate.
- 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

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 *(unless required by a CDPH regulation or order)*. (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.

“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.

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.

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 for managing positive COVID-19 cases reported by staff ([Guidance Steps 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 30 days after the initial onset of symptoms or, if they never developed symptoms, for 30 days after the first positive test (*if a period of other than 30 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" is now defined by looking at the size of the workplace in which the exposure takes place. *(This definition shall apply unless [close contact is defined by regulation or order of the CDPH](#). If so, the CDPH definition shall apply.)*

- **For indoor airspaces of 400,000 or fewer cubic feet**, "close contact" is now defined as *sharing the same indoor airspace with a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period.*
- **For indoor airspaces of greater than 400,000 cubic feet**, "close contact" is defined as *being within six feet of a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period.*
- Offices, suites, rooms, waiting areas, break or eating areas, bathrooms, or other spaces that are separated by floor-to-ceiling walls shall be considered distinct indoor spaces.

"Infectious Period" means the following time period, unless otherwise defined by [CDPH regulation or order, in which case the CDPH definition shall apply](#):

***Note:** Please check with any current [CDPH orders](#) prior to following the definition set forth by Cal/OSHA below!

- **For symptomatic infected persons**, 2 days before the infected person had any symptoms through Day 10 after symptoms first appeared (or through Days 5–10 if testing negative on Day 5 or later), and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved, OR

- For **asymptomatic infected persons**, 2 days before the positive specimen collection date through Day 10 after positive specimen collection date (or through Days 5–10 if testing negative on Day 5 or later) after specimen collection date for their first positive COVID-19 test.

For the purposes of identifying close contacts and exposures, infected persons who test negative on or after Day 5 and end isolation are no longer considered to be within their infectious period. *Such persons should continue to follow CDPH isolation recommendations, including wearing a well-fitting face mask through Day 10.*

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: *(The exclusion requirements set forth below means the following time period, **unless** otherwise defined by [CDPH regulation or order](#), in which case the CDPH definition shall apply.)*

***Note:** Please check with any current CDPH orders prior to following the exclusion requirements set forth by Cal/OSHA! (See link above.)

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 or, *if an employee's symptoms other than fever are not improving, they may not return to work until their symptoms are resolving or until after day 10.*

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.

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.

Managers and supervisors shall:

- 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.

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 employees 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.
- 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 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 Non-Emergency Regulations. 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, COVID-19 Outbreaks](#)
 - [3205.2, COVID-19 Prevention in Employer-Provided Housing](#)
 - [3205.3, COVID-19 Prevention in Employer-Provided Transportation](#)
- The additional guidance materials available at:
https://www.dir.ca.gov/dosh/coronavirus/Non_Emergency_Regulations/

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.