



MILITARY DEPARTMENT
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road
Sacramento, California 95827-3561

NGCA-JSD-SP

2 August 2021

MEMORANDUM FOR State Active Duty (SAD) Service Members and State Civil Service (SCS) Employees of the California Military Department (CMD)

SUBJECT: Guidance and Procedures for Vaccinated and Unvaccinated SAD Service Members and SCS Employees

1. References.

a. Unvaccinated Service Members and Employees; N95 Mask Update TAG Policy Memorandum, dated 29 July 2021.

b. Email from Eraina Ortega, Director of California Department of Human Resources (CalHR) to all state departments, dated 26 July 2021.

2. This policy supplements the above references, and is in effect until further notice. Failure to comply with this policy may result in disciplinary action.

3. In an effort to provide additional health and safety standards to protect the state workforce and the public it serves, effective immediately, all SAD service members and SCS employees are required to provide proof of vaccination to their immediate supervisor/unit upon entering their CMD work facility.

a. Vaccinated personnel will wear approved nonmedical cloth facemasks in CMD facilities, individual offices, and workstations at all times in counties where directed by public health order. For specific county COVID-19 guidance and latest public health orders, go to <https://covid19.ca.gov/get-local-information/#County-websites>.

b. Unvaccinated personnel must wear a N95 mask or a mask that meets NIOSH-approved N95 respirator standards while in CMD facilities at all times. The department will provide N95 facemasks for unvaccinated personnel.

c. Individuals who do not provide proof of vaccination to their supervisor/unit are required to undergo mandated, weekly COVID-19 testing. CMD will provide self-administered tests for on-site testing. If tests are unavailable for any reason, you will be authorized up to two hours of Administrative Time Off to test at an outside testing site. For a list of free sites, go to <https://www.cvs.com/minuteclinic/covid-19-testing> or <https://covid19.ca.gov/get-tested/>. Employees are required to immediately notify their supervisor/unit of the test results. If an employee or service member tests positive, they will immediately be sent home to quarantine for the recommended period of time, and may not return to the work site until they can provide proof of a negative test.

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SUBJECT: New Guidance/Procedures for Vaccinated and Unvaccinated SAD Service Members and SCS Employees

d. For SAD service members or SCS employees that are interested in receiving a vaccination, please go to <https://myturn.ca.gov> and enter required information.



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