



ERIC GARCETTI
MAYOR

MEMORANDUM

To: All City Department Heads
From: Eric Garcetti, Mayor *EG*
Subject: Revised COVID-19 City Guidelines Memo
Date: May 4, 2022

When the pandemic began in March 2020, I issued a series of guidelines to protect the City workforce from COVID-19 while ensuring continuity of operations. Thank you for all of your ongoing work and support since the pandemic began more than two years ago. Not only have you continued to provide Angelenos with key services through this incredibly difficult time, but you also did so while facing many operational challenges.

Although the COVID-19 pandemic is unfortunately still not over, we are seeing signs of progress and I am hopeful for what the future holds for Angelenos, our workforce, and your collective leadership. On May 4, 2022, City Hall and City Hall East will reopen to the public, and City Council will resume in-person meetings that day.

Effective immediately, my March 12, 2020 [COVID-19 City Guidelines Memo](#) is hereby rescinded in its entirety, and replaced with the following updated Guidelines:

- A. Protocols for City Employees Working at City Facilities:** City employees, including volunteers and contractors, shall refer to the following guidelines when working on site at City facilities:
1. The City's [COVID-19 Workplace Safety Standards](#) (or "Standards") are the City's COVID-19 safety protocols that departments must follow. The

Standards are established for the health and safety of its employees, contractors, and the public against the novel Coronavirus of 2019 (COVID-19). These Standards will be periodically revised, if and when needed to reflect applicable COVID-19 public health requirements, recommendations and/or guidance. Departments should also consult and follow other additional applicable regulations that are not covered under these Standards and should know that in certain instances, more stringent requirements may be established by the City as necessary, and as authorized by various regulatory agencies.

- Note: Information regarding masking requirements for City employees and procurement of appropriate masks is included in the “Face Coverings: Guidance for Staff for COVID-19 Prevention” memo from the Emergency Management Department dated January 7, 2022. A copy is attached as **Attachment A**.
2. Department Reconstitution Plans provide guidance and direction for ensuring the effective transition from continuing operations that focus department resources on its most critical functions, to reopening for the COVID-19 pandemic. The plans outline the process for the transfer of essential functions, personnel, records, and equipment for a phased reopening at different capacity levels, including leading up to full department reopenings. The Reconstitution plans are the guiding plans departments are using to outline their return to the office plans. These plans are accessible by City employees and other relevant stakeholders.

B. Protocols for Members of the Public visiting City Facilities

1. Proof of Vaccination is required to enter indoor portions of City facilities, per Municipal [Code Section 200.123](#). A City employee at a City facility is required to cross-check proof of vaccination for each individual who appears to be 18 years of age or older against photo identification. An individual eligible for a COVID-19 vaccine who does not provide proof of vaccination will be provided alternative arrangements for access to government services, to be determined on a case-by-case basis by each department, including, but not limited to, online or remote service, service outdoors, or providing proof of negative COVID-19 test prior to entering any indoor portion of a City facility.
2. Indoor Masking is required in City facilities until further notice, pursuant to the current [Safer LA Order](#) and the City’s [COVID-19 Workplace Safety Standards](#).

3. Individual department operations, including interactions with and access to services for the general public, are outlined in Department Reconstitution Plans.

C. Commission, Board, and other Brown Act Meetings

1. Commission, Board and Brown Act meetings overseen by departments may remain virtual until further notice.
2. Departments must develop a plan outlining the next steps for all Commission, Board and Brown Act meetings they oversee. The plans must address meeting location, safety protocols, and technology strategy. Prior to implementation, these plans must be discussed with and reviewed by the body's corresponding City Attorney, and subsequently approved by the subject Brown Act body. Once approved, the plans shall be incorporated into each department's Reconstitution Plan.

D. Public Events in City Facilities

1. Civic Center: Indoor special events at the Civic Center will remain unavailable until further notice. The City will revisit indoor special events at Civic Center facilities in the summer. Outdoor special events can commence on July 1, 2022 in the Triforium, City Hall East Plaza, City Hall South Plaza, South Lawn and Forecourt, in accordance with applicable rules promulgated by the General Services Department. Filming permits will be issued by Film LA for filming on the exterior. For filming on the interior, interested parties should contact Film LA for details.
2. City facilities not located in the Civic Center will reopen (or have re-opened) based on the phased-in operations outlined in Department Reconstitution Plans. For special events in these non-Civic Center facilities, members of the public should check with the corresponding department regarding current policies.

City of Los Angeles
Inter-Departmental Correspondence



Date: January 7, 2022

To: All City Department Heads

From: Carol P. Parks, General Manager *CPP*
Emergency Management Department

Subject: FACE COVERINGS - GUIDANCE FOR STAFF FOR COVID-19 PREVENTION

The City of Los Angeles Emergency Operations Center (EOC) continues to serve as the central hub to coordinate and support the City’s response to the COVID-19 outbreak. This includes ensuring the safety of City staff who are on the frontlines of this response. As a result, the City of Los Angeles EOC is coordinating with the Personnel Department’s Medical Services Division to provide guidance on the required type of face coverings/masks to be used by City employees.

Per the LA County Public Health Officer Order updated on January 5, 2022, as soon as possible, but **no later than January 17, 2022**, employers are required to “provide their employees with and require them to wear a well-fitting medical grade mask, surgical mask, or higher-level respirator, such as an N95 filtering facepiece respirator at all times while indoors at the worksite or facility.” See Attachment I for additional information.

This memo and its attachments provide updated information on the new workplace mask requirements, acceptable forms of masks, and information on how to order them. This memo supersedes previous face mask/covering guidance provided by the Emergency Management Department (EMD) regarding COVID-19.

Effective immediately, all mask requests are to be submitted via the EOC, as outlined in the instructions below.

Action Required - Report Burn Rates

In order to appropriately anticipate the City’s need for masks, each department must submit a weekly burn rate of N95 and surgical masks. At a minimum, estimate the number of masks needed as two masks per employee, per scheduled shift. City departments should also maintain a small additional supply of masks for unforeseen contingencies. Basic Continuity of Operations (COOP) information also needs to be completed weekly. **Beginning Monday, January 10**, departments are asked to submit their burn rates. From that point forward, **forms are due every Monday at 4 p.m.** by following this link: <https://veoci.com/veoci/p/form/ff88dh7zyfwt>.

Action Required - Ordering Masks

All departments must submit their resource requests for masks through VEOCI using the [Resource Request Form](#). Departments may submit orders for multiple weeks supply at a time. For requests to be processed a funding source is required. **Resource requests are due at 10 a.m. each Tuesday.** Requests submitted after this time may be delayed. For videos explaining how to access VEOCI and submit a resource request, visit <https://sites.google.com/lacity.org/gems/home/veoci-resources?authuser=0>

For questions, additional resources, and contact information, please see Attachment III.

Attachment I: Updated Guidance on Face Coverings - January 5, 2022

Attachment II: Face Covering Types & Use Guidelines

Attachment III: Resources for Further Information

ATTACHMENT I: UPDATED GUIDANCE ON FACE COVERINGS - JANUARY 5, 2022

According to LA County Department of Public Health's [Health Officer Order \(HOO\)](#), dated January 5, 2022, "as soon as possible, but no later than January 17, 2022, employers are required to provide their employees, who work indoors and in close contact with other workers or the public, with and require them to wear a well-fitting medical grade mask, surgical mask, or higher-level respirator, such as an N95 filtering facepiece respirator or KN95*, at all times while indoors at the worksite or facility." This memo outlines the City's expectations regarding the masking requirements indicated in the HOO dated January 5, 2022.¹ This order will continue until it is revised, rescinded, superseded, or amended in writing by the Health Officer.

Effective January 17, 2022, surgical masks and N95 respirators will be the acceptable forms of face covering for City employees for COVID-19 prevention with certain exceptions. Cloth masks are no longer acceptable in the workplace. At this time, N95 respirators are the preferred form of face covering for City employees. In the event a N95 respirator will not properly fit an individual, a surgical mask is an approved alternative.

***Important note regarding the KN95 referenced in the County Health Officer Order:** The City will not be issuing/distributing the KN95 masks at this time. Per Cal/OSHA, about 60% KN95 respirators in the United States are counterfeit (fake) and DO NOT meet NIOSH requirements.

¹[Los Angeles County Department of Public Health, Health Officer Order, *Responding Together in Work and in the Community*. Issued January 5, 2021.](#)

ATTACHMENT II: FACE COVERING TYPES & USE GUIDELINES

Face Covering Definition

“Face coverings (or face masks)” are face coverings that comply with Occupational Safety and Health Administration (OSHA) standards including surgical masks, medical procedure masks, voluntary-use respirators (such as N95s), and masks made of tightly-woven fabric or non-woven material of at least two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. Before putting on any face-coverings employees must wash hands or use hand sanitizer. Employees should NOT touch the face coverings when wearing it. It is recommended to place soiled face coverings in a plastic bag, before discarding and washing hands immediately after.

Acceptable Forms of Face Masks/Coverings

N95 Filtering Facepiece Respirator (FFR)

The N95 respirator is the most common type of particulate filtering facepiece respirators (FFRs). N95 is a respirator that has been certified by the National Institute for Occupational Safety and Health (NIOSH).² Per Cal/OSHA respirator filters should be replaced if they get damaged, deformed, dirty, or difficult to breathe through. N95 FFRs are disposable respirators that cannot be cleaned or disinfected and mainly for one-time use.

Ideally, such respirators should not be used once they are soiled, or the inner lining gets moist, therefore, departments need to evaluate the nature of work being performed where the mask may need to be replaced with additional masks as needed. N95 respirators are not designed for children or people with facial hair. Because a proper fit cannot be achieved on children and people with facial hair, the N95 respirator may not provide full protection. N95 respirators have limitations and do NOT filter out chemicals, gases or vapors in the air.

Departments issuing N95s to employees for voluntary use must provide manufacturer’s respirator use instruction, information on how to do a seal check, and the guidance contained in [California Code of Regulations, title 8, section 5144, Appendix D](#).

Surgical Masks

A surgical mask is a loose-fitting, disposable device that creates a physical barrier between the mouth and nose of the wearer and potential contaminants in the immediate environment. Ideally, such surgical masks should not be used once they are soiled, or the inner lining gets moist, therefore, departments need to evaluate the nature of work being performed where the mask may need to be replaced with additional masks as needed.

² The 95 in N95 stands for 95% efficiency, meaning the respirator can block out at least 95% of airborne particles that are greater than 0.3 microns in size. N95 FFRs are capable of filtering out all types of particles, including bacteria and viruses#. The letter N stands for “not resistant to oil.” N95 respirators will not work if there are oil-based particles in the air.

ATTACHMENT III: RESOURCES FOR FURTHER INFORMATION

For the latest information about Personal Protective Equipment (PPE), please visit: <http://publichealth.lacounty.gov/>.

For questions regarding this memo, please refer to the following:

- *For videos explaining how to access VEOCI and submit a resource request, visit <https://sites.google.com/lacity.org/gems/home/veoci-resources?authuser=0>*
- *For assistance with accessing VEOCI: eocplncoord@lacity.org*
- *For assistance submitting an EOC resource request: eocopscoord@lacity.org*
- *For assistance submitting the burn rate form: eocplncoord@lacity.org*
- *For questions about which masks qualify for use at work, contact: joanne.obrien@lacity.org or najma.bashar@lacity.org*