



STAFF REPORT

Meeting Date: April 20, 2021
To: Honorable Mayor & City Council
From: Nancy Hunt-Coffey, Assistant City Manager
Meena Janmohamed, Manager, Emergency Management
Subject: Reconstitution Planning: COVID19 Update Regarding Plans for Resumption of In-Person City Services

Attachments:

1. California State Blueprint for a Safer Economy
2. Los Angeles County Department of Public Health – Order of the Health Officer (Effective Monday, April 15, 2021)
3. City of Beverly Hills Safe At Work Committee Accomplishments
4. Los Angeles County Department of Public Health: Protocols for Office Worksites - Appendix D
5. City of Beverly Hills In-Person City Services Reconstitution Matrix

INTRODUCTION

The City of Beverly Hills has prioritized the importance of the health, well-being, and safety of both the public and City staff from the beginning of the COVID-19 pandemic. The City has continued to work closely with local, state, and federal officials to ensure compliance with all health and safety recommendations, infection control measures, and workplace regulations as we have continued the fight against COVID-19.

In determining operational practices and current business/sector openings allowed in the City of Beverly Hills, the City must abide by both California State and Los Angeles County regulations. As of August 28, 2020, the State of California established the Blueprint for a Safer Economy (Attachment 1) which imposed risk-based criteria for the tightening and loosening of COVID-19 allowable activities. There are four tiers identified by the Blueprint: Purple (widespread risk), Red (substantial risk), Orange (moderate risk), and Yellow (minimal risk). Counties may impose tighter restrictions than those identified by the Blueprint, but not looser.

Currently, Los Angeles County falls under the Orange Tier. All cities in Los Angeles County are mandated to follow the guidelines issued in the Health Officer Order: Reopening Safer at Work and in the Community for Control of COVID-19 (Attachment 2). City staff have worked closely with the Los Angeles County Department

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of Public Health (LACDPH) throughout the pandemic to ensure compliance with the sector-specific protocols and regulations issued by the County Health Officer.

As the rate of transmission of COVID-19 has continued to progress in a downward direction throughout LA County, additional sector reopenings have been approved by the LACDPH Health Officer. Given the current reopening guidelines and status of COVID-19 in the community, staff has created a reconstitution plan for the phased resumption of in-person City services and repopulation of City facilities.

FISCAL IMPACT

Under the current federal disaster declaration for the pandemic, costs related to COVID-19, such as emergency protective measures, public buildings and contents, parks/recreational/and other facilities, are eligible to be reimbursed through the Federal Emergency Management Agency's (FEMA) Public Assistance Program. Significant upgrades have already been completed throughout City Hall and other City facilities for the safety of both employees and the public. While most of these facility upgrades have been completed at this time, there may be additional upgrades or modifications identified as the reconstitution of in-person services continues. Future costs may be associated with the enforcement of face coverings and social distancing compliance as City facilities reopen.

While full cost recovery is not guaranteed and is subject to approval from the California Office of Emergency Services (CalOES) and the Federal Emergency Management Agency (FEMA), the above mentioned costs are eligible to be submitted for reimbursement claims. Thus far, up-front costs associated with COVID-19 efforts have first been covered by department budgets or prior City Council appropriations. Staff has been working with both FEMA and CalOES to submit ongoing reimbursement claims for many of the costs associated with the City's response to the COVID-19 pandemic. Staff will continue to aggregate COVID-related expenditures and submit all eligible costs to FEMA for reimbursement through the end of the federal disaster declaration for the COVID-19 pandemic.

DISCUSSION

While City Hall and most City facilities have been closed to the public for the duration of the COVID-19 pandemic, it is important to note that critical and essential services have continued to be offered to the community for the past year. In order to comply with the LA County Health Officer's direction that "all persons who can telework or work from home [have been directed] to do so as much as possible during this pandemic," portions of the City's operation transitioned to a virtual service model in March of 2020.

Reconstitution of City Hall and City Services

Given that the rate of COVID-19 in the community at large continues to fall, staff is proposing a reconstitution plan for the phased resumption of in-person City services beginning May 1, 2021 (and in some cases earlier). Various committees have been established to determine the appropriate processes and protocols for this plan, including the Advanced Plans – Reconstitution Committee as well as the Safe At Work (SAW) Committee (Attachment 3). Staff has worked diligently to ensure that all reconstitution plans abide by the guidance set by the Health Officer Order Appendix D – Protocols for Office Worksites (Attachment 4).

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At this time, departments have proposed their plans for the phased resumption of in-person City services (Attachment 5) and will be ready to bring back services based on the Council's decision and feedback.

The City Council is asked to approve this proposed plan for resumption of in-person services.

Status of In-Person City Council and Public Meetings

Departments have been working together through a multi-departmental coordinated approach to plan for the resumption of in-person City Council, Commission, and public meetings as soon as is reasonable. Throughout the duration of the COVID-19 pandemic, all meetings have been offered virtually. Meetings have been configured to allow for virtual public comment and participation while continuing to prioritize the health and safety of the Council, staff, and the public.

Staff has worked closely with Los Angeles County Department of Public Health representatives to interpret the current LACDPH Health Officer Order and all protocols related to public meetings. At this time, Appendix D currently states that "in-person meetings are strongly discouraged in favor of virtual meetings. If in-person meetings are absolutely necessary, these meetings must be limited to 15 or fewer participants and all participants must wear cloth face masks, no eating or drinking during the meeting, and the meeting must be held in a room that is large enough for participants to easily maintain physical distancing of 6 feet or greater from other participants."

While strongly discouraged, City Council, Commission, and public meetings may take place in person, but the 15-person capacity limit would restrict the ability of the public to fully participate in person in these meetings. In looking at City Council meetings, with 5 City Council members, the City Manager, City Attorney, City Clerk's Office, and BHPD present on the dais, this would only allow for four members of the public to be present in Council chambers at any given time. Additionally, it would be onerous for the public and members of Commissions and Council to wear face coverings for what frequently is many hours at a time.

As long as California case rates continue to decline, Governor Newsom has indicated that California may fully reopen by June 15. As a result, staff recommends that public meetings should continue to be held virtually until June 15 or until the health guidelines allow for greater in person public participation. Once in person meetings of larger numbers are allowed, staff recommends that the public meetings continue in a hybrid virtual and in person format so that individuals can participate virtually if they choose.

Staff will continue to monitor updates to the Health Officer Order – Appendix D and will also work closely with LACDPH to plan for the resumption of in-person public meetings.

Symptom Monitoring – Staff and Public

As staff continues to plan for the reconstitution of City Hall and City facilities, it is important to review the various infection control measures that have been implemented for the health and safety of both staff and the public. All throughout City Hall and City Facilities, various types of informational signage has been posted instructing all staff and visitors to continue to wear face coverings, social distance, and practice good hygiene. Additionally, all staff entering City facilities are required to symptom monitor, meaning they are required to do the following:

- take their temperature via a hands-free monitoring station

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- complete online monitoring form attesting to the fact that they are not or have not recently experienced any COVID-like symptoms, including:
 - cough
 - shortness of breath
 - cold, flu, or COVID-like symptoms
 - have not been in close contact with someone who has COVID-19
 - have not traveled out of state in the past 10 days

If staff are experiencing any of the above symptoms, they are instructed to go home from work immediately and to work with their supervisor and Human Resources to determine the need for quarantine/isolation requirements as well as a return to work plan.

In looking at the reconstitution of in-person City services for the public, the Council is asked to consider the degree to which the public will be required to symptom monitor upon entering City facilities. The Council may consider various options:

1. **Good Faith Option.** Public visitors will be greeted by various signage upon entrance. Signage will encourage visitors to reschedule appointments or come back another day if exhibiting any signs of COVID-19 or any other illnesses. Public will be expected to comply with public health protocols via good faith effort.
2. **Voluntary Attestation Option.** Public visitors would be allowed in to City Hall via appointment only, with appointment reminders containing an attestation form confirming that the person visiting City Hall is not exhibiting any signs of COVID-19.
 - a. If person is exhibiting symptoms, they will be asked to either reschedule their appointment or access services virtually.
3. **Symptom Monitoring Option.** City Hall/City facility entrances would be equipped with a hands-free temperature scan and symptom monitoring confirmation station. Visitors would be asked to scan a QR code which would then contain an attestation form confirming the person visiting City Hall is not exhibiting any signs of COVID-19.
 - a. Those not exhibiting any symptoms will receive a GREEN – GO AHEAD notification, and those who are exhibiting symptoms will receive a RED – RESCHEDULE notification. It should be noted that no health related information (such as temperature) would be retained by the City, nor would such information be associated with the name of or any other identifying information about the visitor.

Staff recommends that the public be asked to symptom monitor before entering City facilities. Given that the City strives to protect the health and safety of all of its residents, these measures are recommended so as to continue to stop the spread of COVID-19.

In addition, the Council is asked to consider how public health protocols, such as face covering and social distancing compliance, will be enforced. Mask mandates exist not only in the City of Beverly Hills, but also in the County of Los Angeles as well as the State of California as a whole. As has been seen throughout the county, state, and nation, there may be instances of visitors to City facilities who do not feel the need to comply with the face covering and social distancing mandates.

Staff recommends that face covering and social distancing requirements be vigorously enforced. Line queuing may need to be implemented at some facilities to make social distancing possible. If a member of the public refuses to wear a face covering or to social distance, staff recommends that an area be established with a computer and

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telephone where the individual can meet virtually with a staff member to conduct their business.

Next Steps

Upon advisement from the City Council, staff will execute the provided guidance and plan for the reconstitution of City Hall and in-person City services.

RECOMMENDATION

Staff recommends the City Council review and provide direction on the proposed reconstitution plan for City Hall, City facilities, and the resumption of in-person City Services.

City Council is also asked to provide direction on the recommendations to:

- Enforce public face coverings and social distancing compliance in City facilities
- Require symptom monitoring for the public as they enter City facilities

The City Council is encouraged to remind the community that even as certain activities are allowed to resume, it is important to proceed with caution. COVID-19 case rates, hospitalizations, and deaths have fallen since the holiday surge, but still remain moderate in Los Angeles County. Vaccinations are occurring and are an extremely helpful tool in limiting the spread of COVID-19, but we must continue to wear face coverings in public and social distance when possible.

Staff will provide an oral presentation and will be available to answer questions during the meeting.

Nancy Hunt-Coffey,
Assistant City Manager

Approved By

Attachment 1

Governor Newsom Unveils Blueprint for a Safer Economy, a Statewide, Stringent and Slow Plan for Living with COVID-19

Published: Aug 28, 2020

Blueprint recognizes that COVID-19 will be with us for a long time and that we all need to adapt and live differently to get through this

New plan imposes risk-based restrictions on sectors across state; expands time between changes

SACRAMENTO – Governor Gavin Newsom today unveiled the Blueprint for a Safer Economy, a statewide, stringent and slow plan for living with COVID-19 for the long haul. The plan imposes risk-based criteria on tightening and loosening COVID-19 allowable activities and expands the length of time between changes to assess how any movement affects the trajectory of the disease.

Like every aspect of California’s response, data and science are the North Star, and as a result, this new framework makes a number of changes to the state’s previous resilience roadmap.

Californians can go to covid19.ca.gov to find out where their county falls and what activities are allowable in each county.

“This Blueprint is statewide, stringent and slow,” said Governor Newsom. “We have made notable progress over recent weeks, but the disease is still too widespread across the state. COVID-19 will be with us for a long time and we all need to adapt. We need to live differently. And we need to minimize exposure for our health, for our families and for our communities.”

The Blueprint builds on lessons learned from the first six months of the disease – and the new scientific understanding that has been collected – to create a new system for regulating movement and COVID-19 transmissions. It includes:

1. At least 21 days to expand activities beyond the initial tier to ensure California better limits the spread of the virus;
2. Mandatory metrics – case rates and test positivity – to measure how widespread COVID-19 is in each county and guide what is allowed;
3. A uniform state framework, with four categories instead of 58 different sets of rules;
4. A more nuanced way of allowing activity: Instead of open vs. closed, sectors can be partially opened and progressively add to their operations as disease transmission decreases; and
5. A new process for tightening back up again quickly when conditions worsen.

Based on recent data, each county will fall into one of four colored tiers – Purple (Widespread), Red (Substantial), Orange (Moderate) and Yellow (Minimal) – based on how prevalent COVID-19 is in each county and the extent of community spread. That color will indicate how sectors can operate.

For example, in the Purple (Widespread) tier where the disease is widespread, restaurants can only operate outdoors. But once a county has achieved a lower level of disease transmission and moved into the Red (Substantial) tier, restaurants can operate with 25 percent capacity indoors or 100 patrons, whichever is fewer.

It relies on two leading health metrics: number of cases per 100,000 residents and percentage of COVID-19 tests that come back positive. In addition, counties will also be required to show they are targeting resources and making the greatest efforts to prevent and fight COVID in communities and with individuals with the highest risk, and demonstrate improvements in outcomes.

Counties must remain in every tier but purple for a minimum of 21 days before being eligible to move into the next tier. Each Tuesday, California will update each county’s data for the previous week and make corresponding changes to tiers. In order to move into a less restrictive tier, a county must meet that tier’s criteria for two straight weeks.

Conversely, counties that fail to meet the metrics for their current tier for two consecutive weeks must move to the next most restrictive tier. The plan also includes an “emergency brake” where the state can intervene more immediately for concerning factors like hospitalizations.

Purple (Widespread) is substituted for the previous County Data Monitoring List (which has equivalent criteria to Purple). Schools in the (Purple) Widespread tier aren’t permitted to reopen for in-person instruction, unless they receive a waiver from their local health department for TK-6 grades. Schools can reopen for in-person instruction once their county has been in the Red (Substantial) tier for at least two weeks.

The plan also emphasizes that no matter what restrictions the state puts in place, COVID-19 will get the upper hand if Californians don’t adapt their behaviors for the duration of the pandemic.

That means, until an effective vaccine is distributed, Californians must wear a mask every time they’re with people outside their household. Residents must take activities outside and maintain distance even with loved ones who do not live with them. Californians must realize that the safest place to be is still at home. And the elderly and those with medical conditions should still stay away from others as much as possible.

The Governor today also announced [new PSAs](#) highlighting the dangers of social gatherings during the pandemic and partnerships with Yelp, Facebook, Google and OpenTable, which will now encourage businesses to share COVID-19 safety precautions through new features so that customers can make informed decisions to protect their health and safety.

To learn more, visit covid19.ca.gov.

Attachment 2

**REOPENING SAFER AT WORK AND IN THE COMMUNITY
FOR CONTROL OF COVID-19**

**BLUEPRINT FOR A SAFER ECONOMY—ORANGE TIER
RISK REDUCTION MEASURES**

Revised Order Issued: Wednesday, April 14, 2021

Effective as of 12:01am on Thursday, April 15, 2021

Recent Update (Changes highlighted in yellow):

4/14/2021:

- Adds new reopening protocols for Indoor Seated Live Events and Performances and Private Events (meeting, receptions, and conferences).
- Adds Guidance for Informal Social Gatherings, which replaces the prior guidance for private gatherings.
- Adds Fairs to the protocol for Amusement and Theme Parks.

Please read this Order carefully. Violation of or failure to comply with this Order is a crime punishable by fine, imprisonment, or both. (California Health and Safety Code §120295; Los Angeles County Code § 11.02.080.)

SUMMARY OF THE ORDER: This Revised County of Los Angeles Health Officer Order (Order) supersedes all prior Safer At Home orders (Prior Orders) issued by the County of Los Angeles Health Officer (Health Officer). This Order is issued to comply with State Executive Orders N-33-20 and N-60-20 issued by Governor Gavin Newsom, and the accompanying orders of the State Public Health Officer issued on March 19, May 7, July 13, July 17, and August 28, 2020.

As Los Angeles County enters the “Orange Tier” (tier 3, moderate virus transmission) of the [State’s Blueprint for a Safer Economy framework](#), the County is amending and lifting some additional local activity-specific and sector-specific restrictions, effective at 12:01am on Thursday, April 15, 2021. All activities are still subject to this local Orange Tier Risk Reduction Order and any other Los Angeles County sector-specific reopening protocols and guidance.

As certain activities are allowed to resume, the Health Officer continues to urge residents to proceed with caution. COVID-19 case rates, hospitalizations, and deaths remain at moderate levels in Los Angeles County. Vaccinations are occurring as quickly as supplies allow, but most people in our community are still not vaccinated. New variants of the virus that may spread more easily or cause more severe illness are present in our county; however, their impact on our local pandemic is largely unknown. Several other states continue to experience increased case and hospitalization rates. Just because certain activities are allowed or certain reopening protocols are revised, that does not mean that those activities are “safe” and without risk.

The purpose of the requirements contained in this Order and related reopening protocols and guidance is to make these activities and sectors safer for workers and the public. But

reopening requires that all individuals and businesses use particular care and do their part to make these activities as safe as possible by strictly and consistently wearing masks and following physical distancing requirements and all other business- or activity-specific safety protocols.

To keep yourself, your family, your friends and neighbors, and our broader community safe, continue following these core principles and practices:

1. **Go outdoors.** Outdoor activities are far safer than indoor ones.
2. **Stay masked.** Consistent and correct use of masks, especially double-masking, both indoors and outdoors, is very effective at preventing the spread of COVID-19.
3. **Maintain at least a 6-foot distance from others.** Physical distancing from those who do not live with you also helps to keep the virus away.
4. **Avoid crowds.** The fewer people you encounter and the fewer interactions you have, the smaller the chance the virus will spread.
5. **Get vaccinated when it's your turn.** All federally authorized vaccines work well and will help protect you, your family, and your friends against COVID-19.

If conditions worsen, strong state or local mandatory measures may again be necessary.

The Health Officer strongly urges everyone to continue to exercise great caution and good judgment in these next critical weeks and months to avoid overwhelming our healthcare system with surges in cases, hospitalizations, and deaths like we saw at the end of 2020 and the beginning of 2021.

This Order's primary intent is to reduce the risk of COVID-19 in the County for all. All persons who can telework or work from home should continue to do so as much as possible during this pandemic. This Order allows persons to engage in all permitted activities, as defined by the Order, but requires that persons practice Social (Physical) Distancing, at all times while out in public and wear a mask over both the nose and mouth when in or likely to be in contact with others who do not live in their household, to lower the risks of disease transmission through person-to-person contact for themselves and others.

This Order is issued to account for the **recent** decline in new COVID-19 cases, hospitalizations, and testing positivity rates in the County and the County's eligibility to move into the less restrictive Orange Tier of the State's Blueprint for a Safer Economy framework. This Order will be revised in the future to reflect the State Executive Orders and State Public Health Officer Orders and guidance that progressively designate sectors, businesses, establishments, or activities that may reopen with certain modifications, based on health and safety needs and at a pace designed to protect health and safety, and that may also progressively close specific activities and business sectors based on increases in daily reported COVID-19 cases, hospitalizations, and the testing positivity rates. Should local COVID-19 conditions warrant, the Health Officer may, after consultation with the Board of Supervisors, issue Orders that are more restrictive than those of the State Public Health Officer. Changes from the previous Order are highlighted.

This Order is effective within the County of Los Angeles Public Health Jurisdiction, defined as all cities and unincorporated areas within the County of Los Angeles, with the exception of the cities of Long Beach and Pasadena that must follow their respective City Health Officer orders and guidance. This Order is effective at 12:01am on **Thursday, April 15, 2021** and will continue until further notice.

**UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND
SAFETY CODE SECTIONS 101040, 101085, AND 120175,
THE COUNTY OF LOS ANGELES HEALTH OFFICER ORDERS:**

1. This Order supersedes the Health Officer's Prior Orders. This Order mainly aligns the County with both the Governor's July 13, 2020, announcement requiring the closure or modification of specific activities and business sectors and the State's **April 13, 2021** revision to the Blueprint for a Safer Economy framework. The County has moved into the third tier (Orange) of the State's Blueprint for a Safer Economy, which indicates moderate virus transmission. Community transmission of COVID-19, even as daily case counts **have decreased and appear to be remaining stable**, is at a moderate level within the County. The Health Officer will continue to assess the phased reopening allowed by the State Public Health Officer and this Order on an ongoing basis and determine, after consultation with the Board of Supervisors, whether this Order needs to be modified if the public health risk associated with COVID-19 increases in the future.
2. This Order's intent is to continue to reduce the risk of COVID-19 in the County. All persons who can telework or work from home should continue to do so as much as possible during this pandemic. Sustained Social (Physical) Distancing, COVID-19 vaccinations, and infection control measures will continue slowing the spread of COVID-19 and diminishing its impact on the delivery of critical healthcare services. All provisions of this Order must be interpreted to effectuate that intent. Failure to comply with any of the Order's provisions constitutes an imminent threat and menace to public health, and a public nuisance, and is punishable by fine, imprisonment or both.
 - a) This Order does not supersede any stricter limitation imposed by a local public entity within the County of Los Angeles Public Health Jurisdiction.
 - b) The Order is consistent with the provisions in the Governor's Executive Order N-60-20 and the State Public Health Officer's August 28, 2020 Order, that local health jurisdictions may implement or continue more restrictive public health measures if the jurisdiction's Local Health Officer determines that health conditions in that jurisdiction warrant such measures. Where a conflict exists between this Order and any State public health order related to controlling the spread of COVID-19 during this pandemic, the most restrictive provision controls, unless the County of Los Angeles is subject to a court order requiring it to act on, or enjoining it from enforcing, any part of this Order.

3. All persons living within the County of Los Angeles Public Health Jurisdiction should continue to practice Social (Physical) Distancing and COVID-19 infection control measures at all times and when among other persons when in community, work, social or school settings.
4. Nothing in this Order prohibits persons living together as a single household in a household or living unit (“household”) from engaging in permitted activities together. For purposes of this Order, and in relationship to private gatherings, a “household” shall not include institutional group living situations such as dormitories, fraternities, sororities, monasteries, convents, or residential care facilities, nor does it include such commercial group living arrangements as boarding houses, hotels, or motels.¹ Private gatherings are defined as informal social situations that bring together people from different “households” at the same time in a single space or place. When people from different “households” mix, the risk of COVID-19 transmission increases. Visits or small private gatherings with people who are *not* part of a single household or living unit must comply with the Los Angeles County Public Health Guidance for Informal Social Gatherings which is attached to this Order as **Appendix CC**.
 - a) [Intentionally omitted]
 - b) People leaving their residences must continue to strictly comply with the Social (Physical) Distancing requirements stated in this Order and specified in guidance or protocols established by the County Department of Public Health. This Order, beginning June 19, 2020, requires all persons wear a mask over both the nose and mouth whenever they leave their place of residence and are or can be in contact with or walking near or past others who are non-household members in both public and private places, whether indoors or outdoors. This includes wearing a mask when patronizing a business, except where explicitly permitted differently. Persons engaging in social activities in public settings must also continue to follow these requirements, including avoiding crowds, avoiding poorly ventilated spaces, covering coughs and sneezes, and washing their hands or using hand sanitizer frequently. Wearing a mask reduces the risk of transmission to others from people who do not have symptoms and do not know they are infected. Wearing a mask protects others as well as you. Masks work best when everyone wears one.
 - c) Fully vaccinated people² engaging in social activities in public settings must also continue to follow the above requirements, including avoiding crowds, avoiding poorly ventilated spaces, covering coughs and sneezes, and washing their hands or using hand sanitizer frequently.
 - d) Persons and businesses within the County of Los Angeles Public Health Jurisdiction are required to follow the COVID-19 infection control protocols and guidance provided by the County Department of Public Health. In instances

¹ Los Angeles County Code, Title 22. §22.14.060 - F. Family definition. (Ord. 2019-0004 § 1, 2019.)
https://library.municode.com/ca/los_angeles_county/codes/code_of_ordinances?nodeId=TIT22PLZO_DIV2DE_CH22.14DE_22.14.060F

² People are considered “fully vaccinated” for COVID-19 2 weeks or more after they have received the second dose in a 2-dose series (e.g., Pfizer-BioNTech or Moderna) or 2 weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J]/Janssen).

- i. In the event that an owner, manager, or operator of any business knows of three (3) or more cases of COVID-19 among their employees within a span of 14 days, the employer must report this outbreak to the Department of Public Health at (888) 397-3993 or (213) 240-7821, or online at www.redcap.link/covidreport.
- ii. In the event that an owner, manager, or operator of any business is informed that one or more employees, assigned or contracted workers, or volunteers of the business has tested positive for, or has symptoms consistent with COVID-19 (case), the employer must have a protocol to require the case(s) to isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s).

e) Pursuant to the State of California's action³ and the United States District Court Central District of California's order,⁴ jurisdictions within the County of Los Angeles Public Health Jurisdiction are expected to comply with the provision of hotel and motel rooms for vulnerable people experiencing homelessness through Project Roomkey, which slows the spread of COVID-19 and retains capacity of the healthcare system.

People at risk for severe illness with COVID-19—such as unvaccinated older adults and unvaccinated individuals with health risks—and members of their household should defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

All government agencies working in the course and scope of their public service employment are Essential Government Functions.

- a) All government employees are essential, including but not limited to, health care providers and emergency responders including employees who serve in the following areas: law enforcement; emergency services and management; first responders; fire; search and rescue; juvenile detention; corrections; healthcare services and operations; public health; laboratory or medical testing; mental health; community health; public works; executive management employees serving in these fields; all employees assigned to serve in or support the foregoing fields; and all employees whose services are otherwise needed to assist in a declared emergency.
- b) While all government employees are essential, the employees identified here, and others called to serve in their Disaster Service Worker capacity, must be available

Reopening Safer at Work and in the Community for Control of COVID-19:
Blueprint for a Safer Economy—Orange Tier Risk Reduction Measures
Revised 4/14/2021

- to serve the public or assist in response or continuity of operations efforts during this health crisis to the maximum extent allowed under the law.
- c) This Order does not, in any way, restrict (a) first responder access to the site(s) named in this Order during an emergency or (b) local, state or federal officers, investigators, or medical or law enforcement personnel from carrying out their lawful duties at the site(s) named in this Order.
 - d) All persons who perform Essential Governmental Functions are categorically exempt from this Order while performing such governmental functions or services. Each governmental entity shall identify and designate appropriate employees, volunteers, or contractors to continue providing and carrying out any Essential Governmental Functions. All Essential Governmental Functions should be performed in compliance with the Social (Physical) Distancing Protocol (as defined in Paragraph 20 of this Order), to the extent possible.
7. This Order does not supersede any stricter limitation imposed by a local public entity within the County of Los Angeles Public Health Jurisdiction.
8. The Health Officer orders the closure of the following types of higher-risk businesses, recreational sites, commercial properties, and activities, where more frequent and prolonged person-to-person contacts are likely to occur:
- a) Lounges and nightclubs;
 - b) [Intentionally omitted];
 - c) [Intentionally omitted];
 - d) [Intentionally omitted];
 - e) [Intentionally omitted];
 - f) [Intentionally omitted];
 - g) [Intentionally omitted];
 - h) Indoor playgrounds;
 - i) [Intentionally omitted];
 - j) Indoor hot tubs, steam rooms and saunas not located on a residential property;
 - k) All events and gatherings, unless specifically allowed by this Order.
9. All businesses, unless specific modifications are required by this Order, may remain open to the public and conduct normal business operations, provided that they implement and maintain the Social (Physical) Distancing Protocol as defined in Paragraph 20 and comply with the Social (Physical) Distancing requirements attached to this Order as **Appendix A**. Further, all businesses must also comply with the applicable Los Angeles County Department of Public Health Protocol(s) for its business sector. Businesses and customers should continue to regularly check the County DPH website (<http://publichealth.lacounty.gov/media/Coronavirus/index.htm>) for updates to their sector-specific protocol(s) to ensure they are in compliance with the most current, required safety modifications. A business owner, manager, or operator must prepare and post a Social (Physical) Distancing Protocol and any other

applicable protocol for each facility or office located within the County of Los Angeles Public Health Jurisdiction and must ensure that the business meets all other requirements of all applicable protocols and the Social (Physical) Distancing Protocol.

10. Lower-Risk Businesses are businesses that are not specified in Paragraph 7 of this Order, and not defined as an Essential Business in Paragraph 18 of this Order. There are four categories of Lower-Risk Businesses that may remain open under this Order: (1) retailers (“Lower-Risk Retail Businesses”), (2) manufacturing and logistics sector businesses that supply Lower-Risk Retail Businesses, (3) Non-Essential office-based businesses (although telework is strongly encouraged), and (4) Indoor Malls and Shopping Centers. These four categories of Lower-Risk Businesses may reopen subject to the following conditions:

- a) For any Lower-Risk Retail Business that sells goods and services, the owner, manager, or operator must, for each facility located within the County of Los Angeles Public Health Jurisdiction, review, prepare, implement and post the Reopening Protocols for Retail Establishments: Opening for In Person Shopping, attached to this Order as **Appendix B**. Lower-Risk Retail Businesses that are open for indoor operations must limit indoor capacity to 75% of maximum occupancy.
- b) For any non-retail Lower-Risk Business, that is a manufacturing and logistics sector business that supplies Lower-Risk Retail Businesses, the owner, manager, or operator must review, prepare, implement and post the required Los Angeles County Department of Public Health Reopening Protocol, applicable to the business type or location, attached to this Order as **Appendix C**.
- c) Office-based businesses and workspaces may reopen for indoor operations with modifications. Telework is strongly encouraged for persons who are not yet fully vaccinated. Unless staff at office-based business are all fully vaccinated, office-based businesses should limit indoor occupancy to 50% of capacity. Any in-person operations must be in accordance with the required Los Angeles County Department of Public Health Reopening Protocol Office-Based Worksites, attached to this Order as **Appendix D**. Essential office-based businesses that must open indoors for essential operations that cannot be done remotely must limit indoor capacity to 75% of maximum occupancy. This restriction does not apply to Healthcare Operations, Essential Infrastructure, and Essential Government Functions.
- d) For Indoor Malls and Shopping Centers, defined as: A building with (7) or more sales or retail establishments with adjoining indoor space, the owner or operator of the Indoor Mall or Shopping Center, including indoor swap meets, may remain open at up to 75% of overall mall or shopping center capacity. Food court occupancy is limited to 50% capacity, or 200 people whichever is fewer. All Mall and Shopping Center restaurants must review and adhere to the requirements of **Appendix I**. Members of the public may only consume food or beverages in designated indoor or outdoor dining areas. Other common areas located within an Indoor Mall or Shopping Center must remain closed to the public until further notice. Higher-risk businesses located within an Indoor Mall or Shopping Center must continue to comply with Paragraph 7 of this Order and remain closed until

each of those types of establishments is allowed to resume modified or full operations. All businesses located within an Indoor Mall or Shopping Center, and not subject to Paragraph 7 of this Order, must adhere to the applicable requirements of this Order. The owner or operator of the Indoor Mall or Shopping Center must review, prepare, implement, and post the required Los Angeles County Department of Public Health Protocols for Shopping Center Operators, attached to this Order as **Appendix E**.

9.5. The State Public Health Officer has provided a framework for certain sectors, businesses, and activities in the Blueprint for a Safer Economy to conditionally reopen with workplace and operational modifications to lower the risk of COVID-19 spread in the workplace or during the activity. The Health Officer, after considering local epidemiological data and after consultation with the Board of Supervisors, continues to approve the operations of the following specific sectors, businesses, and activities subject to the following conditions listed below and those specified in the County sector-specific reopening protocol(s) located at <http://publichealth.lacounty.gov/media/Coronavirus/index.htm>:

- a) Music, film and television production. Operations for music, film and television production may continue. The owner, manager, or operator of music, film and television production must review, prepare, implement and post the required Los Angeles County Department of Public Health Reopening Protocol for Music, Film and Television Production, attached to this Order as **Appendix J**, as well as abide by applicable industry-generated protocols.
- b) Day camps. Day camps may remain open. Day camp owners and operators must implement and post the required Los Angeles County Department of Public Health Reopening Protocol for Day Camps, attached to this Order as **Appendix K**.
- c) Fitness facilities. Fitness facilities, including private gymnasiums, may be open for outdoor and limited capacity indoor operations only. The indoor occupancy at gyms and fitness facilities is limited to 25% of indoor occupancy. The owner, manager, or operator of fitness facilities must, prior to reopening for indoor operations, review, prepare, implement and post the required Los Angeles County Department of Public Health Reopening Protocol for Gyms and Fitness Establishments, attached to this Order as **Appendix L**.
- d) Outdoor portions of museums, galleries, botanical gardens, and outdoor facilities at zoos, aquariums, and other similar exhibition spaces (collectively, "Museums") may remain open to the public. The indoor portions of Museums may open to the public and are limited to 50% of indoor occupancy. The owner, manager, or operator of Museums and exhibition spaces must, prior to reopening for indoor operations, review, prepare, implement and post the required Los Angeles County Department of Public Health Reopening Protocol for Museums, Galleries, Zoos, and Aquariums, attached to this Order as **Appendix M**.
- e) Professional sports with live audiences. Professional sports teams and franchises may conduct operations and competitions with live audiences. Professional sports teams that **admit** the public as a live audience **for** any **outdoor** game, event or competition, must review and implement the Los Angeles County Department of

Public Health **Protocol for Live Events and Performances (Outdoor Seated)**, attached to this Order as **Appendix Z**. Professional sports teams that admit the public as a live audience for any indoor game, event or competition, must review and implement the Los Angeles County Department of Public Health Protocol for Live Events and Performances (Indoor Seated), attached to this Order as **Appendix Z-1**. The owner, manager, or operator of professional sports teams and franchises must also implement and post the required Los Angeles County Department of Public Health Protocol for Professional Sports Leagues and Facilities Opening for Training Sessions, Spectator-Free Events, and Events with Spectators attached to this Order as **Appendix N**, as well as abide by applicable industry-generated protocols.

- f) Campgrounds, RV Parks and associated outdoor activities. Campgrounds and recreational vehicle parks may remain open. The owner, manager, or operator of campgrounds and RV Parks must review, prepare, implement and post the required Los Angeles County Department of Public Health Reopening Protocol for Campgrounds, RV parks and Cabin Rental Units, attached to this Order as **Appendix O**.
- g) Schools (K-12) and School Districts. All public and private schools (K-12) and school districts within the County of Los Angeles may open for in-person classes. Reopening of in-person classes in elementary schools requires that students be assigned to a stable group. Middle and high schools should consider creating stable groups of students as a best practice. Educational facilities serving students at any grade level must review and adhere to all provisions for safe opening of schools, as outlined in **Appendix T1: Reopening Protocols for K-12 Schools**. Schools and School Districts that are permitted to reopen must follow the Reopening Protocols for K-12 Schools and the Protocol for COVID-19 Exposure Management Plan in K-12 Schools, attached to this Order as **Appendices T1 & T2**. Schools may continue to offer day care for school-aged children so that essential members of the workforce continue to have available childcare. Schools offering day care for school-aged children must adhere to all provisions in the protocol for Programs Providing Day Care for School-Aged Children. Schools that have not yet fully reopened all grades for in-person instruction may continue to offer specialized school services in those grades not yet reopened for small, stable cohorts of students with Individualized Education Programs (IEPs) or English Learners (ELs) needing assessments and/or specialized in school services, with priority given to students with disabilities. Other prioritized groups for in-person support and services include students not participating in distance learning, students at risk of abuse or neglect, foster youth, and students experiencing homelessness. Specialized services that require cohorting of students must limit the stable cohort size to the number that allows minimum physical distancing requirements to be maintained in the available classroom space, but may not exceed thirty (30) students and two (2) supervising adults regardless of the space available and must adhere to all provisions for safe operation of schools, as outlined in **Appendix T1: Reopening Protocols for K-12 Schools**.

- h) Personal Care Establishments. Personal Care Establishments may remain open for indoor operations with required modifications. Personal Care Establishments also include hair salons, nail salons, barbershops, esthetic, skin care, electrology, body art professionals, tattoo parlors, and piercing shops, tanning salons and massage therapy (in non-healthcare settings). Indoor occupancy at Personal Care Establishments is limited to 75% of maximum capacity at all times. Services at Personal Care Establishments may only be provided by appointment. Customers and staff must keep their masks on, over both their nose and mouth, at all times. Services that require a customer/client to remove their mask, e.g., facials, shaves, electrolysis are permitted when staff uses either a fitted N95 mask or a face covering and a face shield when providing the service. The owner, manager or operator of a personal care establishment must review, prepare, implement and post the required Los Angeles County Department of Public Health Reopening Protocol for Personal Care Establishments, attached to this Order as **Appendix R**.
- i) Institutes of Higher Education. Colleges and universities in Los Angeles County may offer in-person academic instruction with limitations and modifications. Capacity for indoor lectures must be limited to 50% occupancy or 200 people, whichever is less. Courses conducted in certain indoor settings, like labs or studio arts, are exempt from the occupancy limitations that apply to indoor lectures. Maximum capacity for those settings is dependent on the size of the instructional space and the ability to maintain appropriate physical distancing at all times between all students and staff. Academic instruction should continue to be offered synchronously via distance-learning to the extent practicable as specified in the County's Protocols for Institutes of Higher Education attached to this Order as **Appendix U**. Student activities should be conducted virtually when possible. Student activities held in person must be limited to gatherings of 25% capacity or 100 students, whichever is smaller, for an outdoor space; or 25% capacity or 50 students, whichever is smaller, for an indoor space. Faculty and other staff may come to campus for the purpose of providing distance learning, and other activities related to the purposes above, as well as maintaining minimum basic operations. The institution must review and comply with all relevant portions of the County's Protocols for Institutes of Higher Education to maximize safety for all employees.
- a. Institutes of Higher Education that have intercollegiate athletic teams that admit the public as a live audience for any outdoor game, event or competition, must review and implement the Los Angeles County Department of Public Health Protocol for Live Events and Performances (Outdoor Seated), attached to this Order as **Appendix Z**.
 - b. Institutes of Higher Education that have intercollegiate athletic teams that admit the public as a live audience for any indoor game, event or competition, must review and implement the Los Angeles County Department of Public Health Protocol for Indoor Seated Live Events and Performances, attached to this Order as **Appendix Z-1**.
- j) Cardrooms. Cardrooms, satellite wagering facilities, and racetrack onsite wagering facilities may open for indoor and outdoor operations. Indoor occupancy is limited

to 25% of maximum indoor capacity. No food or beverages are permitted at or near the gaming tables or machines. The owner or operator of a cardroom must review, prepare, implement and post the required Los Angeles County Department of Public Health Reopening Protocol for Cardrooms attached to this Order as **Appendix Q**.

- k) Family Entertainment Centers: Miniature Golf, Batting Cages, and Go Cart Racing. Miniature Golf, Batting Cages, and Go Cart Racing may open for indoor operations. Indoor occupancy is limited to 25% of maximum indoor capacity. The indoor portions of these businesses may be open with modifications for naturally distanced activities, such as bowling alleys and escape rooms. Arcade and other amusement games may not be operated. Food and beverages may not be consumed while participating in any family entertainment center activity. All Family Entertainment Center restaurants are limited to 25% indoor capacity and must review and adhere to the requirements of **Appendix I**. Members of the public may only consume food or beverages in designated indoor or outdoor dining areas. The owner or operator of a family entertainment establishment must review, prepare, implement and post the required Los Angeles Public Health Protocols for Family Entertainment Centers attached to this Order as **Appendix V**.
- l) Youth and Adult Recreational Sports. K-12 School programs, community sponsored recreational programs, and private clubs and leagues for all organized youth sports, and adults playing recreational sports must all follow this protocol, which is attached to this Order as **Appendix S**.
- m) Limited Services. For purposes of this Order, Limited Services businesses are businesses that are not clearly classified as a retail business, and do not generally require close customer contact. Limited services include those essential and other businesses that can provide services while maintaining appropriate physical distancing from customers or the public. Examples of businesses in the limited services industry include laundromats, dry cleaners, bank and credit union branches, tax services, check cashing, automobile dealerships, non-school learning centers, auto repair shops, car washes, landscapers, door to door services and sales, pet grooming, and dog walking. Limited services businesses may remain open at 75% maximum indoor occupancy, to ensure 6 feet of physical distancing between persons. The owner or operator of a Limited Services business must prepare, implement, and post the required Los Angeles County Public Health Protocols for Limited Services Businesses which is attached to this Order as **Appendix W**.
- n) Movie Theaters. Movie Theaters may be open to the public at 50% of maximum indoor occupancy or 200 people, whichever is fewer. Customers may only purchase tickets for reserved seating only. Groups of customers must be seated in the theater at least 6 feet away from other customers. The owner or operator of a Movie Theater must prepare, implement, and post the required Los Angeles County Public Health Protocols for Movie Theaters which is attached to this Order as **Appendix X**.

- o) Breweries, Wineries and Craft Distilleries. Wineries, Breweries and Craft Distilleries that do not possess a public health permit from the County of Los Angeles may operate both outdoors and indoors in compliance with **Appendix Y**. Wineries, Breweries, and Craft Distilleries may operate indoors at 25% of maximum indoor capacity, or 100 people whichever is fewer. If the establishment sells alcohol in the same transaction as a bona fide meal, it must comply with all requirements of the Restaurant Protocol, **Appendix I**.
- p) Amusement **Parks**, Theme Parks **and Fairs**. Amusement **Parks**, Theme Parks **and Fairs** can reopen to the public at a maximum occupancy of 25% of maximum park capacity. For indoor attractions or rides, the indoor occupancy is limited to 25% of the indoor space capacity with a 15-minute occupancy time limit. Indoor dining at Amusement **Park**, **Theme Park**, **and Fair** restaurants is limited to 25% of maximum occupancy. Amusement **Parks**, Theme Parks **and Fairs** must, prior to reopening, have their reopening plans approved by the Los Angeles County Department of Public Health. The reopening plans must be submitted to County Public Health using this email address: EHmail@ph.lacounty.gov. The owner or operator of an Amusement or Theme Park must prepare, implement, and post the required Los Angeles County Public Health Protocols for Amusement and Theme Parks which is attached to this Order as **Appendix AA**.
- q) Bars that possess a low risk public health permit issued by the County of Los Angeles may reopen for outdoor operations only with modifications in compliance with **Appendix Y-1**. If the Bar sells alcohol in the same transaction as a bona fide meal, it must comply with all requirements for outdoor dining in the Restaurant Protocol, **Appendix I**. Indoor operations are not permitted at this time. The owner or operator of a bar must prepare, implement, and post the required Los Angeles County Public Health Protocols for Bars which is attached to this Order as **Appendix Y-1**.
- r) Outdoor Seated Live Events and Performances. Outdoor Seated Live Events can reopen to the public at a maximum of 33% maximum outdoor occupancy with multiple required modifications. Outdoor Seated Live Event operators must prepare, implement and post the required Los Angeles County Public Health **Protocol for Live Events and Performances (Outdoor Seated)** which is attached to this Order as **Appendix Z**.
- s) Indoor Seated Live Events and Performances. Indoor Seated Live Events can reopen to the public at limited indoor occupancy with multiple required modifications. Outdoor Seated Live Event operators must prepare, implement and post the required Los Angeles County Public Health Protocol for Live Events and Performances (Indoor Seated) which is attached to this Order as **Appendix Z-1**.
- t) Private Events (Meetings / Reception / Conferences). Private Events are not open to the general public. Private Events are characterized by purchased tickets, required reservations or a defined guest/invitation list, assigned or reserved seating, or a contract or exchange for the site of the Private Event. Private Event operators and Event Organizers must prepare, implement and post the required Los Angeles County Public Health Protocol for Private Events

(Meetings, Reception, and Conferences) which is attached to this Order as **Appendix BB.**

REASONS FOR THE ORDER

10. This Order is based upon the following determinations: evidence of continued community transmission of COVID-19 within the County; asymptomatic transmission has been documented; scientific evidence and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically; evidence that a significant portion of the County population is at risk for serious health complications, including hospitalizations and death from COVID-19, due to age or pre-existing health conditions; and further evidence that other County residents, including younger and otherwise healthy people, are also at risk for serious negative health outcomes and for transmitting the virus to others. The Order's intent is to protect the public from the spread of COVID-19.
11. Existing community transmission of COVID-19 in Los Angeles County remains **at a moderate level** and continues to present a substantial and significant risk of harm to residents' health. Vaccinations are occurring as quickly as supplies allow, but most people in our community are still not vaccinated. New variants of the virus that may spread more easily or cause more severe illness are present in our county; however, their impact on our local epidemic is largely unknown. As of **April 14, 2021**, there have been at least **1,226,964** cases of COVID-19 and **23,553** deaths reported in Los Angeles County. There remains a strong likelihood that increased interactions among members of the public will result in a significant and increasing number of cases of community transmission. Making the community transmission problem worse, some individuals who contract the virus causing COVID-19 have no symptoms or have only mild symptoms, and so are unaware that they carry the virus and are transmitting it to others. Further, evidence shows that the virus can, at times, survive for several hours on surfaces and can be indirectly transmitted between individuals. Because even people without symptoms can transmit the virus, and because evidence shows the infection is easily spread, preventing, limiting, and placing conditions on various types of gatherings and other direct and indirect interpersonal interactions have been proven to reduce the risk of transmitting the virus.
12. Epidemiologic evidence suggests that the rate of community transmission, hospitalizations and testing positivity rates have substantially declined to a point that allows the County of Los Angeles to move to a less restrictive tier, the **Orange** Tier, as established by the State's Blueprint for a Safer Economy. Unfortunately, COVID-19 transmission remains **at a moderate level** in Los Angeles County. **Although nearly five million vaccine doses have been administered in Los Angeles County**, the public health emergency and attendant risks to the public's health associated with COVID-19 still predominate.

13. In line with the State Public Health Officer, the Health Officer is monitoring several key indicators (COVID-19 Indicators) within the County. Activities and business operations that are permitted must be conducted in accordance with the required Social (Physical) Distancing, reopening protocols, and other infection control protocols ordered by the Health Officer.
14. The Health Officer will continue monitoring COVID-19 Indicators to assess the impact of easing restrictions and re-opening sectors. Those Indicators include, but are not limited to:
- a) The number of new cases, hospitalizations and deaths and the testing positivity rate.
 - b) The capacity of hospitals and the healthcare system in the County, including acute care beds, Intensive Care Unit beds, and ventilators to provide care for existing COVID-19 patients and other patients, and capacity to surge with an increase of COVID-19 cases.
 - c) The supply of personal protective equipment (PPE) available for hospital staff, nursing home staff and other healthcare providers and personnel who need PPE to safely respond to and treat COVID-19 patients and other patients.
 - d) The ability and capacity to quickly and accurately test persons to determine whether individuals are COVID-19 positive, especially those in vulnerable populations or high-risk settings or occupations, and to identify and assess outbreaks.
 - e) The ability to conduct case investigation and contact tracing for the volume of future cases and associated contacts, isolating confirmed cases and quarantining persons who have had contact with confirmed cases.

DEFINITIONS AND EXEMPTIONS

15. The following activities are permitted under this Order:
- a) Engaging in activities or performing tasks important to the health and safety of family or household members (including pets), such as, visiting a health or veterinary care professional, obtaining medical supplies or medication, visiting a physician or child's pediatrician for routine care, such as, well-child visits and vaccinations;
 - b) Obtaining necessary services and supplies for family or household members, or delivering the same, such as, obtaining grocery items or necessary supplies from Essential Businesses for one's household or for delivery to others;
 - c) Performing work for or accessing businesses that are open, or to carry out Minimum Basic Operations for businesses that are closed or operating remotely.
 - d) Obtaining or accessing services from Essential Governmental Functions, such as, accessing court, social and administrative services, or complying with an order of law enforcement or court;
 - e) Caring for minors, the elderly, dependents, persons with disabilities, or other vulnerable persons;

- f) Obtaining in-person behavioral health or substance use disorder support in therapeutic small group meetings, such as Alcoholics Anonymous or Narcotics Anonymous, provided that the gathering is limited to 12 people or fewer and Social (Physical) Distancing is practiced.
- g) Obtaining in-person faith-based counselling services where the service cannot reasonably be practiced remotely, provided that Social (Physical) Distancing is practiced.
- h) Attending faith-based services. Places of Worship should engage in outdoor or remote faith-based services and other related activities for all attendees, especially for those who are vulnerable to COVID-19 including older adults and those with co-morbidities given the currently substantial rate of community transmission, hospitalizations, and premature deaths associated with COVID-19. If drive-in outdoor services are offered, cars are directed to park at least 6 feet apart. When carrying out virtual activities indoors, it is recommended that no more than 10 individuals participate in production and broadcast process; anyone participating in production and broadcast must follow infection control and physical distancing requirements. If in-person outdoor services are held, the number of persons on-site outdoors at any time shall be reduced as needed to permit compliance with physical distancing requirements. If in-person indoor services are held, the number of persons in attendance indoors **should** be limited to 50% of the maximum occupancy, based on the applicable Building Code or Fire Code. All persons attending either indoor or outdoor services must comply with the infection control and physical distancing requirements, as specified in Social (Physical) Distancing Protocol (**Appendix A**), including but not limited to, clergy, staff, choir, volunteers, attendees, and any visitors at the facility maintaining a minimum of six feet between others from different households and all must wear a face covering or mask over both the nose and mouth at all times while in or on the grounds of the facility and when walking near or past non-household members, among others. The California Department of Public Health advises that “activities such as singing, and chanting negate the risk-reduction achieved through six feet of physical distancing” due to an increased likelihood for transmission from contaminated exhaled droplets. Consider practicing these activities through alternative methods (such as internet streaming) that ensure individual congregation members perform these activities separately in their own homes or alone in a separate room at the Place of Worship. Please review the State Industry Guidance for Places of Worship and Providers of Religious Services and Cultural Ceremonies [here](#). The Centers for Disease Control and Prevention recommends organizations **encourage guests to avoid** singing, chanting, or shouting, especially when indoors. If attendees choose to sing, chant, or shout, encourage them to continue wearing their masks while doing so and increase the distance between people to greater than 6 feet. Faith-based organizations holding in-person services, must review and follow the Department of Public Health Social (Physical) Distancing Protocols, attached to this Order as **Appendix A**.

- i) Engaging in outdoor recreation activity, in compliance with Social (Physical) Distancing requirements and wearing a mask, subject to the following limitations:
 - i. Outdoor recreation activity at parks, trails, piers, and beaches, and other open spaces must comply with any access or use restrictions separately established by the Health Officer, government, or other entity that manages the area to reduce crowding and the risk of COVID-19 transmission.
 - ii. Use of shared outdoor facilities for recreational activities, including but not limited to golf courses, tennis and pickleball courts, children's playgrounds, shooting and archery ranges, equestrian centers, model airplane areas, community gardens, skate parks, and bike parks, must comply with any access or use restrictions separately established by the Health Officer, government, or other entity that manages the area to reduce crowding and the risk of COVID-19 transmission.
 - iii. Local public entities may elect to temporarily close certain streets or areas to automobile traffic, to allow for increased space for persons to engage in recreational activity permitted by and in compliance with Social (Physical) Distancing requirements specified in this Order.
 - iv. Swimming pools and splash pads in any non-residential setting may reopen on June 12, 2020, with the owner, manager, or operator of the swimming pool or splash pad implementing and posting the required Los Angeles County Department of Public Health Protocol for Swimming Pools. All indoor hot tubs, saunas, and steam rooms located on non-residential property remain closed.
 - v. For-hire fishing, guided fishing, or small-group chartered boat trips may resume operating on June 12, 2020, with the owner, manager, or operator of the charter business implementing the required Los Angeles County Department of Public Health Protocols for Small Water Vessel Charters.
 - j) Participating in a Vehicle-Based Parade. The host of the Vehicle-Based Parade must comply with all local ordinances, traffic control requirements, and state and local laws. Further, the host of Vehicle-Based Parades must submit a safety plan 10 days in advance to ehmail@ph.lacounty.gov and comply with the Los Angeles County Department of Public Health Vehicle-Based Parade Protocol, attached to this Order as **Appendix G**.
 - k) Participating in an in-person protest as long as the protest is held outdoors. Outdoor protests are permitted without a limit on attendees. Persons participating in a protest must wear a mask and maintain physical distancing of six (6) feet between persons or groups of persons from different households at all times, as well as observe the Department of Public Health Protocol for Public Demonstrations.
16. Individuals may work for, train for, volunteer at, or obtain services at Healthcare Operations: hospitals, clinics, laboratories, dentists, optometrists, pharmacies, physical therapists, rehabilitation and physical wellness programs, chiropractors, pharmaceutical and biotechnology companies, other licensed healthcare facilities, healthcare suppliers, home healthcare service providers, mental or behavioral health

providers, alcohol and drug treatment providers, cannabis dispensaries with a medicinal cannabis license and all other required state and local licenses, blood and blood product donation organizations, medical or scientific research companies, or any related and/or ancillary healthcare services, manufacturers, distributors and servicers of medical devices, diagnostics, and equipment, veterinary care, and other animal healthcare. This exemption shall be construed to avoid any impact to the delivery of healthcare, broadly defined.

17. Individuals may provide any service, train for, or perform any work necessary to the operation and maintenance of Essential Infrastructure, which is defined as, public health operations, public works construction, airport operations, port operations, food supply, water, sewer, gas, electrical, oil extraction and refining, roads and highways, public transportation, solid waste collection, removal and processing, flood control and watershed protection, cemeteries, mortuaries, crematoriums, and internet and telecommunications systems (including the provision of essential global, national, local infrastructure for computing services, business infrastructure, communications, and web-based services), and manufacturing and distribution companies deemed essential as part of the Essential Infrastructure supply chain, provided that they carry out those services or that work. In providing these services, training for, or performing this work, individuals must comply with Social (Physical) Distancing requirements to the extent practicable.

18. For purposes of this Order, Essential Businesses are:

- a) Grocery stores, certified farmers' markets, farm and produce stands, supermarkets, food banks, convenience stores, warehouse stores, and other establishments engaged in the retail sale of canned food, dry goods, fresh fruit and vegetables, pet supply, water, fresh meats, fish, and poultry, and any other household consumer products (such as cleaning or personal care products). This includes stores that sell groceries and other non-grocery products, such as products necessary to maintaining the safety, sanitation, and essential operation of residences. Occupancy at stand-alone grocery stores remains limited to comply with the continuing requirement that customers must have sufficient space to remain physically distanced by at least 6 feet at all times. All grocery stores and retail food markets should strictly meter **entry and exits** to ensure compliance with **customer distancing requirements**. The sale of food, beverages, and alcohol for in-store consumption is prohibited. Retail food markets, including but not limited to grocery stores, convenience stores, liquor stores and other retail locations that sell food or beverage products and that are required to have a health permit issued by the Department of Public Health as a Food Market Retail, must review and comply with the Los Angeles County Department of Public Health Protocols for Grocery Stores and Retail Food Markets, attached to this Order as **Appendix B-1**;
- b) Food processors, confectioners, food packagers, food testing labs that are not open to the public, and food cultivation, including farming, livestock, and fishing;

- c) Organizations and businesses that provide food, shelter, social services, and other necessities of life for economically disadvantaged or otherwise needy individuals (including gang prevention and intervention, domestic violence, and homeless service agencies);
- d) Newspapers, television news, radio, magazine, podcast and journalism activities, including taped, digitally recorded or online-streamed content of any sort that is produced by one or more members of a single household, within the household's residence and without the physical presence of any non-member of the household;
- e) Gas stations, auto-supply, mobile auto repair operations, auto repair shops (including, without limitation, auto repair shops adjacent to or otherwise in connection with a retail or used auto dealership), and bicycle repair shops and related facilities;
- f) Banks, credit unions, financial institutions and insurance companies;
- g) Hardware stores, nurseries; building supply stores;
- h) Plumbers, electricians, exterminators, custodial/janitorial workers, handyman services, funeral homes and morticians, moving services, HVAC installers, carpenters, vegetation services, tree maintenance, landscapers, gardeners, property managers, private security personnel and other service providers who provide services to maintain the safety, sanitation, and essential operation to properties and other Essential Businesses;
- i) Businesses providing mailing and shipping services, including post office boxes;
- j) Educational institutions (including public and private K-12 schools, colleges, and universities);
- k) Laundromats, dry cleaners, and laundry service providers. Limited services businesses may remain open at 75% maximum indoor occupancy, with specific modifications listed in **Appendix W**;
- l) Restaurants and other food facilities that prepare and serve food. Restaurants open for delivery, drive thru, carry out, outdoor dining, and indoor dining at 50% of maximum indoor capacity or 200 persons, whichever is fewer, with specific modifications for both outdoor and indoor dining listed in **Appendix I**. Restaurants with a moderate risk or high risk restaurant permit issued by the County of Los Angeles Department of Public Health and other food facilities must review and follow the most current County Protocols for Restaurants, attached to this Order as **Appendix I**. Cafeterias, commissaries, and restaurants located within hospitals, nursing homes, or other licensed health care facilities may provide dine-in service, as long as Social (Physical) Distancing is practiced;
- m) Businesses that supply office or computer products needed by people who work from home;
- n) Businesses that supply other Essential Businesses with the support or supplies necessary to operate;
- o) Non-manufacturing, transportation or distribution businesses that ship, truck, transport, or provide logistical support to deliver groceries, food, goods or services

- directly to residences, Essential Businesses, Healthcare Operations, and Essential Infrastructure. This exemption shall not be used as a basis for engaging in sales to the general public from retail storefronts;
- p) Airlines, taxis, ride sharing services and other private transportation providers providing transportation services necessary for activities of daily living and other purposes expressly authorized in this Order;
 - q) Businesses that manufacture parts and provide necessary service for Essential Infrastructure;
 - r) Home-based care for seniors, adults, disabled persons, or children;
 - s) Residential facilities and shelters for homeless residents, disabled persons, seniors, adults, children and animals;
 - t) Professional services, such as legal, payroll or accounting services, when necessary to assist in compliance with legally mandated activities, and the permitting, inspection, construction, transfer and recording of ownership of housing, including residential and commercial real estate and anything incidental thereto, provided that appointments and other residential viewings must only occur virtually or, if a virtual viewing is not feasible, by appointment with no more than two visitors at a time residing within the same household or living unit and one individual showing the unit (except that in-person visits are not allowed when the occupant is still residing in the residence);
 - u) Childcare facilities. All childcare facilities, including those operating at schools, must operate under the LAC DPH Childcare Guidance and the following conditions: (1) Childcare must be carried out in stable cohorts ("stable" means the same children and adults are in the same group each day); (2) Cohort size is limited to the number that allows adherence to the minimum physical distancing requirements between members of the group within the available licensed space. At no time may cohort size exceed the maximum number of children permitted per licensed space by Community Care Licensing (CCL) and facility shall comply at all times with minimum staff to child ratios set by CCL; (3) Children shall not change from one group to another; (4) If more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix with each other; (5) Childcare providers shall not be assigned to more than two different stable cohorts of children;
 - v) Hotels, motels, shared rental units and similar facilities. Hotels, motels, shared rental units and similar facilities may reopen for tourism and individual travel, in adherence with the required Los Angeles County Department of Public Health Reopening Protocol for Hotels, Lodging and Short-Term Rentals, attached to this Order as **Appendix P**. Hotels and similar facilities may hold or host Private Events in compliance with the County Protocol for Private Events (Meetings, Receptions, and Conferences) attached to this Order as **Appendix BB**;
 - w) Construction, which includes the operation, inspection, and maintenance of construction sites and construction projects for construction of commercial, office and institutional buildings, residential and housing construction;
 - x) [Intentionally omitted].

19. For purposes of this Order, "Social (Physical) Distancing" means: (1) Maintaining at least six (6) feet of physical distance from individuals who are not members of the same household; (2) Frequently washing hands with soap and water for at least 20 seconds, or using hand sanitizer that contains at least 60% alcohol; (3) Wearing a mask when whenever an individual leaves their home or place of residence, and when an individual is or can be in contact with or walking by or past others who are non-household members in both public and private places, whether indoors or outdoors. Wearing a mask over both the nose and mouth reduces the risk of transmission to others from people who do not have symptoms and do not know they are infected; and (4) Avoiding all physical interaction outside the household when sick with a fever or cough, except for necessary medical care.
20. For purposes of this Order, the "Social (Physical) Distancing Protocol" that must be implemented and posted must demonstrate how the following infection control measures are being implemented and achieved, as applicable:
- Limiting the number of people who may enter into the facility at any one time to ensure that people in the facility can easily maintain a minimum six (6) foot physical distance from others, at all times, except as required to complete a business activity or transaction. Members of a single household or living unit may stand or move together but must be separated from others by a physical distance of at least six (6) feet.
 - Where lines may form at a facility, marking six (6) foot increments at a minimum, establishing where individuals should stand to maintain adequate Social (Physical) Distancing, whether inside or outside the facility.
 - Providing hand sanitizer, soap and water, or effective disinfectant at or near the entrance of the facility and in other appropriate areas for use by the public and employees, and in locations where there is high-frequency employee interaction with members of the public (e.g., cashiers). Restrooms normally open to the public shall remain open to the public.
 - Posting a sign in a conspicuous place at all public entries that instructs the public not to enter if they are experiencing symptoms of respiratory illness, including fever or cough, to wear masks, and to maintain Social (Physical) Distancing from one another.
 - Providing for the regular disinfection of high-touch surfaces, and disinfection of all payment portals, pens, and styluses after each use. All businesses are encouraged to also offer touchless payment mechanisms, if feasible.
 - Providing masks to employees and contracted workers whose duties require close contact with other employees and/or the public. Those who have been instructed by their medical provider that they should not wear a mask should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
 - Requiring that members of the public who enter the facility wear a mask over both the nose and mouth, which reduces the risk of "asymptomatic" or "pre-symptomatic" transmission to workers and others, during their time in the facility.

- h) Adhering to communicable disease control protocols provided by the Los Angeles County Department of Public Health, including requirements for cleaning and disinfecting the site. See protocols posted at www.publichealth.lacounty.gov/media/Coronavirus/.
21. Operators of businesses that are required to cease in-person operations may conduct Minimum Basic Operations, which means:
- a) The minimum necessary activities to maintain and protect the value of the business's inventory and facilities; ensure security, safety, and sanitation; and process payroll and employee benefits;
 - b) The minimum necessary activities to facilitate the business's owners, employees, and contractors being able to continue to work remotely from their residences, and to ensure that the business can deliver its services remotely.

ADDITIONAL TERMS

22. The County shall promptly provide copies of this Order by: (a) posting it on the Los Angeles Department of Public Health's website (www.publichealth.lacounty.gov), (b) posting it at the Kenneth Hahn Hall of Administration located at 500 West Temple Street, Los Angeles, CA 90012, (c) providing it to any member of the public requesting a copy, and (d) issuing a press release to publicize the Order throughout the County.
- a) The owner, manager, or operator of any facility that is likely to be impacted by this Order is strongly encouraged to post a copy of this Order onsite and to provide a copy to any member of the public requesting a copy.
 - b) Because guidance may change, the owner, manager, or operator of any facility that is subject to this Order is ordered to consult the Los Angeles County Department of Public Health's website (www.publichealth.lacounty.gov) daily to identify any modifications to the Order and is required to comply with any updates until the Order is terminated.
23. If any subsection, sentence, clause, phrase, or word of this Order or any application of it to any person, structure, gathering, or circumstance is held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, then such decision will not affect the validity of the remaining portions or applications of this Order.
24. This Order incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom and the March 4, 2020 declarations of a local and public health emergency issued by the Los Angeles County Board of Supervisors and Los Angeles County Health Officer, respectively, and as they may be supplemented.
25. This Order is issued in consideration of the County's current status within the tiered reopening approach of California's Blueprint for a Safer Economy issued August 28, 2020, and subsequent updates. This Order may be revised in the future as the State Public Health Officer progressively designates sectors, businesses, establishments, or activities for reopening with required modifications or closure at a pace designed to

protect health and safety. Should local COVID-19 conditions warrant, the Health Officer may, after consultation with the Board of Supervisors, issue orders that are more restrictive than the guidance and orders issued by the State Public Health Officer.

26. This Order is consistent with the provisions in the Governor's Executive Order N-60-20 and the State Public Health Officer's May 7, 2020 Order, that local health jurisdictions may implement or continue more restrictive public health measures in the jurisdiction if the local health officer believes conditions in that jurisdiction warrant them. Where a conflict exists between this Order and any state public health order related to controlling the spread of COVID-19 during this pandemic, the most restrictive provision controls. Consistent with California Health and Safety Code section 131080, except where the State Health Officer may issue an order expressly directed at this Order or a provision of this Order and based upon a finding that a provision of this Order constitutes a menace to the public health, any more restrictive measures in this Order may continue to apply and control in the County of Los Angeles Public Health Jurisdiction.
27. Pursuant to Sections 26602 and 41601 of the California Government Code and Section 101029 of the California Health and Safety Code, the Health Officer requests that the Sheriff and all chiefs of police in all cities located in the Los Angeles County Public Health Jurisdiction ensure compliance with and enforcement of this Order. The violation of any provision of this Order constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is punishable by fine, imprisonment or both.
28. This Order shall become effective at 12:01am on **Thursday, April 15, 2021** and will continue to be until it is revised, rescinded, superseded, or amended in writing by the Health Officer.

IT IS SO ORDERED:



4/14/2021

Muntu Davis, M.D., M.P.H.

Date

Health Officer,
County of Los Angeles

Appendices At-A-Glance

Businesses and customers should continue reviewing sector-specific protocol on a regular basis to ensure they are complying with the latest health protection and prevention measures.

All DPH protocol is available at:
<http://www.publichealth.lacounty.gov/media/Coronavirus/>

Appendix A: Protocol for Social Distancing [Revised 3/5/2021]

Appendix B: Protocols for Retail Establishments Opening for In-person Shopping [Revised 4/15/2021]

Appendix B-1: Protocols for Grocery Stores and Retail Food Markets [Revised 4/2/2021]

Appendix C: Reopening Protocol for Warehousing, Manufacturing and Logistic Establishments [Revised 2/5/2021]

Appendix D: Protocols for Office-Based Worksites [Revised 4/2/2021]

Appendix E: Protocols for Shopping Center Operators [Revised 4/2/2021]

Appendix F: [Rescinded on 12/29/2020]

Appendix G: Protocol for Vehicle-Based Parades [Revised 10/13/2020]

Appendix H: [Rescinded and Incorporated into Appendix R on 10/23/2020]

Appendix I: Protocol for Restaurants [Revised 4/15/2021]

Appendix J: Reopening Protocol for Music, Film, and Television Production [Revised 4/15/2021]

Appendix K: Reopening Protocol for Day Camps [Revised 4/15/2021]

Appendix L: Reopening Protocol for Gyms and Fitness Establishments [Revised 4/2/2021]

Appendix M: Reopening Protocol for Museums, Galleries, Zoos, and Aquariums [Revised 4/15/2021]

Appendix N: Protocol for Professional Sports Leagues and Facilities Opening for Training Sessions, Spectator-Free Events, and Events with Spectators [Revised 4/15/2021]

Appendix O: Reopening Protocol for Campgrounds, RV parks and Cabin Rental Units [Revised 1/28/2021]

Appendix P: Reopening Protocol for Hotels, Lodging, and Short-Term Rentals [Revised 4/15/2021]

Appendix Q: Reopening Protocol for Cardrooms [Revised 4/15/2021]

Appendix R: Reopening Protocol for Personal Care Establishments [Revised 4/2/2021]

--continued on next page--

Appendix S: Protocols for Youth and Adult Recreational Sports [Revised 4/2/2021]

Appendix T1: Reopening Protocols for K-12 Schools [Revised 4/2/2021]

Appendix T2: Protocol for COVID-19 Exposure Management Plan in K-12 Schools [Revised 3/11/2021]

Appendix U: Reopening Protocol for Institutes of Higher Education [Revised 4/2/2021]

Appendix V: Protocols for Family Entertainment Centers [Revised 4/15/2021]

Appendix W: Protocols for Limited Services Businesses [Revised 4/2/2021]

Appendix X: Protocols for Movie Theaters [Revised 4/2/2021]

Appendix Y: Protocol for Breweries, Wineries, and Craft Distilleries [Revised 4/15/2021]

Appendix Y-1: Reopening Protocol for Bars [Issued 4/15/2021]

Appendix Z: Protocol for Live Events and Performances (Outdoor Seated) [Revised 4/14/2021]

Appendix Z-1: Protocol for Live Events and Performances (Indoor Seated) [Issued 4/14/2021]

Appendix AA: Protocol for Amusement Parks, Theme Parks, and Fairs Reopening for Outdoor Public Access [Revised 4/15/2021]

Appendix BB: Protocol for Private Events (Meetings, Reception, and Conferences) [Issued 4/14/2021]

Appendix CC: Guidance for Informal Social Gatherings [Issued 4/14/2021]

Attachment 3

Public Works Safer at Work Committee

Members: Ilene Knebel, Genevieve Row, Mandana Motahari, Elmer Andujar, Martin Nunes, Craig Crowder, Robert Sahagun, Daren Grilley, Michael Hensley

The Safer at Work Committee (SAW) was established at the beginning of the pandemic by the Director of Public Works. Committee members are tasked with identifying and implementing initiatives to keep employees safe while working through the pandemic.

Accomplishments

- Director of Public Works established the Public Works Safer at Work Committee tasked with identifying and implementing COVID prevention and mitigation measures.
- Installed 3,500 Square Feet of acrylic shields at staff work stations and public counters
- Replaced existing HVAC filters with new more efficient MERV- 13 filters
- Installed HVAC filters monitoring sensors
- Pilot program: Installed Bi-Polar Ionization generators at all fan coil units serving Roxbury Community Center in an effort to improve indoor air quality
- Faucets were replaced with touchless faucets at all public and employee restrooms.
- Faucets were replaced with touchless faucets at employee lunchrooms and kitchenettes.
- Created and Installed COVID safety and prevention signage, social distancing floor decals and maximum recommended occupancy signage outside and throughout City facilities and parking structures. Signage details are listed in the far right column.
- Designed and installed clings containing safety messaging on City operated parking structure elevator doors.
- Installed self-monitoring stations at City facilities, including touchless ADA compliant thermometers, thermometers.
- Installed hand sanitizer stations throughout City facilities and parking structures.
- Installed COVID safety messaging on City parking meters.
- Environmental Inspectors and Parking staff assisted with face covering enforcement efforts.
- Bagged parking meters in support of the OpenBH program and curbside pickup programs.
- Increased cleaning and sanitizing frequency in City facilities and parking structures.
- Negotiated additional disinfection and deep cleanings of City facilities with custodial vendor.
- Contracted with janitorial service to disinfect BHPD vehicles and equipment.
- Implemented City fleet vehicle and equipment cleaning protocol for Public Works staff.

- Procured and utilized electrostatic disinfection sprayers and UV lights to sanitize City facilities, parking structures, fleet vehicles and equipment after potential COVID exposures.
- Provided project management support for the Outdoor Employee Gym.
- Removed parking sensors and installed flooring for Outdoor Employee Gym.
- Created Safer at Work protocols for vehicle use and COVID pre-work screening.
- Developed alternative schedules to stagger shifts in an effort to provide more social distancing.
- Cross-trained department staff to help ensure continuity of operations on key services like trash collection.
- Sourced and procured personal protective equipment for City staff and provided warehouse storage and distribution to departments.
- PW coordinated placement of 12 RVs at Greystone Park upper parking lot, necessary infrastructure (i.e. Generator power, domestic water, etc.) was provided for RVs installation and contracts were put in place for waste management and custodial support.
- To promote social distancing in fire stations, a remodel project was necessary at fire stations No.1 & No.3, PW staff prepared construction documents and processed bidding. Construction has been completed and three (3) new bedrooms were created at Fire Station No. 1 and one (1) new bedroom was created at Fire Station No. 3, furthermore, three (3) RVs were relocated from Greystone Park and placed at Fire Station No. 2 Yard and are being used as additional sleeping quarters.
- Modified payment at City operated parking garages to credit cards only.
- Modified operating hours at City operated parking garages based on reduced occupancy due to the County's Safer at Home order.
- Staff reviewed permit plans for pedestrian and vehicular safety and installed signage and traffic control devices at parklets to ensure pedestrian safety.
- Installed signals at crosswalks on pedestrian recall mode, installed signage and removed pedestrian push buttons.
- Piloted self-cleaning elevator button covers in City facilities.
- Installed over 300 social distancing stickers on City sidewalks within the business district.
- Purchased and installed webcams to enhance teleworking capabilities for PW staff.
- Assisted Community Services with install of safety signage in City parks.
- Procured message boards to convey COVID messaging at major entrances to the City

Attachment 4

Protocols for Office Worksites: Appendix D

Effective Date: 12:01am on Monday, April 5, 2021

Recent Updates: (Changes are highlighted in yellow)

4/2/21: Updates protocol for Orange Tier to allow non-essential offices to reopen at 50% occupancy, although telework is strongly encouraged.

COVID-19 case rates, hospitalizations, and deaths continue to fall, but community spread still remains moderate. COVID-19 continues to pose a high risk to communities and requires all people and businesses to take precautions and modify operations and activities to reduce the risk of spread.

Due to Los Angeles County entering the “Orange Tier” of the State’s Blueprint for a Safer Economy framework, this protocol has been updated to lift some local activity-specific restrictions. Office Worksites should proceed with caution and adhere to the requirements in this protocol to reduce the potential spread of COVID-19 within their business operations.

This protocol outlines public health modifications to assist office worksites to remain in compliance with the County of Los Angeles Health Officer Order. 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 covered by this guidance 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 Building Code:**

**Approximate total square footage
of space open to the public:**

Date Posted:

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH
(CHECK ALL THAT APPLY TO THE FACILITY)**

- ☐ Everyone who can carry out their 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 reconfigured to the extent possible to increase opportunities for employees to work from home.
- ☐ Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- ☐ Additional protections like shifts in job duty that allow employees that are vulnerable to work from home have been provided whenever possible.
- ☐ All employees have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- ☐ Entry screenings are conducted before employees, vendors, delivery personnel, and other visitors may enter the workspace, in compliance with LACDPH [Entry Screening Guidance](#). Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and whether the individual is currently under isolation or quarantine orders. These checks can be done upon the employees' arrival or through alternative methods such as on-line check in systems or through [signage](#) posted at the entry of the facility stating that employees with these symptoms must not enter the premises. A temperature check should also be done at the worksite if feasible.
 - Negative Screen (Cleared). If the person has no symptom(s) and no contact with a known COVID-19 case in the last 14 days, they can be cleared to enter and work for that day.
 - Positive Screen (Not Cleared):
 - If the person was not fully vaccinated¹ against COVID-19 and had contact with a known COVID-19 case in the last 14 days or is currently under quarantine orders, they may not enter or work in the field and must be sent home immediately to quarantine at home. Provide them with the quarantine instructions found at ph.lacounty.gov/covidquarantine.
 - If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter or work in the field and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at ph.lacounty.gov/covidisolation.
- ☐ Workers are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on [government programs supporting sick leave and worker's compensation for COVID-19](#).
- ☐ Upon being informed that one or 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 quarantined 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](#).

¹ People are considered fully vaccinated against COVID-19 two (2) weeks or more after they have received the second dose in a 2-dose series (e.g., Pfizer-BioNTech or Moderna), or two (2) weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J]/Janssen).

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- ☐ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer must report this cluster 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 COVID-19.
- ☐ Employees who have contact with others are offered, at no cost, an appropriate face mask that covers the nose and mouth. For more information, see LAC DPH COVID-19 Mask webpage at <http://publichealth.lacounty.gov/acd/ncorona2019/masks>. The face mask is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used. All employees must wear face masks at all times except when working alone in private offices with closed doors or when eating or drinking. The exception made previously for employees working in cubicles with solid partitions exceeding the height of the employee while standing is overridden until further notice.
- ☐ To ensure that masks are worn consistently and correctly, 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. At all times when eating or drinking, employees must maintain at least a six-foot distance from others. When eating or drinking, it is preferred to do so outdoors and away from others, if possible. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between workers.
- ☐ Occupancy is reduced and space between employees is maximized in any room or area used employees for meals and/or breaks. This has been achieved by:
 - Posting a maximum occupancy that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for breaks; and
 - Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
 - Placing tables at least eight feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions is encouraged to further prevent spread but should not be considered a substitute for reducing occupancy and maintaining physical distancing.
- ☐ Employees are instructed to wash, if applicable, or replace their face masks daily.
- ☐ All occupied desks, individual workstations or individuals on production lines are separated by at least six feet unless there are extenuating circumstances that require closer contact for brief periods of time.
- ☐ All employees, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the use face masks when around others.
- ☐ Break rooms, restrooms and other common areas are disinfected hourly, on the following schedule:
 - Break rooms _____
 - Restrooms _____
 - Other _____

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

- ☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

- ☐ Soap and water are available to all employees at the following location(s):

- ☐ 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.
- ☐ Optional—Describe other measures:

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- ☐ Office-based businesses that must open indoors for business operations that cannot be done remotely must limit indoor occupancy as follows. Unless staff at all office-based businesses are fully vaccinated² against COVID-19, the number of employees in the 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 50% of the maximum occupancy of the office-based business worksite.
Maximum number of customers in the facility limited to: _____
Maximum number of employees in facility per floor is limited to: _____
- ☐ Essential office-based businesses that are open for indoor essential operations that cannot be done remotely must limit indoor capacity to 75% of maximum occupancy.
- ☐ 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 6-foot 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 face masks. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.

² People are considered fully vaccinated for COVID-19 2 weeks or more after they have received the second dose in a 2-dose series (e.g. Pfizer-BioNTech or Moderna), or 2 weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J/Janssen].)

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- ☐ 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 absolutely necessary, these meetings must be limited to 15 or fewer participants and all participants must wear cloth face masks, no eating or drinking during the meeting, and the meeting must be held in a room that is large enough for participants to easily maintain physical distancing of 6 feet or greater from other participants.
- ☐ Nonessential travel is discontinued.

C. MEASURES FOR INFECTION CONTROL

- ☐ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. Effective ventilation is one of the most important ways to control small aerosol transmission. Consider installing portable high-efficiency air cleaners, upgrading the building’s air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces. See California Department of Public Health [Interim Guidance for Ventilation, Filtration and Air Quality in Indoor Environments](#) for detailed information.
 - Please Note: Ventilation and other indoor air quality improvements are an addition to, and not a replacement for, mandatory protections including wearing face masks (except in certain high-risk environments that require using proper respiratory protection), maintaining at least six feet of distance between people, washing hands frequently, and limiting activities that bring together people from different households.
- ☐ [Entry screening](#) is conducted before visitors may enter any of the establishment’s indoor or outdoor areas. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills, and whether the individual is currently under isolation or quarantine orders. (See County [Entry Screening](#) guidance.) 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 of a facility stating that visitors with these symptoms should not enter the premises.
 - Negative Screen (Cleared). If the person has no symptom(s) and no contact with a known COVID-19 case in the last 14 days, they can be cleared to enter for that day.
 - Positive Screen (Not Cleared):

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- If the person has had contact with a known COVID-19 case in the last 14 days or is currently under quarantine orders, they may not enter and must be sent home immediately to quarantine at home. Provide them with the quarantine instructions found at ph.lacounty.gov/covidquarantine.
 - If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at ph.lacounty.gov/covidisolation.
- ☐ Visitors arriving at the establishment are reminded to wear a face mask 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. Individuals who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used. To support the safety of your employees and other visitors, a face mask should be made available to visitors who arrive without them.
- ☐ Shared materials or objects (e.g., staplers, three-hole punches pens, coffee mugs etc.) have been eliminated, to the greatest extent possible.
- ☐ [Enhanced cleaning](#) of entire office space is completed on a regular basis.
- ☐ To the extent possible, doors, trash cans, etc. are contactless.
- ☐ Common areas and frequently touched object such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, and handrails are disinfected hourly using EPA approved disinfectants and following the manufacturer's instructions for use.
- ☐ Disinfectant and related supplies are available to all employees at the following location(s):

- ☐ Contactless payment systems are in place or, if not feasible, payment systems are sanitized hourly. Describe:

- ☐ If possible, customer service or reception areas have plastic barriers installed to limit contact between employees and visitors.
- ☐ 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.
- ☐ To the extent possible, movement of visitors to the worksite is limited to designated areas such as the reception or lobby area, customer service area, conference or meeting rooms, and public rest rooms.
- ☐ If necessary, staff are available to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.
- ☐ Visitors arriving at the worksite with children must ensure that their children stay next to a parent, avoid touching any other person or any item that does not belong to them, and are masked if age permits.
- ☐ Restrooms normally open 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.
- ☐ Use of digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas) is encouraged.

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- ☐ Break rooms, restrooms, and other common areas are being disinfected hourly, on the following schedule:
 - Break rooms: _____
 - Restrooms: _____
 - Other: _____
- ☐ Building infrastructure that supports bike commuting is open and capacity for bike storage increased if possible.
- ☐ Sharing of communal food is prohibited.
- ☐ Optional - Describe other measures (e.g. providing senior-only hours, incentivizing non-peak sales):

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- ☐ A copy of this protocol, or if applicable, the facility's printed Los Angeles County COVID-19 Safety Compliance Certificate is posted at all public entrances to the facility. For more information or to complete the COVID-19 Safety Compliance self-certification program, visit: <http://publichealth.lacounty.gov/eh/covid19cert.htm>. Facilities must keep a copy of the Protocols onsite at the facility for review, upon request.
- ☐ 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 mask, etc.). See the County DPH COVID-19 Guidance: <http://publichealth.lacounty.gov/media/Coronavirus/guidances.htm#business> for additional resources and examples of signage that can be used by businesses.
- ☐ 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.
- ☐ Online outlets of the workplace (website, social media, etc.) provide clear information about hours, required use of face masks, policies in regard to making appointments, and other relevant issues.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- ☐ Services that are critical to the customers/clients have been prioritized.
- ☐ Transactions or services that can be offered remotely have been moved on-line.
- ☐ Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

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: _____

Phone number: _____

Date Last Revised: _____

Attachment 5

City of Beverly Hills Department Reconstitution Plan

Department	Date of Phased In-Person Service Resumption	Plans for In-Person Services	Staffing Plans
City Attorney	May 3	All services to be offered in-person and virtually. Staff currently report on-site as necessary.	Staff will return on-site through rotating schedules. No more than 75% of office space will be occupied at one time in order to comply with LACDPH Office Workspace Protocols.
City Auditor	May 3	All services to be offered in-person and virtually. Staff currently report on-site as necessary.	Staff will return on-site through rotating schedules. No more than 75% of office space will be occupied at one time in order to comply with LACDPH Office Workspace Protocols.
City Clerk	May 3	All services to be offered in-person and virtually. Staff currently report on-site as necessary for the following: <ul style="list-style-type: none"> •Mail collection and dissemination. •Physical record keeping. 	Staff will return on-site through rotating schedules. No more than 75% of office space will be occupied at one time in order to comply with LACDPH Office Workspace Protocols. All payments will continue to be accessible online, and will be encouraged.
City Council	N/A	N/A	N/A
Community Development	May 3	All services to be offered in-person and virtually. Staff currently report on-site as necessary for the following: <ul style="list-style-type: none"> •Code Enforcement •Building Inspections •Critical City services 	See Attached.

<p>Community Services</p>	<p>May 3</p>	<p>Rec & Parks All services to be offered in-person and virtually. Staff currently report on-site as necessary for the following:</p> <ul style="list-style-type: none"> •Limited in-person services, as allowed by the LACDPH. <p>Library All services to be offered in-person and virtually. Staff currently report on-site as necessary for the following:</p> <ul style="list-style-type: none"> •Currently offering scheduled curbside pick up. •April 5th - Reduce quarantine time for material to 4 days. •April 12th - Reinstate inter-library loan between CA libraries. •April 19th - Reinstate homebound deliveries and pickups. Expand pick up services until 8pm. •April 26th - Open 3 days a week for limited hours and by appointments. First floor only, browse and checkout. Printing pickups using the Wi-Fi app. Indoor pick ups. Staff may have brief reference interactions with the public to assist with finding materials. •May 3rd - Limited passport appointment 	<p>Staff will return on-site through rotating schedules. No more than 75% of office space will be occupied at one time in order to comply with LACDPH Office Workspace Protocols.</p>
<p>Finance</p>	<p>May 3</p>	<p>All services to be offered in-person and virtually. Staff currently report on-site as necessary for the following:</p> <ul style="list-style-type: none"> •Accounts payable check processing •Payroll check processing •Customer service mail-in check processing 	<p>Staff will return on-site through rotating schedules. No more than 75% of office space will be occupied at one time in order to comply with LACDPH Office Workspace Protocols. Staff will resume first floor customer service/cashier functions full time. Many positions in the department are well suited for telecommuting, with no interruption of services provided.</p>

Fire Department	May 3	All services to be offered in-person and virtually. Staff currently report on-site as necessary.	Staff will return on-site through rotating schedules. No more than 75% of office space will be occupied at one time in order to comply with LACDPH Office Workspace Protocols. During mid summer a staffing reevaluation will occur for the long term outlook of inperson and telecommuting staff.
Human Resources	May 3	All services to be offered in-person and virtually. Staff currently report on-site as necessary.	Staff will return on-site through rotating schedules. No more than 75% of office space will be occupied at one time in order to comply with LACDPH Office Workspace Protocols. HR will only take scheduled appointments from employees and the community. With most duties remaining remote, such as examinations and panel interviews.
Information Technology	May 3	All services to be offered in-person and virtually. Staff currently report on-site as necessary.	Staff will return on-site through rotating schedules. No more than 75% of office space will be occupied at one time in order to comply with LACDPH Office Workspace Protocols.
Police Department	May 3	All services are being preformed by onsite staff, with case-by-case telecommuting in-place. Public access into the building is granted on as-needed basis.	N/A
Policy and Management	May 3	All services to be offered in-person and virtually. Staff currently report on-site as necessary.	Staff will return on-site through rotating schedules. No more than 75% of office space will be occupied at one time in order to comply with LACDPH Office Workspace Protocols.
Public Works	April 26th	All services to be offered in-person and virtually. Staff currently report on-site as necessary for the following: •Critical & Essential City services.	Staff will return on-site through rotating schedules. No more than 75% of office space will be occupied at one time in order to comply with LACDPH Office Workspace Protocols.