

**CITY OF LOS ANGELES**

## INTER-DEPARTMENTAL CORRESPONDENCE

Date: January 11, 2021

To: ALL CITY EMPLOYEES

From: WENDY MACY, General Manager  
Personnel Department

Subject: **VACCINE PRIORITIZATION AND INFORMATION**



This past year has asked a lot of the City family during the COVID-19 pandemic. We have created new programs to help those in need, supported COVID testing and vaccinations, and kept City services running in extraordinary circumstances. Thank you for your work and service.

I wanted to share information related to the COVID-19 vaccine availability and rollout. The COVID-19 vaccine supply will be limited in the early stages of the vaccine; it will be available to people who are considered to be at the highest risk of contracting and spreading the coronavirus based on their jobs and other health risk criteria. Supply is expected to increase during the course of 2021 with vaccines being widely available by spring/summer of 2021. The vaccine improves your ability to avoid contracting the virus by 95%, and if you do get COVID it will likely be much less severe. Because you have a small chance of still getting COVID, stay aware of symptoms, wear a mask, social distance, and wash your hands.

The vaccine will be offered to City employees, contractors, part time staff, and student workers on a voluntary basis, although the City reserves the right to reexamine a vaccine mandate in the future. As part of the essential, high-risk work we are doing, many City staff will be eligible for early vaccinations based on guidelines from the Centers for Disease Control, State, and County Public Health.

At the request of the Los Angeles Department of Public Health and the City's Personnel Department, departments have placed each person in one of the following Risk Categories:

1. High risk: those who routinely have direct contact with the public
2. Moderate-high risk: those who have regular or ongoing direct contact with the public
3. Moderate risk: those with limited contact with the public
4. Low risk: those with no routine contact with public or who are able to telework full-time
5. No risk: those who are out on prolonged leave and have no risk related to work

In February, vaccines will be offered to City employees who are in the highest risk categories who have routine contact with the public in providing services to our residents and employees. For example, Disaster Service Workers with routine direct contact with the public will be placed in the high risk category because that is the work

they are doing today. Based on both vaccine availability and your priority, you will receive a notification from the City that you are eligible to receive a vaccine and advised on how to make an appointment. To be vaccinated, you will need two injections 3-4 weeks apart.

You may also receive a vaccination eligibility notice from your healthcare provider based on your age and medical conditions. You should take the first opportunity to get the vaccine.

In line with CDC and State guidance, the Department of Public Health has organized the vaccinations in four [Phases](#) ([publichealth.lacounty.gov/acd/ncorona2019/covidvaccinedistribution](http://publichealth.lacounty.gov/acd/ncorona2019/covidvaccinedistribution)). As part of the City-County vaccination team, LAFD employees, medical staff, and those working at the testing sites started receiving vaccines in Phase 1A (which began in late December). Employees that are in Risk Categories 1 through 4 are expected to be covered in Phases 1B and 1C. Note these guidelines and timelines are fluid and based on guidance from CDC, State, and County Department of Public Health and vaccine availability.

We will continue to share information as it becomes available. At this time, it is critically important that we remain vigilant in adhering to COVID-19 safety precautions as we prepare for the vaccines to become widely available. Please continue to follow CDC and L.A. County Public Health guidance by wearing your masks, physically distancing ourselves, washing your hands, and avoiding all unnecessary travel.