Preventing the Spread of COVID-19 Within the City of Los Angeles

A Guide for Employees



Prepared by the Mayor Garcetti's Innovation Team
and the City of Los Angeles Personnel Department

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CITY OF LOS ANGELES PERSONNEL DEPARTMENT

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INTRODUCTION

To help employees at the City of Los Angeles return to work at City facilities and remain healthy while working from home, the Personnel Department has provided this resource to get you acquainted with COVID-19 protocols required of City employees. Follow this guide to learn how to prevent the spread, actions to take to keep yourself and others safe, and find answers to common questions employees may have.

Note: *This guide is reflective of current COVID-19 protocols.*
LADWP employees should follow COVID-19 Resource Office protocols and guidance.

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INTRODUCTION

To prevent the spread of COVID-19 at the City of Los Angeles, everyone has an important role to play. This guide will cover how ...



Employees • Supervisors • HR & Personnel Dept. • Medical Services

... can work together to keep the City's workforce safe.

Prevention

PREVENTION AT HOME

City employees represent more than themselves, and should model best practices for all Angelenos, even when off-duty. Adhere to City, County and State health orders, and follow public health precautions recommended by the Centers for Disease Control and Prevention:



Wear a **face mask** or appropriate face covering in public.



Keep at least six feet of **distance** from people not in your household.



Regularly practice **handwashing**.



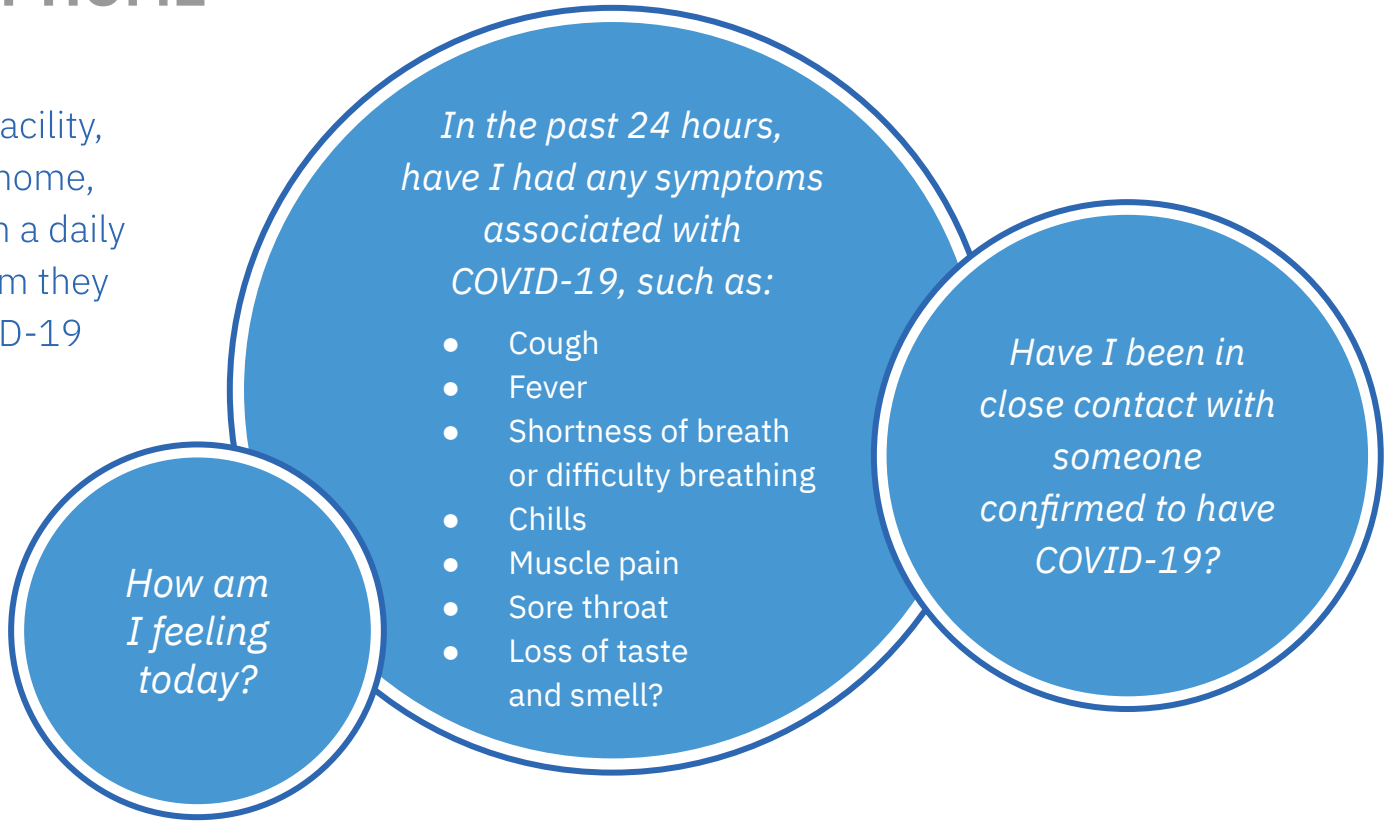
Regularly **disinfect** personal and shared spaces and surfaces.

For more information, visit **Coronavirus.lacity.org.**

PREVENTION AT HOME

Before reporting to a City facility, or before starting work at home, employees should perform a daily self-health check to confirm they are not experiencing COVID-19 symptoms.

Assess your health with the following questions:



PREVENTION IN THE WORKPLACE

Since the onset of the coronavirus pandemic, the City has adopted new protocols which may be unfamiliar to employees returning to work at offices, service yards, stations, bureaus, parks and other facilities.

Adhere to the following practices to promote health and safety in the workplace:

1. WEAR MASKS



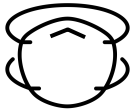
Current state and local mandates require **employees to wear appropriate masks** that cover both nose and mouth at all times except when working alone in private offices with closed doors, or when eating or drinking. Acceptable face masks include:



Cloth face masks you can secure with ties or straps
(Masks with one-way valves, bandanas and neck gaiters are not allowed at work.)



Three-ply surgical masks
Surgical masks, should not be used as a substitute for N95 respirators



Filtering facepiece respirator (N95s):
(if work is health/medical in nature, or if an N95 is required.) If N95 with exhalation valves are worn, the wearer must cover the valve with a face mask that does not interfere with the respirator fit.

Sources: Public Order Under City of Los Angeles Emergency Authority: Worker Protection Order, April 2020

CDPH Guidance for Use of Face Coverings

LA County DPH Protocols for Office Worksites: Appendix D

***Note**: Face shields are not a replacement for face coverings, although they may be worn together for additional protection. If a medical condition prevents an employee from wearing masks or cloth coverings, they may wear a face shield with a drape that fits securely under the chin.*

2. REDUCE CONTACT WITH OTHERS



Keep **at least six feet of distance** from other employees, visitors or patrons while working, and during on-site breaks.



Adopt **virtual or remote meetings** when possible, and avoid gathering in break rooms, lunchrooms or conference rooms.



Greet each other with **waves or head nods** instead of handshakes.

3. CLEAN & DISINFECT

Practice good hygiene.
Employees should wash their hands regularly, and thoroughly with soap and clean water
for at least 20 seconds.



Hands should be washed before:

- Touching your face
- Eating
- Before putting on gloves

Hands should be washed after:

- Using the restroom
- Sneezing or coughing
- Touching frequently-used surfaces and shared equipment
- Eating
- Removing gloves

If handwashing is immediately unavailable, use an alcohol-based hand sanitizer right away. Wash your hands once you can access soap and water.



Ensure high-touch surfaces and shared equipment are cleaned at the start of the workday, in between uses, and at the end of the workday.

4. ADDITIONAL PROTOCOLS



Non-essential work travel is prohibited.

Employees may be required to self-quarantine and follow LA County directives if they have traveled.



Don’t share food and drink with others.

Employees should report unsafe or unhealthy conditions and work practices immediately to their supervisor.

Employees may ask supervisors about additional protocols, including ventilation and safety.

- Supervisors are advised to conduct a thorough hazard assessment of the workplace to identify potential workplace hazards that could increase risks for COVID-19 transmission.
- Supervisors are advised to use hierarchy of controls (such as elimination, substitution, engineering controls, administrative controls, and PPE) to reduce the transmission among employees.
- Supervisors may use outdoor fresh air may improve indoor ventilation. Prior to opening exterior windows, supervisors should contact facilities management to ensure opening windows will not pose a safety or health risk (e.g., risk of falling) to occupants in the building.
- Employees should not touch any components related to heating, ventilation and air conditioning (HVAC) systems in workplaces. Notify supervisors regarding any HVAC issues.

Note: *To reduce the concentration of any virus particles in the air indoors, the ventilation system of buildings/facilities are evaluated and improved. The outdoor air intake including the efficiency ratings of the air filters are increased to as high as the ventilation system can handle.*

Action

ACTION

Notify your supervisor immediately if you:

- Are experiencing COVID-19 symptoms,* or
- Have tested positive for COVID-19, or
- Have received a public health order to isolate, or
- Have recently been in close contact with someone who has tested positive for COVID-19

If you can not immediately reach your supervisor, contact your department's Human Resource section.

Schedule a free diagnostic test at **Coronavirus.LACity.org/Testing**.

**COVID-19 symptoms include cough, fever, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, and/or loss of taste and smell. If you are showing life-threatening symptoms, such as persistent pain or chest pressure, new confusion, have difficulty waking or staying awake, or show bluish face or lips, seek medical attention immediately. If you become hospitalized, notify your supervisor.*

FOLLOW THE PROCESS FOR REPORTING CONFIRMED COVID-19 CASES.

1



An employee tells their supervisor they have tested positive, or have been diagnosed as COVID-19 positive.

Employees must notify supervisors regardless of their symptomatic or asymptomatic status.

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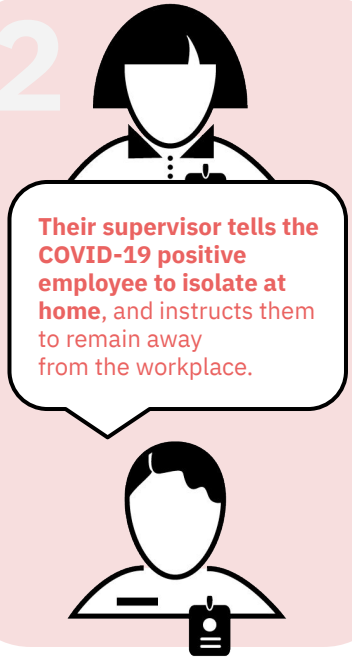


Their supervisor tells the COVID-19 positive employee to isolate at home, and instructs them to remain away from the workplace.

3



The employee remains at home and begins to isolate based on current local public health guidance.*

*To learn more about recommended isolation and quarantine periods for confirmed COVID-19 cases and presumed COVID-19 cases, visit the LA County Department of Public Health's Isolation and Quarantine resource page.

THE PROCESS FOR REPORTING CONFIRMED COVID-19 CASES



4

If the employee reported to work while infectious, **the supervisor closes off the employee's office or workstation.**



5

The supervisor confirms the following information with the employee:

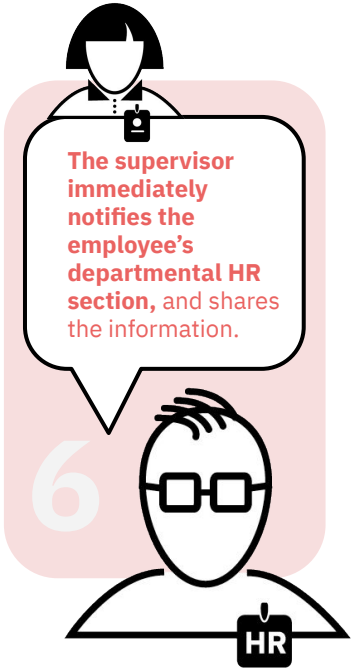
1. The **employee's last visit to the workplace, including the worksites visited during the high-risk exposure period***.

2. The **earliest date the employee experienced symptoms**.

3. **The date employee tested.**

4. A **list of individuals who were close contacts during the high-risk exposure period.**

Close contacts may be other City employees, contractors, facility residents, or office building tenants, etc.



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The supervisor immediately notifies the employee's departmental HR section, and shares the information.

KEEP IN MIND:

1. Employee names will only be shared with the Department's HR Section, Personnel Department liaisons, LA County Health and Division of Occupational Safety and Health (Cal/OSHA), the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

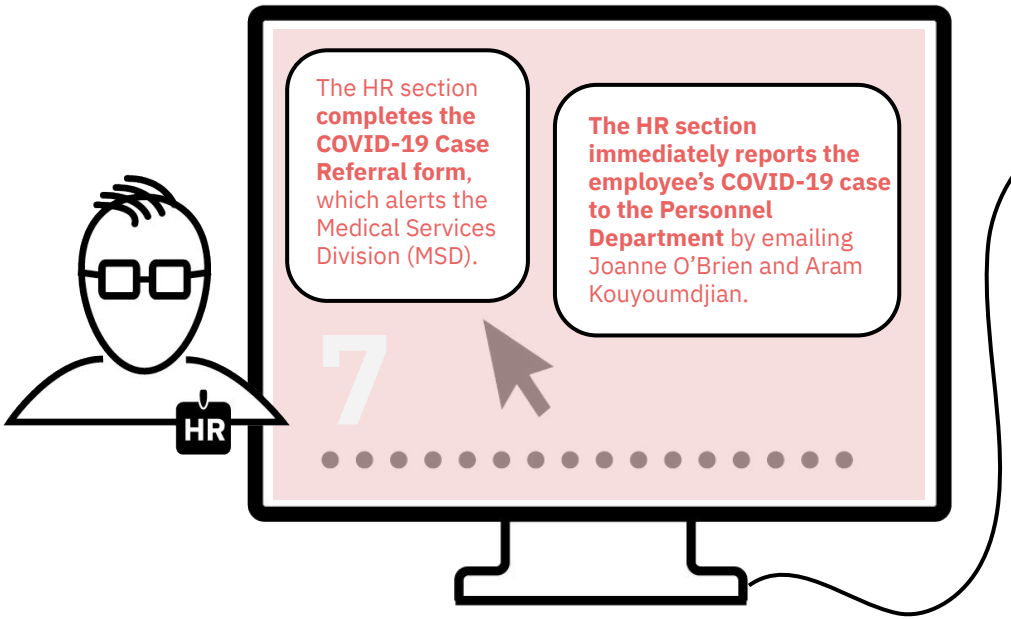
2. Cal/OSHA defines "COVID-19 exposure" as being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the high-risk exposure period. This definition applies regardless of the use of face coverings.

3. Infectious, or "high-risk exposure period" is defined as the following:

• For persons who develop COVID-19 symptoms:
From two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.

• For persons who test positive, and ***never*** develop COVID-19 symptoms:
From two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

THE PROCESS FOR REPORTING CONFIRMED COVID-19 CASES



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The HR section **completes the COVID-19 Case Referral form**, which alerts the Medical Services Division (MSD).

The HR section immediately reports the employee's COVID-19 case to the Personnel Department by emailing Joanne O'Brien and Aram Kouyoumdjian.

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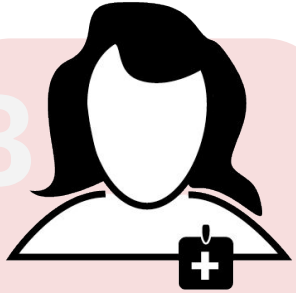

Once notified, the **MSD provides the employee's HR section with guidance:**

- Sanitation and cleaning
- How to advise close contacts regarding testing, isolation or quarantine
- Other COVID-19 related questions

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The **employee's HR section contacts the individuals listed as close contacts,** and

- Instructs them to quarantine and remain away from the workplace
- Recommends testing and daily symptom monitoring
- Informs them about pertinent City policies



Frequently Asked Questions

FAQs

If I test positive for COVID-19, who do I tell immediately?
If you test positive for COVID-19, you should immediately notify your supervisor. Your supervisor will then notify your HR section.

When I report that I have tested positive for COVID-19, will my name be shared?
Names of employees who report confirmed COVID-19 cases will only be shared with the department's HR section, designated the Personnel Department staff, LA County DPH, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request.

FAQs

Assuming I have not been telecommuting, if I have been impacted by COVID-19, when am I allowed to return to my workplace?

Employees confirmed to have COVID-19, or those who have COVID-19 symptoms must isolate.

DURATION OF ISOLATION PERIOD:

- At least 10 days have passed since symptoms first appeared, and
- At least 24 hours have passed since last fever without the use of fever-reducing medications and
- Symptoms have improved.

Please check with your department's HR section for additional guidance on isolation.

Employees who have who have been in "close contact" with someone confirmed to have COVID-19, must self-quarantine, removing themselves from others. Quarantining employees may not leave their place of quarantine, or enter any public or private places except to receive medical care or test.

DURATION OF SELF-QUARANTINE PERIOD:

- 10 days after the date of collection of their initial positive viral test.
- From Day 11 through Day 14: Be extra careful. Employees must wear a face mask when around other people, including those in their households and workplaces, stay at least six feet away from others, wash hands often, and follow all COVID-19 prevention protocols.
- Monitor daily for COVID-19 symptoms

At any time during quarantine period, if employees develop symptoms, employees must isolate and contact healthcare provider for further guidance and testing.

If employee tests negative, they must complete the quarantine period and stay home at least 24 hours have passed since last fever without the use fever-reducing medications and symptoms have improved.

Note: *If you have a condition that severely weakens your immune system, consult your healthcare provider for guidance.*

FAQs

If I contract COVID-19, what resources are available to support me during the course of my illness?
The FFCRA expired on December 31, 2020. After that date, those benefits conferred based on FFCRA were discontinued. Benefits that were in place prior to FFCRA shall continue until further notice. For a list of leave policies, visit the Personnel Department's COVID-19 Information page.

Is there a specific work code I should utilize in D-time for my time spent telecommuting or on paid leave?
Yes. If you are working at your assigned work location, you will utilize your traditional D-time codes including HW (Hours Worked). However, the following timesheet codes have been setup in PaySR to track time at home associated with the COVID-19 crisis:

- T9 - COVID 19 WORK FROM HOME PAY (Telecommuting)
- 19 - COVID 19 LEAVE WITH PAY (Paid Admin Leave)

If I do not have sick time, but test positive for COVID-19, what should I do?
Contact your department's HR section for advice.

RESOURCES

If you have any questions, please contact:

- Aram Kouyoumdjian, Personnel Department
  aram.kouyoumdjian@lacity.org
- Joanne O'Brien, Medical Services Division
  joanne.obrien@lacity.org

For additional resources, visit the Personnel Department's LA City Employees COVID-19 Information webpage.

Get local information on the COVID-19 vaccine and LA County's COVID-19 public health protocols for reopening at http://publichealth.lacounty.gov/media/Coronavirus/

Learn more about the coronavirus pandemic and prevention from the Centers for Disease Control and Prevention.