

**OFFICIAL CORRESPONDENCE REVIEW FORM**

<b>INITIATED BY:</b> Commander Flores Commanding Officer, Training Group	<b>DATE:</b> March 12, 2020
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**STAFF OFFICER ASSIGNED:**  
Sergeant II Andrew Cullen, Personnel and Training Bureau at 213-486-7090

**SUBJECT:**

**TRAVEL AUTHORITY CANCELLATION**

	REVIEWED BY:	ATTN	REVIEWED BY:
6	WEBMASTER	1	TRAINING GROUP
	OPERATIONS-VALLEY BUREAU		CHIEF OF POLICE SCHEDULING OFFICE
	OPERATIONS-WEST BUREAU		OFFICE OF SUPPORT SERVICES
	OPERATIONS-SOUTH BUREAU	2	PERSONNEL AND TRAINING BUREAU
	OPERATIONS-CENTRAL BUREAU		CENTAL AREA
	INFORMATION TECHNOLOGY GROUP		PERSONNEL DIVISION
	IN-SERVICE TRAINING DIVISION	4	CHIEF OF STAFF
	TRAINING DIVISION	5	RISK MANAGEMENT AND POLICIES DIVISION

LAPD 15.75.0 (5/93)

**RECEIVED-6**

MAR 12 2020 #698 / 701

**OFFICE OF THE  
CHIEF OF POLICE**

**RECEIVED**

MAR 12 2020

#308

**Chief of Staff**

COS #	OSS#	PTB #	TG#

**OFFICE OF THE CHIEF OF STAFF**

**NOTICE**  
1.2

March 12, 2020

**TO:** All Department Personnel

**FROM:** Chief of Staff

**SUBJECT:** DEPARTMENT RELATED TRAVEL

Effective immediately, in accordance with Mayor Eric Garcetti's directive, all non-essential, new or pre-approved business travel for Department personnel is prohibited until further notice to all destinations, domestic and foreign. If an employee believes their travel authority would qualify as an exemption to the Mayor's current directive as outlined in the March 12, 2020 City of Los Angeles Memorandum- COVID -19 CITY GUIDELINES, have the employee submit a 15.2 via their chain of command to the Chief of Staff. All requests for exemptions will be evaluated on a case by case basis.

Should you have any questions or concerns regarding this matter, please contact the Office of the Chief of Staff at (213) 486-8740.



DOMINIC H. CHOI, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

Attachment

Distribution "D"



**ERIC GARCETTI**  
**MAYOR**

**MEMORANDUM**

**To:** All City Department Heads

**From:** Eric Garcetti, Mayor *EG*

**Subject:** **COVID-19 CITY GUIDELINES**

**Date:** March 12, 2020

Effective immediately, all City departments should be ready to implement strategies to protect their workforce from COVID-19 while ensuring continuity of operations. During this COVID-19 outbreak, employees exhibiting flu-like or other respiratory symptoms should stay home and away from the workplace. Ongoing respiratory etiquette, social distancing, and hand hygiene must be encouraged. Thorough cleaning of commonly touched surfaces must be performed regularly. Additionally, all City departments are to electronically disseminate updates and post relevant informational bulletins in work spaces. The following are new policy directives that are effective until March 31, 2020, unless superseded by other policy directive from this office:

**Public Events in City Facilities**

Commencing immediately, all City departments are directed to postpone or cancel all non-essential public community events or group activities that require close contact and meetings with 50 or more participants. Furthermore, all City departments are directed to postpone or cancel all non-essential public events that require close contact of vulnerable individuals, including those over 60 years old or with compromised immune systems.

Until further notice, I am directing a ban on all public events or conferences in City-owned properties that are anticipated to attract 50 or more attendees, whether sponsored by the City of Los Angeles or a non-City organization. Public events that include high-risk populations shall be limited to 10 or fewer attendees.

### **City Facilities and Gathering Venues**

Beginning immediately, General Managers shall develop and implement plans to stagger visitors to allow for no more than 50 public visitors (not inclusive of City staff, or employees of the facility or building) at a time in any public City building, public facility, or confined public properties or gathering places – including City museums, libraries, parks, pools, and community centers. Transit locations and similar facilities, including LAWA and the Port of Los Angeles, as well as all City shelters, are exempt from this requirement until future direction is given.

Effective immediately, the Los Angeles City Hall complex, including City Hall, City Hall East, City Hall South, and Van Nuys City Hall shall be temporarily closed to members of the public, except for public City Council meetings. Only City employees with valid identification badges shall be permitted entry. City officials shall encourage employees and members of the public to avoid public spaces or gathering places wherever possible.

For City-sponsored and non-City sponsored public events that are not cancelled, in accordance with California Department of Public Health guidelines, City staff and organizers shall be encouraged to:

- Make hand washing and hand sanitizing capability available; frequently clean high touch surface areas like countertops and handrails; and find ways to create physical space to minimize close contact as much as possible.
- Discuss event details with local health officials and prepare to implement an emergency contingency plan based on their specific guidance.
- Collaborate and coordinate with event and community partners including the local public health department, hotels where participants are staying, airlines, the event venue, and other partners. Use event messaging and communications to provide COVID-19 updates and to promote everyday preventive health messages to participants and staff.
- Promote messages that discourage people who are sick from attending events.
- Implement social distancing of 6 feet per person.
- Create refund policies or remote participation capability such as live stream that permit participants the flexibility to stay home when they are sick, need to care for sick household members, or are at high risk for complications from COVID-19.
- Provide COVID-19 prevention supplies at events, to the extent supplies are available. Plan to have extra supplies on hand for event staff and participants, including sinks with soap, hand sanitizers, and tissues. Promote proper and frequent hand hygiene.
- Maintain a registration list of participants and staff; this will significantly assist local public health in contact tracing in the event a COVID-19 case should later be identified as having attended the event.
- Isolate staff or participants in a designated space who become ill with symptoms consistent with COVID-19 at the event and provide a clean disposable procedure facemask, to the extent available, to wear for those who become ill. It is not necessary to distribute masks to healthy participants.
- Provide, if appropriate, alternative options for attending the event via phone, video, or web applications.

**City Employee Travel**

Commencing immediately, all non-essential, new or pre-approved business travel by City employees is prohibited until further notice to all destinations, domestic and foreign. Waivers of this policy are only provided by written approval from the Mayor's Office Chief of Staff.

**Board and Commission Meetings**

Until further notice, the City of Los Angeles will transition from public boards and commission meetings with in-person public attendance to accessible telephonic or video conferencing meetings with enabled comments, questions and engagement opportunities by the community through interactive technology.

The City of Los Angeles Information Technology Agency (ITA) is directed to develop technology solutions to support community interface and engagement for telephonic or video conferencing of board and commission meetings.

All City Boards and Commissions are authorized to cancel public meetings until ITA has enabled public telephonic or video conferencing meetings, to not exceed more than 2 consecutive monthly meetings.

**Teleworking & Employee Interaction**

As directed in my communication dated March 11, 2020, all General Managers are ordered to develop an Emergency COVID-19 Telecommuting Plan as part of their Departmental Continuity of Operations Plans (COOP), which may be implemented in the event that it becomes unsafe for staff to safely travel to or work from their normal work location, or in the event that doing so presents increased risk to health and safety. This plan shall include flexibility and consideration for employees considered at higher risk due to COVID-19, including but not limited to those who are over age 60, pregnant, or are experiencing underlying health conditions as identified by the Centers for Disease Control and Prevention (CDC). Further, all departments are ordered to substitute in-person meetings with telephonic or video conference calls to the extent practicable.