

## OFFICE OF SPECIAL OPERATIONS

### NOTICE

July 30, 2020

1.18

**TO:** All Department Personnel

**FROM:** Director, Office of Special Operations

**SUBJECT:** WORKPLACE SAFETY PROTOCOLS FOR ALL DEPARTMENT PERSONNEL AND FACILITIES

As the City and County of Los Angeles begin the process of lifting the Safer at Home order in phases, a safe and healthy workplace for employees and visitors is a top priority for the Los Angeles Police Department. Without exception, each Department facility must embody a work environment that promotes the safety of our employees.

In addition to the Department's Reconstitution Plan for the gradual and safe return of employees to their workspaces, the following uniform workplace safety requirements to resume services have been established to assist all commanding officers with their planning.

This document is consistent with Federal, State, and local regulations, and guidance and best practices based on what is known about how the virus spreads today. At this time, we know the virus that causes COVID-19 is thought to spread mainly from person-to-person through respiratory droplets when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within approximately 6 feet). Updates will be made as more employees return and new information emerges.

#### **I. Telecommuting**

- An Office of the Chief of Police (OCOP) Notice regarding the Department's telecommuting policy, was published on April 2, 2020, and is consistent with the City-wide telecommuting policy.
- Consistent with this Notice and with this phase of reconstitution, the Department has begun the process of returning employees, who were previously telecommuting, back to work. With regards to those members of the workforce who are considered "at risk," absent the availability of a vaccine, will continue to have the option of telecommuting or returning to work or a combination thereof.

## **II. Employee Health and Safety and Entry to Departmental Workplaces**

- The Office of Support Services (OSS), Facilities Management Division, is currently working with General Services Division to purchase and post required signage regarding health and safety protocols in all Department facilities.
- An OCOP Notice, published on May 14, 2020, and an additional OCOP Notice, published on May 22, 2020, mandate that all Department employees shall wear face coverings when interacting with the public and/or cannot socially distance from coworkers.
- The Office of Support Services issued an OSS Notice on March 20, 2020, dictating procedures for all commanding officers for requesting sanitizing supplies and personal protective equipment. This Notice shall continue to be in effect until further notice.
- All commands shall continue to implement temperature screenings as prescribed in the Department Operations Center (DOC) Notice, published on March 30, 2020. Additionally, the following protocols were recommended by the City and will be adhered to by all commanding officers:
  - Commands were issued iHealth thermometers and shall continue temperature screenings of all employees responding to the workplace.
  - Provide temperature and/or symptom screenings for all employees at the beginning of their shift and for any vendors, contractors, or other workers entering any Department facility. Commanding Officers shall determine who will screen individuals.
  - Follow the Equal Employment Opportunity Commission guidance regarding confidentiality of medical records from health checks.
  - Make employee health screenings as private as possible.
  - Conduct in-person checks consistent with Centers for Disease Control & Prevention (CDC) guidelines.

## **III. Issues in High Rise Buildings and Other Facilities**

- All Department employees shall continue to practice social distancing guidelines, wear face coverings and adhere to the “rule of four” in all elevators when conducting business at all Department facilities as outlined in the DOC Notice, published on April 24, 2020.
- Signage reminding all Department personnel of the “rule of four” in all elevators shall be posted throughout Police Headquarters Facility.

#### **IV. Physical Distancing Measures**

- Minimize the number of employees in the workplace by evaluating Departmental occupancy and capacity to maintain six feet of physical distancing between employee work or break areas, and six feet of physical distancing between visitors and employees.
- Use videoconferencing or teleconferencing (e.g., Microsoft Teams and Zoom) when possible, for work-related meetings and gatherings. When this is not feasible, hold meetings in open, well-ventilated spaces while continuing to maintain a distance of six feet apart and wear cloth face coverings.
- Use six-foot visual cues (e.g., floor markings, colored tape) to keep employees and the public safe and as needed.
- Minimize non-essential out-of-state employee travel as outlined in the Office of the Chief of Staff Notice, published on March 12, 2020.

#### **V. Public-Facing Departments/Public Counters**

- The Office of Support Services, Facilities Management Division, is currently working on signage for Department facilities informing all employees and the public that they should: avoid entering the facility if they have COVID-19 symptoms; maintain a minimum six-foot distance from one another; wear mandatory face coverings before entering the building; sneeze and cough into a cloth or tissue or, if not available, into the bend on the inside of the elbow; and, avoid shaking hands or engaging in any unnecessary physical contact.
- The Office of Operations will continue to follow the guidelines regarding the closure of geographic Area front desks as outlined in the Office of Operations Notice, published on March 17, 2020, until further notice.

#### **VI. Employees Working in the Field**

- Employees shall adhere to the procedures established in the Counter-Terrorism and Special Operations Bureau, Emergency Preparedness Bulletin, published on March 2020.
- Employees who encounter individuals experiencing homelessness requiring housing shall follow the guidelines in the DOC Notice, published on March 27, 2020.
- Those employees who encounter individuals with COVID-19 or believe they were exposed shall follow the procedures outlined in the OCOP Notice, published on March 30, 2020, and complete the required Employee's Report, Form 15.07.00, template.

- Commands within the Department shall continue to follow the methods for tracking calls for service related to COVID-19 as outlined in the OCOP Notice, published on May 13, 2020.
- Department personnel may continue to wear utility uniforms during the COVID-19 pandemic as outlined in the Uniform and Equipment Committee Notice, published on March 18, 2020.

## **VII. Cleaning**

- The City's General Services Department will continue to provide COVID-19 disinfection services at City facilities under the Personnel Department Guidelines Citywide Notification and Cleaning Memorandum, published on April 13, 2020.
- Department employees shall keep their personal work areas sanitized, including assigned vehicles, copy machines and specialized tools and equipment.
- Commanding officers shall provide cleaning materials and gloves to employees for these purposes by following the guidelines in the aforementioned OSS Notice.
- Employees shall be encouraged to regularly wipe down their personal work stations and equipment during their shifts as prescribed in the most recent DOC Notice, published on May 16, 2020.

## **VIII. Sick Leave/Families First Corona Virus Response Act Policies**

- Department employees shall follow the prescribed procedures and guidelines in the OCOP Notice, published on March 30, 2020, regarding employees who have been in close contact with a person with or likely to have COVID-19, and timekeeping and return to work protocol for persons exposed to COVID-19.
- Medical Liaison Section, Personnel Division, shall continue to track COVID-19 exposures and the Department shall continue to provide daily updates on the number of employees who have been tested, the number of employees who have tested positive, as well as the number who have tested negative. This is consistent with the guidelines delineated in the DOC Notice, published on March 26, 2020.

## **IX. Employee Assistance Program (EAP) and Free COVID-19 Test Registration**

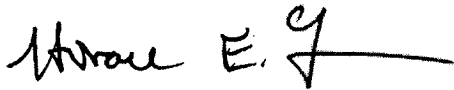
- Behavioral Science Services shall continue to provide mental health and employee assistance during the COVID-19 pandemic.
- All employees are eligible for free testing for COVID-19 as prescribed in the DOC Notice, published on May 9, 2020. This guidance will continue until further notice.

**X. Withdrawal Plan (Resurgence)**

- All positive COVID-19 cases shall be reported to Medical Liaison Section immediately.
- In the event that five or more cases are identified within the workplace within a span of 14 days, the Department shall report this outbreak to Medical Services Division or the Department of Public Health.
- In the event of a second COVID-19 outbreak, the Department will consider scaling back services and begin returning employees to telecommuting, paid administrative leave, and/or other safety measures in a short time frame.

Should you have any questions concerning this matter, please contact  
Commander David Kowalski, COVID-19 Department Reconstitution Safety Officer,  
at (213) 486-0141.

APPROVED:



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