

Protocols for Office Worksites: Appendix D

Recent Updates: (Changes are highlighted in yellow)

7/17/20: Additional information provided regarding employee and visitor face coverings and symptom checks

7/8/20: Information regarding employee leave benefits added

The Los Angeles County Department of Public Health (Public Health) is calling on the public, all business owners and community organizations to support the safe reopening of businesses and public spaces. Through our collective Safer at Home efforts, we have successfully slowed the number of new COVID-19 cases and hospitalizations, allowing for a phased reopening of many aspects of regular life with adaptions and infection control measures.

To aid in this transition, Public Health asks all businesses and institutions to take appropriate steps to plan for reopening, in alignment with the Recovery Plan. The following issues are critical and must be addressed to ensure that workers and consumers remain reduce the risk of spread as we transition to a more open phase:

- (1) Protecting and supporting employee and customer health
- (2) Ensuring appropriate physical distancing
- (3) Ensuring proper infection control
- (4) Communicating with the public
- (5) Ensuring equitable access to services

These five key areas must be addressed as your facility develops any reopening protocols.

Note that Office-Based Worksites that operate retail establishments, restaurants or gyms and fitness establishments should adhere to the following protocols, as appropriate:

DPH Protocols for Retail Establishments
DPH Protocols for Restaurants
DPH Protocols for Gyms and Fitness Establishments

All businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.



Business name:			
Facility Address:			
Maximum Occupancy, per Fire Code:			
Approximate total square footage of space open to the public:			
A. WORKPLACE POLICIES AND F	PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL		
Everyone who can carry out the	ir work duties from home has been directed to do so.		
Vulnerable staff (those above age 65, those who are pregnant, and those with chronic health conditions) are assigned work that can be done from home whenever possible, and should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.			
Work processes are reconfigure to work from home.	Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.		
Alternate, staggered or shift sch	redules have been instituted to maximize physical distancing.		
Additional protections like shifts home have been provided when	in job duty that allow employees that are vulnerable to work from never possible.		
has COVID-19. Employees und if applicable. Workplace leave p	ot to come to work if sick, or if they are exposed to a person who erstand to follow DPH guidance for self-isolation and quarantine, olicies have been reviewed and modified to ensure that nen they stay home due to illness.		
employee may be entitled to rece additional information on governr COVID-19, including employee's	on employer or government-sponsored leave benefits the live that would make it financially easier to stay at home. See ment programs supporting sick leave and worker's compensation for sick leave rights under the Families First Coronavirus Response Act compensation benefits and presumption of the work-relatedness of mor's Executive Order N-62-20.		
Upon being informed that one of	r more employees test positive for, or has symptoms consistent		

with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all guarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. See the public health guidance on responding to COVID-19 in the workplace.

Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills 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. A temperature check should also be done at the worksite if feasible.



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•	In the event that 3 or more cases are identified within the employer should report this cluster to the Department of I 240-7821. If a cluster is identified at a worksite, the Depa cluster response which includes providing infection control technical support and site-specific control measures. A prassigned to the cluster investigation to help guide the factorial support and site-specific control measures.	Public Health at (888) 397-3993 or (rtment of Public Health will initiate a ol guidance and recommendations, ublic health case manager will be	(213)
▼	Employees who have contact with others are offered, at restrict that covers the nose and mouth. The covering is to be well the workday when in contact or likely to come into contact been instructed by their medical provider that they should a face shield with a drape on the bottom edge, to be in contact as their condition permits it. A drape that is form fitting un one-way valves should not be used. Employees need not employee is alone in a private office or a cubicle with a so the employee when standing.	orn by the employee at all times dured with others. Employees who have a not wear a face covering should wompliance with State directives, as leader the chin is preferred. Masks with wear a face covering when the	ing ear ong :h
Y	Employees are instructed to wash their face coverings da	ily.	
▼	All occupied desks, individual workstations or individuals least six feet unless there are extenuating circumstances periods of time.		
V	In compliance with wage and hour regulations, breaks are distancing can be maintained in break rooms.	staggered to ensure that physical	
V	All employees, vendors and delivery personnel have been maintaining physical distancing and the use face covering		
V	Break rooms, restrooms and other common areas are di schedule:	sinfected frequently, on the following	ng
	☐ Break rooms		
	☐ Restrooms		
	Other		
Y	Disinfectant and related supplies are available to employed	ees at the following location(s):	
V	Hand sanitizer effective against COVID-19 is available to location(s):	all employees at the following	
V	Soap and water are available to all employees at the follo	wing location(s):	
	Varies by site. Contact site supervisor for details.		

Employees are allowed frequent breaks to wash their hands.

Workers are provided time during their shifts to implement cleaning practices. Cleaning assignments should be assigned during working hours as part of the employee's job duties.





Each worker is assigned their own tools, equipment and defined workspace whenever possible. Sharing of workspaces and held items is minimized or eliminated. Where items must be shared, they are disinfected between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc. with a cleaner appropriate for the surface.

Copies of this Protocol have been distributed to all employees. (at the worksite)

Optional—Describe other measures: *LAUSD does not currently perform temperature checks. Self-temperature checks are encouraged prior to arriving at work. **Employees may bring their own cloth face covering. ***Employees are encouraged to also maintain clean personal workspace environments. Maintenance personnel will continue to perform site cleaning as scheduled or necessary.

B. MEASURES TO ENSURE PHYSICAL DISTANCING (CHECK ALL THAT APPLY TO THE FACILITY)



The number of employees in the building 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.

Varies by site. Employees must maintain physical distancing Maximum number of employees in facility limited to: protocols.

Maximum number of employees in facility per floor is limited to: Varies by site. Employees must maintain physical distancing protocols.



Tape or other markings have been 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.



Employees have been instructed to maintain at least six feet distance from customers, guests and from each other; employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.



Elevator capacity is limited to the number of people that can be accommodated while maintaining a 6foot physical distance between riders; during peak building entry and exit times, this number can be adjusted to 4 individuals or fewer at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear cloth face coverings. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.



To ease elevator traffic, stairwells have been opened for "up" or "down" traffic with increased cleaning of stairwells.



Furniture in areas that are open to the public (e.g., lobby, reception areas, or waiting rooms) is separated to support physical distancing.



Customer service windows or reception counters have been separated by 6 feet to allow for physical distancing.



Workspaces, cubicles, etc. are redesigned to ensure for six feet between employees.



Common areas (e.g., break rooms and kitchenettes) are closed or restricted, using barriers, or by increasing physical distance between tables/chairs in breakrooms and kitchenettes where personnel are likely to congregate and interact.



Employees are discouraged from congregating in any area, but especially common areas or high traffic areas such as break rooms, bathrooms, hallways and stairwells.



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).





Employees have been instructed to discontinue handshakes or other forms of greeting that break physical distance.

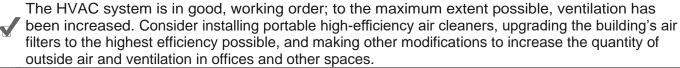


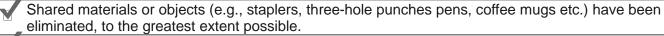
In-person meetings are strongly discouraged in favor of virtual meetings. If in-person meetings are essential, they are limited to 10 or fewer participants and all participants must wear cloth face coverings and are held in rooms large enough to maintain physical distancing.

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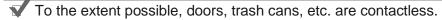
Nonessential travel is discontinued.

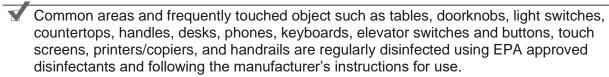
C. MEASURES TO ENSURE INFECTION CONTROL (CHECK ALL THAT APPLY TO THE FACILITY)





Deep cleaning of entire office space is completed on a regular basis by a professional cleaning service.



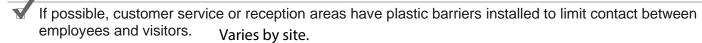


Disinfectant and related supplies are available to all employees at the following location(s):

Approved disinfectants and related supplies are available to trained custodial staff. Employees shall consult with Maintenance personnel.

Contactless payment systems are in place or, if not feasible, payment systems are sanitized regularly. Describe:

Payment systems are sanitized regularly.



To the extent possible, visitors to the worksite are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor children) their information is captured in the visitor log.

Visitors arriving at the establishment are reminded to wear a face covering at all times (except while eating or drinking, if applicable) while in the establishment or on the grounds of the establishment. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.

Symptom checks are conducted before visitors may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills. These checks can be done in person or through alternative methods such as on-line check in systems or through signage posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.



√		reception or lobby	novement of visitors to the worksite is limited to designated areas such area, customer service area, conference or meeting rooms, and public	
V		•	vailable to direct guests to meeting rooms upon entry to office space in lobbies or common areas.	
V		touching any other	orksite with children must ensure that their children stay next to a parent, reperson or any item that does not belong to them, and are masked if age	
V	Restro	ooms normally oper	to the public remain open to the public if the public can enter the facility.	
	Hand sanitizer, soap and water, tissues and trash cans are available to the public at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.			
V		f digital files rather t agendas) is encou	han paper formats (e.g., documentation, invoices, inspections, raged.	
4		rooms, restrooms, ing schedule:	and other common areas are being disinfected frequently, on the	
		Break rooms:	Varies by site. Contact site supervisor for details.	
		Restrooms:	Varies by site. Contact site supervisor for details.	
		Other:	Varies by site. Contact site supervisor for details.	
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Y		ng infrastructure that sed if possible.	t supports bike commuting is open and capacity for bike storage	
	,			
V	Sharir	ng of communal foo	d is prohibited.	
	Optio	nal-Describe other	measures (e.g. providing senior-only hours):	
	D. ME	ASURES THAT CO	MMUNICATE TO THE PUBLIC	
7	A co	ppy of this protocol i	s posted at all public entrances to the facility.	
1	Signage has been posted to provide clear guidance to the public about how to maintain safety within the facility (e.g., maintaining physical distance, wear face covering, etc.).			
1	Signage is posted at each public entrance of the facility to inform all employees and visitors that they should: Avoid entering the facility if they have a cough or fever.			
1	Online outlets of the workplace (website, social media, etc.) provide clear information about hours, required use of face coverings, policies in regard to making appointments, and other relevant issues.			
E	. ME	ASURES THAT EN	SURE EQUITABLE ACCESS TO CRITICAL SERVICES	
1	Serv	vices that are critica	I to the customers/clients have been prioritized.	
7	Trar	nsactions or service	s that can be offered remotely have been moved on-line.	
7			to assure access to goods and services for visitors who have mobility	



Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name:	LA Unified COVID-19 Hotline	Phone number:	213-443-1300	
Date Last Revised:	7/22/2020			