

**OFFICE OF THE CHIEF OF STAFF**

**NOTICE**  
1.2

July 1, 2021

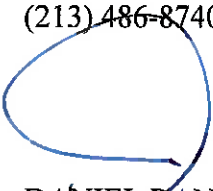
**TO:** All Department Personnel

**FROM:** Chief of Staff

**SUBJECT:** DEPARTMENT RELATED TRAVEL NOTICE – RESCINDED

Effective immediately, the Chief of Staff Notice for “Department Related Travel,” dated March 12, 2020, has been rescinded. Business travel by Department employees may resume and shall be arranged and approved through our established procedures. All Department employees resuming travel shall comply with the most recent orders issued by the Mayor and the Los Angeles County Department of Public Health (LACDPH), which are available on the City of Los Angeles and County of Los Angeles websites. Additionally, all Department employees should follow all LACDPH and Centers for Disease Control’s travel guidance while traveling.

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



DANIEL RANDOLPH, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

Attachment

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ERIC GARCETTI  
MAYOR

**MEMORANDUM**

**To:** All City Department Heads

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

**Subject:** City Employee Travel (COVID-19 City Guidelines)

**Date:** June 24, 2021

On March 12, 2020, COVID-19 City Guidelines were issued to protect City employees while ensuring the continuity of City operations. The Guidelines included a provision prohibiting non-essential travel by City employees without prior written approval of the Mayor's Office Chief of Staff.

The prohibition on travel is superseded by this order effective immediately. Business travel by City employees may resume effective today and shall be arranged and approved through the established procedures of each City department and under applicable rules for City-related travel.

All City employees resuming City business travel must comply with the most recent orders issued by the Mayor and the Los Angeles County Department of Public Health (LACDPH), available on [City of Los Angeles](#) and [County of Los Angeles](#) websites. If traveling, City employees should also follow all [LACDPH](#) and [Centers for Disease Control \(CDC\)](#) travel guidance.