



**COUNTY OF LOS ANGELES
WORKFORCE DEVELOPMENT,
AGING AND COMMUNITY SERVICES**



**WORKFORCE DEVELOPMENT
PROGRAMS BULLETIN**

DATE: November 10, 2020

NUMBER: WDP B20-03

**LOS ANGELES COUNTY
AMERICA'S JOB CENTER OF CALIFORNIA (AJCC)
COVID-19 – COMMUNICATION FORM
(POSITIVE & SYMPTOMATIC INCIDENTS)**

PURPOSE

This bulletin provides the Los Angeles County Workforce Development, Aging and Community Services (WDACS) America's Job Centers of California (AJCC) COVID-19 Communication Form (Attachment A). Usage of this form is to be implemented upon release; this bulletin is effective immediately and shall remain in effect until otherwise stated by LA County WDACS.

SCOPE

The COVID-19 Communication Form shall be utilized by LA County AJCCs to report incidents of positive COVID-19 cases or experience of COVID-19 symptoms by AJCC staff, partner staff or participants to WDACS. Incidents must be reported to WDACS within 4 hours of AJCC management becoming aware of an occurrence. AJCCs must complete one form per affected individual and submit form/s to ajccops@wdacs.lacounty.gov.

The goal of reporting these cases to WDACS is to contain the spread of COVID-19 immediately and ensure the safety of the public, AJCC staff and partner staff. Attachment B *HIPAA Privacy and Novel Coronavirus* has been provided to give information regarding HIPAA Privacy Rules when sharing individual health information without consent. WDACS has reviewed these rules and determined this policy is in accordance with the HIPAA Privacy rules as HIPAA allows the sharing of health information without consent to "notify persons as necessary to prevent or control the spread of the disease" as noted on Attachment B under "*Sharing Patient Information, Public Health Activities*".

ACTION

Los Angeles County AJCCs shall ensure that the information provided herein is communicated throughout the operations, management, and governance structure of the AJCC and ensure the Bulletin is implemented and appropriately maintained until further notice. See the attachments for more details.

INQUIRIES

Inquiries regarding this bulletin described herein should be directed to ajccops@wdacs.lacounty.gov.

Irene Pelayo

**Irene Pelayo, Program Manager
Workforce Development Branch**

Attachments:

- A. AJCC COVID-19 Communication Form
- B. HIPAA Privacy and Novel Coronavirus