



## LOS ANGELES COUNTY YOUTH@WORK WORKSITE GUIDELINES DURING SAFER AT HOME ORDER

The following worksite guidelines are in direct response to the Countywide Safer at Home Order for Control of COVID-19 issued by the Department of Public Health and must be agreed upon by all current and new Youth@Work worksites and shall remain in effect for the duration of the order or until further notice provided by Workforce Development, Aging and Community Services (WDACS).

Coronavirus (COVID-19) is a respiratory disease that can impact all aspects of daily life, including the workplace. **To reduce the impact of the COVID-19 outbreak on businesses, employers, employees, and customers, worksites must exercise safe practices in the workplace following all local, state and federal mandates.** Minors under the age of 18 must have work permit to be placed at any worksite, and permit must be valid for all days worked. In addition, Youth@Work worksites given guidance herein must assist in identifying risk levels in the workplace and implement appropriate control measures. The Work Experience participant must be afforded all the guidelines below included as employees.

### Employer steps to Reduce Employees' Risk of Exposure

- Worksites must create signage to promote Social Distancing and frequent and thorough hand and must provide employees and visitors accessible places to wash their hands. If soap and running water is not available, an alcohol-based hand sanitizer should be made available containing at least 60% alcohol.
- Worksites must provide protective face coverings for all employees, and additional necessary Personal Protective Equipment (PPE), as required to keep employees safe while performing their job duties. Examples of PPE include gloves, goggles, face shields, face masks, and respiratory protection, when appropriate.
- Worksites must maintain regular housekeeping practices including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- Worksites shall ensure that symptom checks are conducted before employees may enter the workplace. Checks must include a check-in concerning cough, shortness of breath, fever, and any other symptoms an employee may be experiencing.
- Worksites must instruct employees to stay at home if they are sick.
- Worksites must provide employees and visitors with tissues and trash receptacles.

*(Signature required on next page)*

Develop Policies and Procedures for Prompt Identification and Isolation of Sick People

Worksites shall instruct employees and visitors to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Where appropriate, worksites shall develop policies and procedures for immediately isolating people who have signs and symptoms of COVID-19, and train employees to implement them. Safe work practices are types of administrative controls that include procedures for appropriate work used to reduce the duration or frequency of exposure to a hazard.

Worksite agrees to notify the America's Job Center of California (AJCC) Liaison immediately but no later than within a 24 hour period if the business becomes aware of any occurrence where the youth, another employee, or a member of the public that came to the worksite, display symptoms or test positive for COVID-19. It is at the AJCC and WDACS' discretion to remove youth from the worksite under these circumstances until it is deemed a safe site again.

**AJCC has carefully examined worksite conditions and ensures full compliance with the guidelines:**

**AJCC:** \_\_\_\_\_ **AJCC Representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**The undersigned Worksite Representative has carefully examined worksite conditions and ensures full compliance with the guidelines above:**

**Worksite Name:** \_\_\_\_\_

**Worksite Address:** \_\_\_\_\_

**Representative Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Youth Acknowledgement**

My signature below attests that I have read the worksite guidelines and they have been discussed with me. I acknowledge, accept, and fully agree to the conditions of its terms.

**Participant's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_