



# INTRODUCTION

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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.*

## **What's Inside:**

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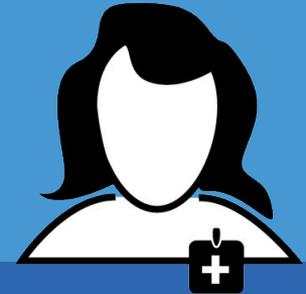
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# INTRODUCTION

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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

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City employees represent more than themselves, and should model best practices for all Angelenos, even when off-duty. Encourage employees to adhere to City, County and State health orders, and to 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](https://www.coronavirus.lacity.org).

# PREVENTION AT HOME

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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.

**Encourage employees to assess themselves** with the following questions:

*How am I feeling today?*

*In the past 24 hours, have I had any symptoms associated with COVID-19, such as:*

- Cough
- Fever
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Sore throat
- Loss of taste and smell?

*Have I been in close contact with someone confirmed to have COVID-19?*

# PREVENTION IN THE WORKPLACE

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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.

Ensure employees adhere to the following practices to promote health and safety in the workplace:

# 1. WEAR MASKS

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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

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Ensure employees have **at least six feet of distance** from each other while working, and during on-site breaks.



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



Encourage employees to greet each other with **waves or head nods** instead of handshakes.

### 3. CLEAN & DISINFECT

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#### **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, employees should 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.

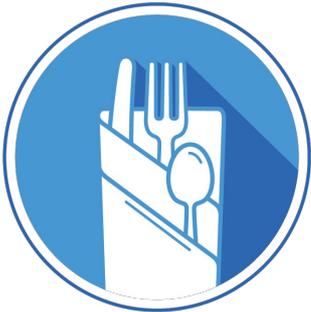
## 4. ADDITIONAL PROTOCOLS

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### **Do not assign non-essential work travel.**

Always check with department HR section for current travel advisory.



### **Discourage shared food and drink, and potlucks.**

### **IDENTIFY WHERE AND HOW EMPLOYEES MIGHT BE EXPOSED TO COVID-19 AT WORK**

- Conduct a thorough hazard assessment of the workplace to identify potential workplace hazards that could increase risks for COVID-19 transmission.
- Use hierarchy of controls (such as elimination, substitution, engineering controls, administrative controls, and PPE) to reduce the transmission among employees.
- Outdoor fresh air may improve indoor ventilation. Prior to opening exterior windows, 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.

***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

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## Advise employees to notify you immediately if they:

- 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

Provide employees the contact for your department's Human Resources section in case they can not immediately reach you.

Inform employees that they may schedule a free diagnostic test at **[Coronavirus.LACity.org/Testing](https://www.lacity.org/coronavirus/testing)**.

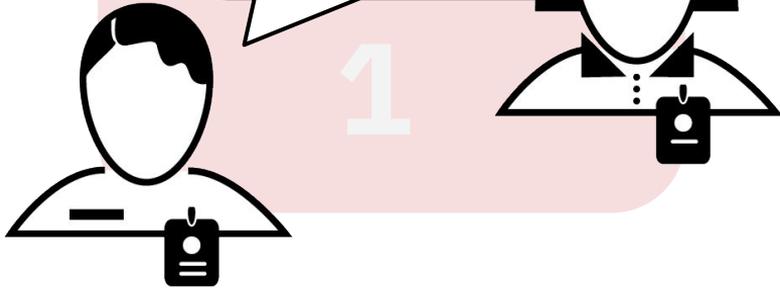
*\*COVID-19 symptoms include cough, fever, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, and/or loss of taste and smell. If an employee shows life-threatening symptoms, such as persistent pain or chest pressure, new confusion, have difficulty waking or staying awake, or show bluish face or lips, call 9-1-1 immediately. If you learn an employee is hospitalized, contact HR immediately.*

# FOLLOW THE PROCESS FOR REPORTING CONFIRMED COVID-19 CASES.

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

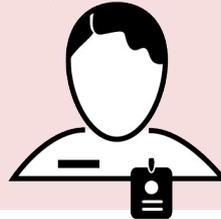
Employees must notify supervisors regardless of their symptomatic or asymptomatic status.

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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.**



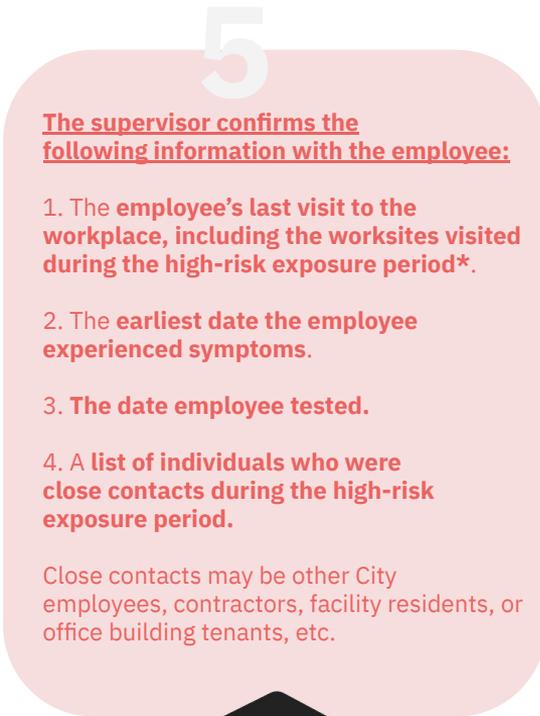
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**The employee remains at home** and begins to isolate based on current local public health guidance.\*

\*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



### 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:

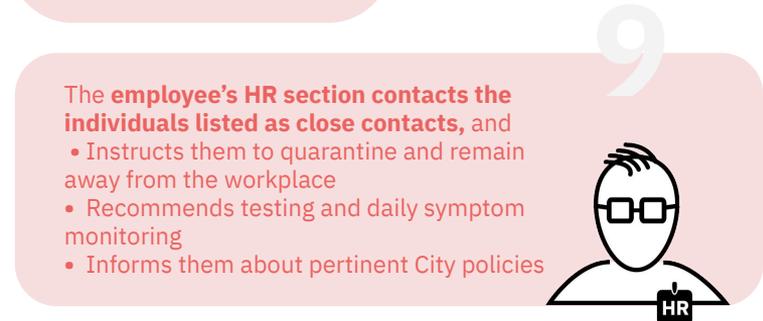
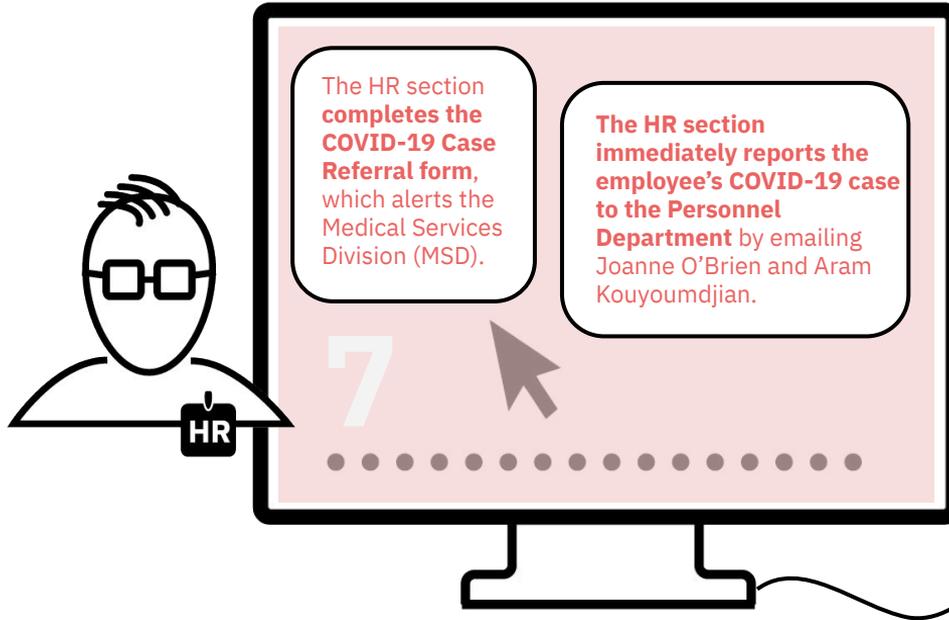
• For persons who develop COVID-19 symptoms:

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



# Frequently Asked Questions

# FAQs

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## **Can I ask an employee if they have tested positive for COVID-19?**

It depends. During a pandemic, employers may ask employees if they are experiencing symptoms of COVID-19. These include symptoms such as fever, chills, cough, shortness of breath, or sore throat. Employers must maintain all information about employee illness as a confidential medical record in compliance with the ADA. If you have any concerns or need guidance, please discuss with your HR section.

## **Can we take employees' temperatures before they enter the workplace?**

Generally, measuring an employee's body temperature is a medical examination. Because the CDC and state/local health authorities have acknowledged community spread of COVID-19 and issued attendant precautions, employers may measure employees' body temperature. However, employers should be aware that some people with COVID-19 do not have a fever.

# FAQs

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## **What agencies are informed about employees' confirmed COVID-19 cases?**

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.

## **Do we need to report positive COVID-19 cases to Cal/OSHA?**

Each department has a Cal/OSHA reporting requirement for any COVID-19 -related serious illnesses (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 immediately (immediately is 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 employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident (recording and reporting information at this link) after the City is made aware of the employee's death, and/or inpatient hospitalization.

# FAQs

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## **When should a Workers' Compensation form be provided to employees?**

For COVID-19 cases, the Workers' Compensation Claims Form (DWC-1) must be provided to any and all employees who:

- Tested/test positive for COVID-19; **and** worked/work at a City facility (this does not include the employee's residence) within 14 days from the positive test date.

Regardless of a workers' compensation claim, Form 5020 - Employer's Report of Injury and the Supervisor's Investigation Form must be filled out for all COVID-19 related illnesses.

## **If an employee tests positive or is awaiting results, should they continue to use Timecode 19 or use SK time?**

Timecode 19 was created to compensate employees who are or may be infected with COVID-19. Once a test is administered and the test results are positive or the employee is awaiting results after being placed off of work, the employee should be off using the Timecode 19.

## **Does family and medical leave apply to absences?**

Yes. Regular FMLA provisions continue to apply for personal illness and/or family illness, including caring for family members.

# FAQs

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## Assuming an employee has not been telecommuting, if an employee has been impacted by COVID-19, when are they allowed to return to the 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 an employee has a condition that severely weakens their immune system, they should consult their healthcare provider for guidance.

# RESOURCES

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## If you have any questions, please contact:

- Aram Kouyoumdjian, Personnel Department  
[aram.kouyoumdjian@lacity.org](mailto:aram.kouyoumdjian@lacity.org)
- Joanne O'Brien, Medical Services Division  
[joanne.obrien@lacity.org](mailto: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](#).