

## Human Resources Branch Memorandum

<b>SUBJECT:</b> <b>AMENDED - Weekly COVID Testing</b>	<b>NUMBER:</b> <b>HRB 21-017</b>
	<b>DATE ISSUED:</b> <b>October 08, 2021</b>
<b>DISTRIBUTION:</b> <b>CDFW ALL</b>	<b>EXPIRES:</b> <b>September 16, 2022</b>

**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 CDFW's Weekly COVID-19 Testing Policy.

On July 26, 2021, in conjunction with Governor Gavin Newsom's enhanced safety measures for health care settings, the California Department of Human Resources (CalHR) mandated vaccine verification of all State employees and regular COVID-19 testing for all unvaccinated employees working on site. 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.

Under this program, employees are subject to weekly testing if they meet one of the following criteria:

- Partially vaccinated\*
- Not vaccinated
- Declined to disclose vaccination status
- Failed to attest vaccination status

\*To be exempt from further testing, partially vaccinated employees who receive their second dose in a two-dose COVID-19 vaccine series must provide verification of their full vaccination to their supervisor or manager 14 days beyond receipt of the second dose.

Employees who meet the criteria above requiring weekly testing, and who are also teleworking 100% of the time during a work week are exempt from testing in the same week. If an employee works on site, as defined above, they are required to test during the week in which they worked on site.

Employees who are on-call or otherwise may be required to respond to an urgent or emergent response or incident are required to test regardless of whether they are teleworking 100% of the time since the requirement to work on site cannot be planned or predicted.

### Authority

- California Department of Human Resources (CalHR)
- Memorandum of Understanding, Health and Safety
- California Government Code

### Temporary Policy and/or procedure

Effective immediately, all CDFW employees who are partially vaccinated, not vaccinated, have not

disclosed vaccination status, or have not verified their vaccination status with their supervisor shall be subject to weekly COVID-19 testing as described above. CDFW employees subject to testing will be notified when and where to be tested. CDFW's testing program is being implemented in a phased approach and may include on site testing or home testing at the sole discretion of CDFW, CDPH, the testing vendor, or CalHR.

Employees who do not participate in testing as required and directed may be excluded from CDFW facilities or on site work as defined above. Failure to comply with the mandatory weekly testing policy may result in disciplinary action up to and including dismissal.

Employees with a medical, mental health, or developmental disability that precludes them from the testing requirement shall notify their supervisor and HRB Employee Wellness Services Unit of the employee's request for a reasonable accommodation. Employees requesting religious accommodation shall contact their supervisor and HRB Employee Wellness Services Unit.

**Contact**

If you have any questions, please contact [COVIDTesting@wildlife.ca.gov](mailto:COVIDTesting@wildlife.ca.gov).