

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: March 16, 2021

To: Aram Sahakian, General Manager
Emergency Management Department

From: Personnel and Uniform Workplace Safety Protocols Committee

Subject: **PERSONNEL AND UNIFORM WORKPLACE SAFETY PROTOCOLS - V1.8**

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. This definition applies regardless of the use of face masks/coverings. See [CDC link for more information](#). (All updates in this document are represented in *yellow highlighted italics*.)

I. Telecommuting

- Maximize and continue telecommuting and teleconferencing opportunities whenever possible. See [Personnel Department COVID-19 Information](#) website for resources.
- Vulnerable population (per CDC) staff should be allowed to telecommute 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 requirements such as handwashing, physical distancing and if employees are feeling sick, to be posted at each entry way and distributed to all employees. See various [Signage Catalog](#).
- Employees are required to wear a **face mask** that fits properly (snugly around the nose and chin with no large gaps around the sides of the face) in the workplace **at all times while at work except while alone in an office with a closed door or while eating and drinking during break time**. Exceptions must *also* 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 the bottom edge as long as their condition permits it. See EMD’s [Guidance for Staff on Face Masks & Coverings](#). 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](#).
- 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. Sharing of food is prohibited.
- Departments shall procure and provide Personal Protective Equipment (PPE) and supplies for employees *at no cost*, 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 [EPA approved](#) hand sanitizer (*effective against COVID-19*) 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 symptom check-in, 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.
- ❑ For departments implementing in-person temperature screening, and consistent with [DPH](#) regarding entry screenings (August 4, 2020), the following protocols must be in place:
 - ❑ Ensure health screenings are as private as possible.
 - ❑ Screener must be properly trained in the use and cleaning of the thermometer (if used), wear a cloth face mask and a face shield and maintain six feet of physical distance from the during the entire screening process using gloves and proper hand hygiene (soap and water or [EPA approved](#) hand sanitizer (*effective against COVID-19*)) prior to, and after, each screening if there is any physical contact or exchange of documents.
 - ❑ Follow the EEOC guidance regarding confidentiality of medical records from health checks. For more information, see [What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws](#).
- ❑ Require all employees, especially supervisors, to understand the City's protocol for responding to a COVID-19 incident as outlined in the [Procedures for Addressing a COVID-19 Positive Case in the Workplace \(Formerly: Notification and Cleaning Procedures/Guidelines and FAQs Related To COVID-19 - Version 1.3\)](#).

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., lobbies, stairwells, and elevator cabs, to be consistent with CDC and public health recommendations, before increasing employee presence in the workplace more than 25%.
- ❑ *Specifically, per the current [DPH's Protocols for Office Worksites: Appendix D: The number of employees in the essential office-based business worksite is limited at any one time such that employees can easily maintain at least a six-foot distance from one another at all practicable times but in no case more than 25% of the maximum occupancy of the office-based business worksite.](#)*
- ❑ 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. 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.

IV. Physical Distancing Measures

- ❑ *Following current public health guidelines*, 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 by providing for staggering work shifts, rotation between being in the workplace and telecommuting.
- ❑ Use videoconferencing or teleconferencing when possible for meetings and gatherings. If in-person meetings are necessary, they must be limited to less than 15 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.
- ❑ 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](#) with signed confirmation that either the Departmental Safety Engineer or the COVID-19 Department Safety Officer or designees has approved the request.
- ❑ 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.
- ❑ 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.

V. Customer-facing Departments/Public Counters

- ❑ Utilize teleconferencing, appointments and reservation systems, 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 their information must be captured in the visitor log.
- ❑ Inform customers or visitors they must *adhere to all posted signage*, wear face coverings that cover both nose and mouth and practice appropriate physical distancing or they will be refused service. For customers who arrive without a mask, a face covering shall be made available by the Department receiving the visitor.
- ❑ 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 only designated areas, such as the reception or lobby 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. See DPH's [Guidance for Construction Sites](#). 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.
- ❑ Regularly clean and sanitize trailers, toilets, and other enclosed spaces such as elevators and lifts as well as high-touch surfaces on job sites.
- ❑ Discourage tool and equipment sharing, if possible. If not, require tools and equipment to be sanitized before between uses. Employees shall:
 - ❑ wear face masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face) 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.
 - ❑ 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.
 - ❑ 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.

Vehicle Safety and Ride Sharing

- ❑ *Per Cal/OSHA, all drivers and passengers* must be screened before entering the vehicle. See DPH [Entry Screening](#) questionnaire.
- ❑ Sharing of vehicles shall be minimized to the extent feasible,

- ❑ Per [Cal/OSHA](#) all high contact surfaces must be cleaned in the following manner:
 - ❑ All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
 - ❑ All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, shall be cleaned and disinfected between different drivers.
 - ❑ See also CDC's [Cleaning and Disinfection for Non-emergency Transport Vehicles](#) guidance. Employees must follow the manufacturer's instructions for concentration, application method, PPE, and contact time for all cleaning and disinfection products.
- ❑ 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 *EPA approved* hand sanitizer (*effective against COVID-19*) 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.
- ❑ *Employees with their own Department-assigned City vehicle must keep the vehicles clean and sanitized on a regular basis for their own protection. Employees must follow the manufacturer's instructions for concentration, application method, PPE, and contact time for all cleaning and disinfection products. See CDC's Cleaning and Disinfection for Non-emergency Transport Vehicles guidance.*

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

- ❑ Wear a face mask that fits properly (snugly around the nose and chin with no large gaps around the sides of the face) at all times. Practice social distancing guidelines; sit as far as possible away from other employees in the vehicle.
- ❑ 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) vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit, 2) 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), and 4) 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

(See DPH's [Guidance for Van and Car Pools](#), CDC's [What Rideshare, Taxi, Limo, and other Passenger Drivers-for-Hire Need to Know about COVID-19](#), and Cal/OSHA [T8 Standard COVID-19 Prevention in Employer-Provided Transportation to and from Work](#).)

- ❑ **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. 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. 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.

- ❑ **Construction vehicles.** Drive to worksites or parking areas by yourself—no passengers or carpooling unless they are individuals who live in your home. If carpooling cannot be avoided, riders should sit as far apart as possible, wear face coverings and wash hands after the trip.
- ❑ **Golf Carts.** Golf carts are to be limited to a single rider.
- ❑ **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.

VII. Training

The Personnel Department has distributed training materials to all employees on COVID-19 symptoms, prevention and spread, when to seek medical attention, general hygiene, use of PPE, 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 the [Personnel Department Training Portal](#) 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 [Procedures for Addressing a COVID-19 Positive Case in the Workplace \(Formerly: Notification and Cleaning Procedures/Guidelines and FAQs Related To COVID-19 - Version 1.3\)](#)
- ❑ 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.
- ❑ Employees must follow the manufacturer's instructions for concentration, application method, PPE, and contact time for all cleaning and disinfection products.

IX. Sick Leave

- ❑ 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 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.

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

- ❑ Departments should make available the City's EFAP program which is available for employees feeling anxious about exposure to the coronavirus or those returning to work. Employees needing assistance are encouraged to contact the City's 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 [COVID-19 Case Referral Form](#). 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) 473-7037 or by email at joanne.obrien@lacity.org within 48 hours.
- ❑ 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 *Aram Kouyoumdjian* at aram.kouyoumdjian@lacity.org.