


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: April 15, 2021

To: ALL GENERAL MANAGERS
City of Los Angeles

Attn: DEPARTMENT PERSONNEL OFFICERS

From: WENDY MACY, General Manager 
Personnel Department

Subject: **PROCEDURES FOR ADDRESSING A COVID-19 POSITIVE CASE IN THE
WORKPLACE - Version 1.1**

(FORMERLY: NOTIFICATION AND CLEANING PROCEDURES/GUIDELINES
AND FAQs RELATED TO COVID-19)

The Personnel Department's Medical Services Division (MSD), in conjunction with the City Attorney's Office and Department of General Services (GSD), established the following procedures to assist Departments in responding to positive cases of COVID-19 in the workplace. Please check with LAPD and proprietary departments for their internal process. (All updates in this document are represented in *yellow highlighted italics*.)

On April 1, Mayor Garcetti issued guidance on the importance of wearing face coverings in public. City employees **are required** to comply with the Mayor's direction and wear a face mask when coming into work. See EMD's [Guidance for Staff on Face Masks & Coverings](#).

In the event of a positive COVID-19 case, the following steps should be taken by a supervisor after learning a City employee has received a positive COVID-19 diagnosis from a test result :

1. **Verification.** The supervisor should verify that the COVID-19 positive employee is no longer in the workplace. If not, the employee should be sent home immediately to self-isolate. Per the Centers for Disease Control and Prevention (CDC) *and the County of Los Angeles Public Health (DPH) guidance on "[Responding to COVID-19 in the workplace](#),"* employees who have symptoms when they arrive at work or become sick during the day should immediately be separated from other employees, customers, and visitors and sent home. *Public Health instructions regarding isolation guidelines may be found at: <http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>.*
2. **Notification and information.** The supervisor should immediately notify their HR section and provide the following:
 - a. a timeline of when the employee was last at work (which is critical for the custodial services crew to commence the cleaning procedure);

- b. a list of names (such as coworkers, other City employees, contractors, facility residents, or building tenants) the sick/diagnosed employee had close contact with up to 2 days before symptoms appeared or 2 days prior to the test date for COVID-19 asymptomatic employees. "Close contact" is defined by the CDC as 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. CDC recommends that the determination of "close contact" should generally be made irrespective of whether the contact was wearing respiratory PPE; and
 - c. the date the employee first began to experience symptoms (to the extent possible).
3. **Securing the work area.** The supervisor should close off the employee's office or work station, to the extent possible if the employee was in the office during their infectious period. [CDC](#) recommends the following:
 - a. *If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and **disinfect** the space.*
 - b. *If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.*
 - c. *If more than three (3) days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.*
4. **HR contact with MSD.** The HR section should immediately contact MSD for next steps using [COVID-19 Case Referral Form](#). All positive COVID-19 cases must be reported, per the Mayor's Office direction, immediately via email to Joanne O'Brien and Aram Kouyoumdjian.
5. **MSD Cleaning/Disinfection Guidance.** MSD will provide further guidance to Departmental Personnel Officers (DPOs) and/or the General Services Department (GSD) on what sanitary measures should be taken at which locations, by whom, and any necessary notifications. Cleaning in most cases includes disinfecting the sick or diagnosed (with COVID-19) employee's workspace and high touch areas. Deep cleaning is rarely necessary. Per the CDC and *DPH guidance*, *when no people with confirmed or suspected COVID-19 are known to have been in a workspace, enhanced cleaning should be done once a day. Public health defines enhanced cleaning as "Routine cleaning practiced PLUS additional cleaning and disinfecting of high touch surfaces during a pandemic," and is usually enough to sufficiently remove virus that may be on surfaces and help maintain a healthy facility.* *Additional* guidance will be based on MSD's clinical judgement and current CDC and [DPH](#) guidelines.
6. **GSD Cleaning/Disinfection.** GSD's Custodial Services will follow the cleaning/disinfection direction provided by MSD and/or by MSD through the DPOs. Leased buildings will also follow the cleaning/disinfection procedures; GSD will request the necessary service to the leased facility building management per MSD's guidance.

7. **MSD “Close Contact” Notice Guidance.** MSD will provide recommendations to DPOs regarding which City employees, contractors, facility residents, or building tenants should be notified about “close contact.” **DPOs will notify the appropriate personnel.** If the sick or diagnosed employee developed symptoms in the office, DPOs must also ensure employees, contractors, and custodial staff who clean the sick/diagnosed employee’s work area are also notified.
8. **General COVID-19 Positive Case Notice.** DPOs shall work with department management to provide general COVID-19 advisory to all employees, and the employers of subcontracted employees and the labor representatives, within one business day after being aware of any positive COVID-19 cases in the workplace while ensuring confidentiality of the affected employee(s). (This is distinguished from “close contact” notice.)
9. **LA County Self-Isolation.** Employees who test positive for COVID-19, and those who are told by a clinician they are presumed to be positive for COVID-19, are required by LA County Health Order to self-isolate and stay home for at least 10 days since symptoms first appeared AND at least 24 hours since last fever without the use of fever-reducing medications AND after symptoms have improved.
10. **Cal/OSHA Serious Illness and Fatality Reporting.** Each department has a Cal/OSHA reporting requirement for any COVID-19-related serious illness (e.g., COVID-19 illness requiring inpatient hospitalization) or death. The reporting requirement arises when it can be determined that the exposure to the virus occurred at work or in connection to work. Under such circumstances, the City is required to report the incident (recording and reporting information at this link) immediately (defined as soon as practically possible but not longer than 8 hours after the employer knows or with diligent inquiry would have known of the death or serious injury or illness) to the nearest Cal/OSHA district office. If the department can demonstrate that exigent circumstances exist, the time frame for the report may be extended however be made no longer than 24 hours after the City is made aware of the employee's death, and/or inpatient hospitalization. For full details on the information to be reported, see 1) [Report a Work-Related Accident - Employers](#), 2) [Cal/OSHA Enforcement Branch - Regional and District Offices](#), and 3) [Title 8, Section 342, Reporting Work-Connected Fatalities and Serious Injuries](#).
11. **Department of Public Health Outbreak Reporting.** 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) 473-7037 or by email at joanne.obrien@lacity.org within 48 hours. MSD will report such clusters to the Department of Public Health at (888) 397-3993 or (213) 240-7821 or on-line at www.redcap.link/covidreport. If a cluster is identified at a worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response. The Department of Public Health will need the facility’s immediate cooperation to determine whether the cluster of cases constitutes an outbreak of COVID19.

12. **COVID-19 testing.** Mayor Garcetti announced the expansion of a free testing program. Residents of L.A. County can schedule a test and make an appointment at [Coronavirus.LACity.org/Testing](https://www.lacity.org/coronavirus/testing).

Additional resources are available on the [Centers for Disease Control and Prevention website](https://www.cdc.gov/) and [Los Angeles County, Department of Public Health website](https://www.lacounty.gov/health/).

If you have any questions, please contact Joanne O'Brien, Medical Services Division, at joanne.obrien@lacity.org or Safety Administrator Najma Bashar for any Cal/OSHA Reporting matters at najma.bashar@lacity.org.