Date: December 8, 2020

To: Aram Sahakian, General Manager
   Emergency Management Department

From: Personnel and Uniform Workplace Safety Protocols Committee

Subject: PERSONNEL AND UNIFORM WORKPLACE SAFETY PROTOCOLS - V1.7

As Mayor Garcetti continues to monitor the Safer at Home order, a safe and healthy workplace for employees and visitors is the top priority for the City. Without exception, each workplace must be prepared with safety measures in place before employees return.

This document is consistent with Federal, State and local regulations and guidance and best practices based on what is known about how the COVID-19 virus spreads. At this time, the virus is thought to spread mainly from person-to-person through respiratory droplets. Spread is more likely when people are in “close contact” which is defined by the Centers for Disease Control and Prevention (CDC) with someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. See CDC link for more information. Updates (italicized below) will be made as new information emerges.

As employees return to the workplace, departments must conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures to reduce the spread of COVID-19 at our workplace and ensure compliance.

I. Telecommuting

- Maximize and continue telecommuting and teleconferencing opportunities whenever possible to reduce exposure risk.
- Establish telecommuting guidelines for employees as each operation demands (e.g., check in/out, scheduled check-ins, and action item checklists utilizing this link for resources).
- Vulnerable staff (per LA County Department of Public Health [DPH]) should be assigned work that can be completed from home whenever possible. Those who choose to work in the office or a station can do so; arrangements shall be made to ensure their safety.

II. Employee Health and Safety and Entry to Departmental Workplaces

- Require ADA-compliant signage establishing protocols for health and safety to be posted at each entry way and distributed to all employees.
- Employees are required to wear a face mask that properly covers both the nose and mouth in the workplace at all times while at work.¹ Exceptions must be made for those who are unable to wear face masks for medical reasons, those employees should wear a face shield with a drape on

¹ DPH Protocols for Office Worksites: Appendix D, dated 12/3/20, during the temporary order, from 12:01AM (PST) on November 30, 2020 to 11:59PM (PST) on December 20, 2020, employees must wear face masks even when in their cubicles.
Employees are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, employees must maintain at least a six-foot distance from others and it is preferred to do so outdoors and away from others. Sharing of communal food is prohibited.

- EMD memo, dated 9/16/20, provides guidance on face masks and face coverings (link here).
- Departments shall procure and provide Personal Protective Equipment (PPE) and supplies for employees, at a level appropriate to job duties. Departments should maintain a supply of face masks in the event an employee does not have a face mask.
- Employees shall be encouraged and allowed breaks to frequently wash their hands with warm water and soap for 20 seconds, to avoid touching their face, and to use alcohol based (at least 60% alcohol) hand sanitizer when soap and water are not available.
- Every employee should conduct a Daily Self Check and/or symptom screening prior to reporting to work. Checks will include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills, whether the employee is currently under isolation or quarantine orders, and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees’ arrival. Signage will be posted at the entrance(s) of all buildings to remind employees and visitors not enter the City premises with these symptoms.

For departments implementing in person temperature screening, and consistent with DPH regarding entry screenings (August 4, 2020), the following protocols must be in place:

- Make employee health screenings as private as possible.
- The person being screened must wear a face mask and maintain six feet of physical distance from the screener during the entire screening process.
- The screener is wearing both a cloth face mask and a face shield. Uses gloves and ensures proper hand hygiene (soap and water or hand sanitizer with at least 60% alcohol) prior to, and after, each screening if there is any physical contact or exchange of documents.
- Screeners are properly trained in the use and cleaning of the thermometers if onsite temperature measurement is done.
- Cleaning should be done after each use if the thermometer requires contact with the individual (non-contact thermometers should be used).
- Follow the Equal Employment Opportunity Commission guidance regarding confidentiality of medical records from health checks using this link.

- Require signage on safety requirements, such as handwashing, physical distancing and if employees are feeling sick, be posted in the workplace. See Signage Catalog using this link.
- Update departmental websites with revised access and protocols with notification that these may create delays in service before increasing employee presence in the workplace more than 10%.
- Require all employees, especially supervisors, to understand the City’s protocol for responding to a COVID-19 incident as outlined in the Citywide Cleaning and Notification memo, dated October 28, 2020, using this link.

III. Building-wide issues in high rise and other facilities

- Require signage, HVAC and other building system recommendations, and physical distancing requirements in common areas, e.g., lobby, stairwells, elevator cabs and waiting areas, to be consistent with CDC, and local public health recommendations, before increasing employee presence in the workplace more than 10%.
- Elevators must be limited to 1 to 4 occupants per ride depending on the size of the elevators, standing in diagonal corners maintaining social distancing protocol as much as feasible. Face
masks must be worn at all times while riding in an elevator. Employees should be discouraged from touching any elevator buttons (inside and outside the cab) with their bare hands, but should use an elbow, pencil, or gloved hand and to use stairs when possible while wearing gloves to hold the stair railings or wash hands immediately following stair use.

IV. Physical Distancing Measures

- Minimize the number of employees in the workplace by evaluating departmental occupancy and capacity to maintain six feet of physical distancing between employee work or break areas, and six feet of physical distancing between visitors and employees.
- Work with employees to adjust work schedules to achieve maximum social distancing by providing for staggering work shifts, rotation between being in the workplace and telecommuting e.g., A and B shifts. Avoid overlapping shifts or rotations, if possible.
- Use videoconferencing or teleconferencing when possible for meetings and gatherings. If in-person meetings are absolutely necessary, they must be limited to 15 or fewer participants and all participants must wear cloth face coverings, no eating or drinking during the meeting, and be held in a room that is large enough for participants to easily maintain physical distancing of 6 feet or greater from other participants. Consider installing physical barriers, six-foot visual cues such as floor marking and colored tape, circulation modifications, layout adjustments, and furniture removal to achieve six feet of physical distancing within workplaces or public counters. Physical barriers when installed must meet all fire and building codes and not interfere with the ventilation or fire protection systems.
- To the extent possible, flow of traffic within the workplace is modified to minimize contacts (e.g., doors for entry or exit only; directional hallways or passageways have been established for foot traffic in a way that prevents employees from passing by one another).
- Departments must submit completed requests for protective barriers or other modifications to the Emergency Operations Center (EOC) for resource determinations. All submissions must:
  1) Be submitted on the EOC Request Form, which requires an identified funding source; and
  2) Include the completed Physical Distancing Measures Checklist for Physical Barriers (utilizing this link) with signed confirmation that either the Departmental Safety Engineer or the COVID-19 Department Safety Officer or designee has approved the request.
- EOC staff will process the submitted department request. Once the review is completed and accepted, the request will move forward for purchasing.
- Consider eliminating shared materials or objects (e.g., staplers, pens, etc.) to the greatest extent possible. Direct employees not to share work tools or equipment, including office equipment. If equipment is shared, items should be cleaned and disinfected between uses.
- Direct employees to refrain from entering another employee’s work area.
- Common areas (e.g., break rooms and kitchenettes) are closed or restricted if possible, or by increasing physical distance between tables/chairs where personnel are likely to congregate.
- Minimize non-essential out-of-state employee travel.

V. Customer-facing Departments/Public Counters

- Utilize teleconferencing, appointments and reservation systems, develop no-touch drop-off or electronic submittal of documents, make curbside service available where feasible.
- **If not feasible, visitors to the worksite should be by appointment only and be pre-registered in a visitor log that includes their name, phone number and email address. Visitors are instructed to come to their appointments alone. If they must be accompanied by another person (e.g., for translation assistance, etc.) their information must be captured in the visitor log. Visitors should be reminded to bring face coverings as they will be required to wear them.**
- Require signage (before increasing employee presence in the workplace more than ten percent) at each public entrance of the facility to inform all customers should: avoid entering the facility if they have COVID-19 symptoms (cough, shortness of breath, difficulty breathing and fever or chills) and currently under isolation or quarantine orders; maintain a minimum six-foot distance from one
another; wear mandatory face masks to enter the building; sneeze and cough into a cloth or tissue or, if not available, into one’s elbow, and not shake hands or engage in any unnecessary physical contact.

- Inform customers or visitors they must wear face coverings that cover both nose and mouth and practice appropriate physical distancing or they will be refused service. **For the safety of employees and other visitors, a face covering shall be made available, by the Department receiving the visitor, to visitors who arrive without them.**
- Instruct employees to maintain at least six feet distance from customers and from each other, except employees who may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- **Ensure tape or other markings are placed at least six feet apart anywhere where individuals may have to line up, both inside the workplace and outside its public entrances, with signs directing employees and visitors to use the markings to maintain distance.**
- **Limit movement of visitors to the worksite to only to designated areas, such as the reception or lobby area, customer service area, conference or meeting rooms, and public restrooms.**

**VI. Employees working in the field**

- Designate a Site Safety Representative (SSR) to monitor and implement all recommended safety practices regarding the COVID-19 virus with all construction workers (workers). Labor supervisors must have the authority, through consultation with the SSR, to halt all activities that do not adhere to the COVID-19 safety practices. See DPH guidance using this link.
- Regularly clean and sanitize trailers, toilets, and other enclosed spaces such as elevators and lifts as well as high-touch surfaces on job sites. See DPH guidance using this link.
- Discourage tool and equipment sharing, if possible. If not, require tools and equipment to be sanitized before between uses. See DPH guidance using this link.
- Employees shall:
  - wear face masks which must cover the nose and mouth **whenever they are around others, including other employees and/or the public.** Exceptions must be made for those who are unable to wear face masks for medical reasons. Employees who are exempted from wearing a face mask due to a medical condition should wear a face shield with a drape on the bottom edge, to be in compliance with County directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred.
  - be allowed frequent breaks to wash their hands and walk outside or away from their work area (while maintaining social distancing) to remove their face masks.
  - practice coughing and sneezing etiquette, including covering a cough/sneeze with a tissue or a sleeve instead of a hand. Throwing the tissue away and washing hands with hand sanitizer or soap and water.
  - maintain a distance of 6 feet apart unless specific work assignments require less distancing; in such situations, strategies should be implemented to allow for maximum distancing. See DPH guidance using this link.

**Vehicle Safety and Ride Sharing**

- **Riders must be screened before entering the vehicle. DPH link to questionnaire** [http://publichealth.lacounty.gov/media/coronavirus/docs/business/EntryScreening.pdf](http://publichealth.lacounty.gov/media/coronavirus/docs/business/EntryScreening.pdf)
- **Sharing of vehicles shall be minimized to the extent feasible, and commonly touched surfaces of the vehicle (e.g., hard seats, arm rests, door handles, seat belt buckles, light and air controls, steering wheels, doors and windows, and grab handles, etc.) shall be cleaned using disinfectants that are EPA-approved for use against the virus that causes COVID-19 before and after usage by employees. Employees must follow the**

3 DPH HEALTH ORDER OF THE HEALTH OFFICER APPENDIX D: Reopening Protocol for Office-Based Worksites, Rev date 8/7/2020.
manufacturer’s instructions for concentration, application method, PPE, and contact time for all cleaning and disinfection products. See CDC guidance using this link.

- **Per Cal/OSHA**, any assignment of shared transportation shall be prioritized in the following order: 1. Employees residing in the same housing unit shall be transported in the same vehicle. 2. Employees working in the same crew or worksite shall be transported in the same vehicle. 3. Employees who do not share the same household, work crew or worksite shall be transported in the same vehicle only when no other transportation alternatives are possible.

- Ensure the vehicle driver/operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle’s normal capacity.

- Practice **hand hygiene**, including using hand sanitizer with at least 60% alcohol if soap and water are not readily available before and after driving or riding in the vehicle. Hand sanitizer must be available in vehicles. Hand sanitizers with methyl alcohol are prohibited.

In addition to the vehicle safety protocols listed above, when ride sharing employees shall:

- Stay home if **sick**.
- Wear a face **mask** that covers their nose and mouth at all times. Practice social distancing guidelines; sit as far as possible away from other employees in the vehicle. (See Vehicle Occupancy subsection below.)
- Improve the ventilation in the vehicle; open the windows or set the air ventilation to maximize outdoor air and not set to recirculate air. **Per Cal/OSHA**, windows do not have to be kept open if one or more of the following conditions exist:
  1. The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
  2. The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
  3. Protection is needed from weather conditions, such as rain or snow.
  4. The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

**Vehicle Occupancy**

- **Sedans.** Limit the number of riders in a City sedan vehicle to two (the driver and one passenger) with the passenger sitting behind and opposite the driver. See DPH guidance using this link. Windows must be rolled down in all vehicles with more than one passenger.

- **Trucks.** Limit the number of riders to one where there is only a single row seat in the vehicle. Limit the number of riders to two, if there are two rows of seating in the vehicle, with the passenger sitting behind and opposite the driver of the vehicle. See DPH guidance using this link. All other employees are to drive their own vehicles to the work location. (Consult HR on any MOU or Administrative Code provisions that may apply to driving directly to a work site.)

- **Passenger vans.** Limit the number of riders in passenger vans to three. See CDC guidance using this link.

- **Construction vehicles.** Drive to worksites or parking areas by yourself—or passengers or carpooling unless they are individuals who live in your home. See DPH guidance using this link. If carpooling cannot be avoided, riders should sit as far apart as possible, wear face coverings and wash hands after the trip. See Cal/OSHA guidance using this link.

- **Golf Carts.** Golf carts are to be limited to a single rider. See DPH guidance using this link.

- **Alternative.** If at all possible, do not exceed the recommended number of occupants in a vehicle. Recognizing limited resources, unique operations, and staffing issues may present challenges to implementing the above occupancy limitations, departments may consider an alternative measure. For departments that are unable to limit the vehicle occupancy as described above, N95 masks (respirators) and eye protection shall be worn at all times while in the vehicle.
N95 Masks. All employees who will be wearing a respirator such as N95s must be medically cleared, fit-tested, and trained along with other requirements as set forth by Cal/OSHA’s Respiratory Standard.

VII. Training

The Personnel Department has distributed training materials to all employees on the following:
What is COVID-19, symptoms, how to prevent, how it is spread; City procedures/policies for preventing the spread of COVID-19; what to do and when to seek medical attention; general hygiene - hand washing, cough and sneeze etiquette; cleaning and disinfection; use of PPE, Cloth and disposable face masks, social distancing, safe work practices, COVID-19 related benefits, and stress management.

Departments must require each employee receive the above training. Additional training/information may be supplemented as it pertains to their operation and/or facility. Maintain documentation that each employee has completed such training. Please utilize this link for access to the required training and/or contact the departmental training coordinator for assistance.

VIII. Cleaning

- GSD will continue to provide COVID-19 disinfection services at City facilities under the Personnel Department Guidelines Citywide Notification and Cleaning memo. Utilize this link for access to memo.
- Department plans should include guidance for employees to keep their personal work areas sanitized, including assigned vehicles, copy machines and specialized tools and equipment. Departments shall provide cleaning materials and gloves to employees for these purposes.
- Employees should be encouraged to regularly wipe down their personal work stations and equipment during their shifts.

IX. Sick Leave/FFCRA Policies

- Require employees exhibiting COVID-19 symptoms to stay home. Symptoms may include frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, nausea, vomiting, diarrhea, and recent loss of taste or smell.
- Employees who were recently exposed to COVID-19 or someone they live with had been recently diagnosed with COVID-19, may be directed to stay home.
- Employees directed or ordered to go or stay home due to COVID-19 or COVID-19 symptoms will receive paid administrative leave. Employees can telecommute if they feel well enough to do so.
- Physician note requirements will be temporarily relaxed and employees shall be encouraged to stay home if they are sick.
- On April 1, 2020, the federal government passed the FFCRA which regulates paid leave requirements for employers. Subsequently, the City released a memo updating the leave policy in compliance with the FFCRA. Please see this link for a copy of the City’s COVID-related leave policy to be in effect for COVID-related leaves taken through December 31, 2020.

X. Employee Assistance Program (EAP) and free COVID-19 test registration

- Departments should make available the City’s EAP program which is available for employees feeling anxious about exposure to the coronavirus or those returning to work. Employees needing assistance should be encouraged to contact the City’s Employee Assistance Provider, Optum at (800) 213-5813.
- Departments should make available in the workplace the following link for registering for free COVID-19 testing: https://corona-virus.la/covid-19-testing. Employees shall be allowed to get COVID tested during their working hours.
XI. Reporting and Withdrawal Plan (resurgence)

- All positive COVID-19 cases must be reported to the Medical Services Division (MSD) immediately using this link. If you have any questions, please contact Joanne O’Brien, MSD, at joanne.obrien@lacity.org.

- In the event that three or more cases are identified within the workplace within a span of 14 days, the department shall report the outbreak to MSD at (213) 240-7821 within 48 hours. Note that the department that has an outbreak subject to this section shall continue to give notice to MSD of any subsequent laboratory-confirmed cases of COVID-19 at the worksite.

- In the event of another large COVID-19 outbreak, departments must have plans to quickly scale back services and return the majority of employees to telecommuting, paid administrative leave, and/or other safety measures. The Personnel and Workplace Safety Task Force will reconvene to provide assistance, as needed.

If you have any questions or need clarification, please contact Personnel Department Assistant General Manager Deborah Caruso at deborah.caruso@lacity.org or (213) 473-9055.