

## DEPARTMENT OF TRANSPORTATION

**Memorandum**

*Making Conservation  
a California Way of Life.*

**To:** DEPUTY DISTRICT DIRECTORS, Construction  
DEPUTY DIVISION CHIEF, Structure Construction  
CONSTRUCTION MANAGERS  
SENIOR CONSTRUCTION ENGINEERS  
RESIDENT ENGINEERS

**Date:** June 5, 2020

**File:** Division of Construction  
CPD 20-12



Ramon Hopkins for Rachel Falsetti

**From:** RACHEL FALSETTI, Chief  
Division of Construction

**Subject: MANDATORY ANNUAL TRAINING REGARDING VALLEY FEVER AWARENESS**

This directive announces that Valley Fever awareness training must be taken annually by all Construction field employees who work in Valley Fever endemic counties. The California Department of Transportation (Caltrans) Division of Construction recommends that all Caltrans field employees, whether or not they work in Valley Fever endemic counties, take the training by June 30, 2020, to learn more about preventing Valley Fever.

California Labor Code Section 6709 requires construction employers to provide awareness training on Valley Fever to all employees who work at job sites in Valley Fever endemic counties by May 1, 2020, and annually by that date thereafter, and before employees begin work that could cause substantial dust disturbance. Substantial dust disturbance creates airborne dust that is visible longer than one hour on any day. Counties are declared highly endemic if the annual rate of Valley Fever is greater than 20 cases per 100,000 persons in a year. Currently, those counties are Fresno, Kern, Kings, Madera, Merced, Monterey, San Joaquin, San Luis Obispo, Santa Barbara, Tulare, and Ventura. If a county is added to the state Department of Public Health list, the mandatory training will not apply in the initial year of that county's listing; however, the mandatory training will apply to employers in that county in the year subsequent to the county being listed as highly endemic.

Online training developed by Caltrans' Office of Health and Safety can be found at:

<https://hs.onramp.dot.ca.gov/valley-fever-awareness-online-training>

Click on Access the Valley Fever Awareness Online Training at the bottom of the page to begin the training. Your browser must be equipped with Adobe Flash to watch the training video. At the end of the 22-minute video training, a certificate of completion template is provided, which can be saved or printed as a PDF file. Employees and their supervisors must sign and date the certificate, which becomes part of the training record

June 5, 2020

Page 2 of 3

of the employee. Do not use the LinkedIn Learning version as it will not generate a certificate of completion.

This training may be taken before registering for the training in the learning management system (LMS). In order to record the training into their employee training history, employees must register for the appropriate training session of "Valley Fever Awareness Training for Managers, Supervisors and Employees," Course Code 101974 in LMS and do the following:

1. Go to Staff Central from Onramp homepage or go to Staff Central directly at <https://staffcentral.onramp.dot.ca.gov/> and then click on the Go Staff Central button. Under the Main Menu pull-down selections, click on the Self Service folder, then Learning and Development, and then select Request Training
2. Select Search Courses in Catalog
3. Enter 101974 in the Course field search criteria, and click Search
4. Select the session for Construction employees by the appropriate district. For example, a District 4 Construction field employee will select 04 – Oakland – Web/Online in the Location field by clicking on the icon next to the corresponding session to request the training. Please be advised there may be different sessions for employees in different programs or divisions.
5. The following must be completed in order to get credit for the training in LMS:
  - Your supervisor must approve the training after your registration.
  - You must email or submit your signed and dated certificate of completion to your Construction training coordinator for proof of completion in order for your district Construction training coordinator to change the status to Completed in your employee training history. For a list of statewide Construction training coordinators, go to:

<https://construction.onramp.dot.ca.gov/administrative-training-support/construction-training-coordinators>

Employees who have already watched the training video before receiving this directive do not have to watch the video again. Those employees may print and sign the attached certificate of completion template and have their supervisors sign and date the certificate, which becomes part of their training record. In order to get the credit for the course in LMS, they must register for the training and go through the steps described above.

To record your training for 30 minutes of work time into your timesheet, please enter the following: Unit: Yours, Project: Yours, Phase: N, Reporting Code: G101974, and Sub Object: 059.

Completion of the training by June 30 will satisfy the requirement of the mandatory annual training of the first year in 2020. However, the Health and Safety intranet site will

DEPUTY DISTRICT DIRECTORS, Construction et al.

June 5, 2020

Page 3 of 3

continue to provide the on-demand training to be taken at any time. A reminder to take the mandatory annual training will be sent before May 1 of every year following this first year of 2020.

If you have questions about this directive, please contact Phillip Phan, Division of Construction, at [Phillip.Phan@dot.ca.gov](mailto:Phillip.Phan@dot.ca.gov) or (916) 651-3621.

Attachment:

1. Valley Fever Awareness Online Training Certificate template