

**California Department of Fish and Wildlife**  
**Manager and Supervisor COVID-19 Update on**  
**Department Activities and Telework**

November 16, 2021

**CDFW COVID-19 Activities**

- CDFW managers and supervisors are still required to ensure timely tracking and reporting of COVID-19 [absenteeism](#) on a weekly basis.
- In accordance with CDFW's [COVID-19 Testing Policy](#), mandates from the Governor's Office and the California Department of Human Resources, CDFW continues to roll out the COVID-19 testing program for staff that are partially vaccinated, not vaccinated, declined to disclose vaccination status, or have failed to verify to their supervisor that they have been fully vaccinated.
- Managers and supervisors are required to review and update staff telework status on a weekly basis for staff that meet the COVID-19 testing requirements.
- Managers and supervisors are required to update HRMS with staff's changes in vaccination status, including verifying vaccination status for newly hired staff.

**CDFW Activities**

- COVID-19 Prevention Program ([CPP](#))
  - CDFW staff are still required to follow the CPP to reduce the likelihood of COVID-19 transmission, which includes:
    - Continuing telework to the maximum extent possible.
    - Only allowing indoor gatherings or travel when approved by a Regional Manager or Branch Chief for specific purposes such as health and safety, license or certification renewal, or critical needs (field work, etc.).
- In-Person Gatherings and Conference Attendance
  - Unless consistent with the CPP and approved by the Regional Manager or Branch Chief, no in-person gatherings are permitted. This includes in-person conference/training attendance.
  - CDFW has adopted [new guidance for the allowance of staff attendance at virtual conferences](#).
  - As we move into the holiday season, CDFW continues to encourage staff to find virtual ways to engage in holiday activities as no in-person gatherings are permitted.
- Field Activities
  - Consistent with the [May 3, 2021 email](#), essential work and non-essential work approved by the Regional Manager or Branch Chief can continue. This includes:
    - Trout stocking by CDFW hatcheries for both supported and sponsored kids fishing derbies.
    - Trout stocking for the public at approved stocking locations.

- Interpretive programs conducted outside.
- Fishing in the City events.
- Camping on CDFW lands, both dispersed and site specific.
- Hunting during normal seasons on CDFW lands where hunting is allowed.
- Hunter check stations for normal hunt seasons.
- Special Hunts on CDFW lands and on lands of private partners.
- Non-consumptive recreation on CDFW lands where such uses are allowed.
- Interpretive trails or areas outdoors and away from buildings, raceways and tanks near CDFW hatcheries.
- Outdoor aspects of Hunter Education and National Archery in the Schools Program.
- Consistent with the [May 15, 2021 email](#), field work must ensure compliance with CDFW's [Critical Field Work Best Practices](#).
- At this time, CDFW hatcheries, license counters and indoor visitor centers will remain closed to the public.

### **CDFW Telework Updates (as issued on 10/20/2021)**

- DGS issued Statewide Telework Policy
  - Released early October 2021 and is established as SAM 181.
  - Policy is applicable to Telework within the State of California.
  - Policy requires that each department establish a telework policy specific to the department's business needs.
  - Policy contains no provision for expense reimbursement.
  - Policy establishes two types of telework:
    - Office Centered (working at the state worksite or office more than 50% of the time),
    - Remote Centered (working from an alternative work location 50% or more of the time).
  - All employees who telework will be required to complete and sign a standard telework agreement (Form 200).
    - No informal telework agreements/arrangements will be allowed.
  - The existing emergency telework agreements will remain in force until replaced by the standard telework agreement upon implementation of the CDFW telework policy.
  - Some bargaining units have negotiated side letters to provide for telework stipends:
    - Some bargaining units are encouraging staff to complete the new telework agreement (Form 200) now to ensure they receive the stipend,
    - CDFW will rely on the current Emergency Telework Agreement to determine stipend eligibility (and will need to determine for those

who are currently teleworking if they are defined as remote centered or office centered).

- CDFW Telework Policy
  - CDFW has established a Telework Workgroup to develop and implement the CDFW Telework Policy.
    - The workgroup includes executive managers, regional managers and HRB managers.
  - Timeline for development and implementation:
    - CDFW is in the process of identifying a Telework Coordinator.
    - CDFW anticipates completing and implementing a telework policy by December 31, including appropriate notification to labor organizations.
    - CDFW plans to complete the new Telework Agreement (Form 200) by January 31, 2022.
  - In the coming weeks, CDFW plans to release a survey/drill to identify which positions are appropriate for telework.
    - The ability to telework should be focused on the duties of the position and not the individual employee.