



LOS ANGELES COUNTY  
**CONSUMER &  
BUSINESS AFFAIRS**  
1.800.593.8222



## Protocols for Office Worksites: Appendix D





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# Our Services

- ▶ Consumer
  - ▶ Consumer Counseling
  - ▶ Complaint Investigation
  - ▶ Foreclosure Prevention
  - ▶ Center for Financial Empowerment
  
- ▶ Both Consumers and Businesses
  - ▶ Mediation
  - ▶ Small Claims Advisors

- ▶ Business
  - ▶ Concierge
  - ▶ LA County Certification
  - ▶ Procurement Technical Assistance Center (PTAC)
  - ▶ Minimum Wage

Telephone: 1-800-593-8222

Website: <https://dcba.lacounty.gov/>




# Re-closure of Businesses as of 7/1/2020 in LA County.

- ▶ Restaurant indoor dining. Still permitted are curbside, takeout, delivery and outdoor dining
- ▶ Bars, Breweries, Brewpubs, Pubs, Wineries, and Tasting Rooms Except for Retail Sales, which Can Be Open)
- ▶ Movie Theaters
- ▶ Family Entertainment Centers (i.e. bowling alleys, miniature golf, batting cages and arcades)
- ▶ Zoos and Museums: Indoor activities
- ▶ Cardrooms



# Re-closure of Businesses as of 7/13/2020 in LA County.

- ▶ Fitness Centers
  - ▶ Places of Worship
  - ▶ Offices for Non-Critical Sectors
  - ▶ Personal Care Services
  - ▶ Hair Salons and Barbershops
  - ▶ Indoor Malls
- 

# Requirements for reopening Office worksites



Workplace policies and practices to protect employee's health



Measures to ensure physical distancing



Procedures to ensure infection mitigation



Effective communication with employees and the public



Ensuring equitable access to critical services





# Applicable Measures



Every business must implement measures outlined

If not implemented, be prepared to explain why it does not apply





# Workplace policies and practices to protect employee's health



## 23 Measures under this section

### Establish, post and distribute clear guidelines for all employees

- ▶ Designate an on-duty employee responsible for monitoring compliance with established plan
- ▶ Require the immediate self-quarantine of employee(s) that had a workplace exposure.
- ▶ Access to COVID-19 test to determine additional workplace exposure.
- ▶ Leave policies should be flexible and non-punitive and allow sick employees to stay home and away from co-workers.
- ▶ 5+ cases withing the workplace within a span of 14 days, employer should report the outbreak to Dept. of Public Health at † (888) 397-3993 or (213) 240-7821.





# Workplace policies and practices to protect employee's health



## Symptom checks - Daily

- Create a check list for COVID-19 symptoms for employee for self-declaration.



FEVER OR CHILLS



SHORTNESS OF BREATH



COUGH



FATIGUE



MUSCLE ACHES



NEW LOSS OF TASTE



HEADACHES



SORE THROAT



NAUSEA AND/OR VOMITING



RUNNY NOSE

- A temperature check should be done at the worksite if feasible.
- Must be conducted before employees enter the workspace.
- These checks can be done remotely or in person upon the employees' arrival.







# Workplace policies and practices to protect employee's health



## **PPE ( Personal Protection Equipment)**

- Employer must offer at no cost a cloth face covering to all employees.
- Hand sanitizer, soap and water, is stocked for employee use
- Wash stations must be readily available and plenty of time must be given to employee.
- Stagger breaks to ensure social distancing.





# Measures to ensure physical distancing



## 15 Measures under this section

### Building – Six-Foot distancing

- ▶ Employees in building or by floor limited at any one time to easily maintain distancing.
- ▶ Workspaces / Cubicles spaced / redesigned / used to allow distancing.
- ▶ Tape or other marking placed to ensure employees / visitors in building, lobby, public entrances to maintain distancing.
- ▶ Elevator capacity based on distancing except for peak times or if elevator too small, then limit capacity to 4 or less riders. Must wear face cloth coverings.
- ▶ Employees discouraged from congregating in high traffic areas (i.e. hallways, stairwells, break rooms, bathrooms, etc.
- ▶ Commons areas (i.e. break rooms / kitchenettes) closed / restricted / redesigned





# Procedures to ensure infection mitigation



## 21 Measures under this section

### For the Office

- ▶ Maintain and check the HVAC system and ensure air flow through out the establishment.
- ▶ Eliminate shared materials (i.e. staplers, three-hole punches, pens, coffee mugs, etc.) possible
- ▶ Common areas and frequently touched objects (e.g., tables, doorknobs or handles, light switches, printers/copiers, handrails, etc.) are regularly disinfected using EPA approved disinfectants.
- ▶ Deep cleaning of entire office regularly by professional service
- ▶ Use of digital files rather than paper formats encouraged





# Procedures to ensure infection mitigation



## For Visitors

- ▶ To the extent possible, visitors by appointment only, pre-registered in a visit log with name, phone number and email address, and should come along. If accompanied (i.e. translator, minor, etc.), their information is captured in the visitor log as well.
- ▶ Customers must wear cloth face coverings to be served. This applies to all adults and to children over the age of 2.
- ▶ Limit visitor access to lobby, meeting rooms or designated areas.
- ▶ Hand sanitizer, tissues and trash cans are available to the public at or near the entrance of the facility.





# Effective communication with employees and the public



## 4 Measures under this section

- ▶ **A copy of the protocol must be posted at all public entrances to the facility.** For a copy, click on the below link below, click on “Reopening Protocols”, find “Office-Based Worksites” to find the English version, as well as Spanish, Traditional Chinese, Simplified Chinese, Korean, Armenian, Arabic, Farsi, and Cambodian:  
<http://publichealth.lacounty.gov/media/Coronavirus/>
- ▶ Signage has been posted to provide clear guidelines to the public about safety
- ▶ Signage has been posted advising employees and visitors to not enter if they have a cough or fever
- ▶ Online outlets of the workplace (website, social media, etc.) provide clear information about hours, appointment, face coverings, etc.





# Ensuring equitable access to critical services



## 4 Measures under this section

- ▶ Services that are critical to the customers/clients have been prioritized.
- ▶ Transactions or services that can be offered remotely have been moved on-line.
- ▶ Guidelines and access to the establishment must meet the Americans with Disability Act (**ADA**) requirements and those at high risk in public places.





# LAC DPH Resource Link



<http://publichealth.lacounty.gov/media/Coronavirus/guidances.htm#business>

- ▶ PPE Vendor list
- ▶ Notice to Customers Poster
- ▶ Workplace Managers
- ▶ Custodial Staff
- ▶ Field Staff
- ▶ Guidance for Cloth Face Coverings
- ▶ Cloth Face Coverings (Infographics)
- ▶ Cleaning and Disinfection Matrix
- ▶ Handwashing





# LA REGIONAL COVID FUND

- ▶ \$3 Million in grants available
- ▶ \$5,000 awards to micro-enterprises
- ▶ 15,000 awards to small businesses and non-profits
  
- ▶ 6 Rounds of applications, open for a week, starting on the following Mondays
  - ▶ 7/20/20
  - ▶ 8/10/20
  - ▶ 8/24/20
  - ▶ 9/7/20
  - ▶ 9/21/20

Go to <https://www.lacovidfund.org/> for more info and to apply!



# For more information

- ▶ **Dept of Consumer and Business Affairs**  
website <https://dcba.lacounty.gov/>
- ▶ Disaster Help Center at
  - ▶ Hours: M - F 8:30 am – 5:30 pm
  - ▶ Tel: (833) 238-4450
  - ▶ Email: [disasterhelpcenter@lacounty.gov](mailto:disasterhelpcenter@lacounty.gov)
- ▶ For cleaning and disinfection protocols. Please visit the CDC website <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

