



LACCD EMERGENCY OPERATIONS CENTER

SAFETY ADVISORY

ESSENTIAL WORKER SOCIAL DISTANCING

April 17, 2020

INTRODUCTION

In order to further reduce the spread of COVID-19 among the Los Angeles Community District's facilities and colleges, including satellite campus facilities and the District's Educational Services Center, the District is enforcing this Essential Worker Social Distancing Protocol, which is adopted from the Los Angeles County Department of Public Health Social Distancing Guide published April 6, 2020 online at:

<http://publichealth.lacounty.gov/media/Coronavirus/GuidanceSocialDistancing.pdf>

NOTE: ALL LACCD facilities and colleges are physically closed to all but essential workers. Protective cloth face coverings are mandatory upon entry for all personnel. Security personnel will be equipped to provide limited personal protective equipment (PPE) to essential workers, but are authorized to restrict access to District facilities and colleges in the event such equipment is not available or persons seeking entrance to any LACCD facility or college do not already have their own PPE. This Advisory is subject to change and revision as further information becomes available.

ESSENTIAL WORKER SOCIAL DISTANCING PROTOCOLS TO BE USED AT ALL TIMES WHILE ONSITE AT ANY LACCD FACILITY OR COLLEGE:

1. Always keep in mind, "safer at home orders" to determine whether you need to be physically at any LACCD facility or college
2. Avoid public transportation services if possible
3. Avoid any place where more than 10 people are together
4. Maintain a minimum distance of at least six (6) feet apart from others
5. Limit your foreseeable exposure in small enclosed areas:
 - a. Take stairs instead of elevators or ride alone
 - b. Use phones, Zoom, text messages or emails to communicate to coworkers
 - c. Do not meet in small conference rooms
 - d. Be mindful of narrow corridors and portals; wait for others to pass
 - e. Plan your routes in advance to the extent possible to avoid others
 - f. Consider only one person at a time in restrooms, where possible.
6. Wash your hands frequently, at least every 30 minutes, preferred, or use an alcohol-based hand sanitizer or hand wipes periodically
7. Keep work areas clean, including phones, desks, keyboards and other devices