



COUNTY OF LOS ANGELES
WORKFORCE DEVELOPMENT,
AGING AND COMMUNITY SERVICES
WORKFORCE DEVELOPMENT
PROGRAMS DIRECTIVE



DATE: February 25, 2022

NUMBER: WDP D21-26

Countywide Youth Bridges Program Verification of COVID-19 Vaccine Compliance for Youth@Work Participants

EXECUTIVE SUMMARY

This directive provides guidance and establishes procedure for all County and Non-County operated America's Job Centers of California (AJCCs) on the Countywide Youth Bridges Program (CYBP) Certification of Compliance Form for Youth@Work Participants. This directive provides policy guidance to ensure compliance with the County's COVID-19 Vaccination of County Contractor Personnel Ordinance, and the reporting procedures for youth when they are no longer within compliance of the Ordinance.

REFERENCES

- [COVID-19 Vaccination of County Contractor Personnel](#)
- [WDP D18-03 Los Angeles County Youth@Work Countywide Youth Bridges Program](#)

BACKGROUND

On December 16, 2021, Los Angeles County provided information on its process to implement the recently approved County Ordinance, [COVID-19 Vaccination of County Contractors Personnel](#) (Ordinance). As a condition, all County and Non-County operated AJCCs must comply with all applicable laws, regulations, ordinances, and requirements while:

- 1) Interacting in person with County Workforce Members;
- 2) Working on County-owned or controlled property, while performing services under a contract with the County; or
- 3) Coming into contact with County workforce participants or the public while performing in-person services under a contract with the County.

The Ordinance has been extended to included contractors inclusive of the Youth@Work Program. Youth@Work participants must now be fully vaccinated and must provide proof of vaccination, unless they have been granted an exemption for qualifying medical or religious reasons.

POLICY AND PROCEDURES

AJCC shall ensure that all Youth@Work CYBP participants are within compliance with the County Ordinance by utilizing the *Countywide Youth Bridges Certification of Compliance Form* (Attachment I), and that they notify the County Department when participants are no longer within compliance.

Countywide Youth Bridges Certification of Compliance Form

When referring youth to any County worksite, AJCCs shall complete a *Countywide Youth Bridges Certification of Compliance Form*, confirming that participants are in compliance with the Ordinance, and therefore meet the requirement for work experience placement. The Certification of Compliance Form shall be given to youth to submit when completing their live scans and submitted via email to the County Department Contact listed on the CYBP work order, and copy CYBP@hr.lacounty.gov.

Notification of Non-Compliance

When CYBP participants are determined to not be following the County Ordinance, such as an individual with a valid exemption who is no longer completing weekly testing, AJCC staff must notify the County Department contact of non-compliance, immediately suspend the participant's work activities, and document in case notes.

The notification of non-compliance should include the participant's name and date of non-compliance. Once AJCC determines participant is compliant, the AJCC shall submit a new Certification of Compliance Form to County Department Contact listed on the CYBP work order, and copy CYBP@hr.lacounty.gov

ACTION

Youth@Work providers shall ensure that the policy and procedures described herein are communicated throughout the operations, management, and governance structures of its organization and that this directive is appropriately maintained until further notice. See attachments for more details.

INQUIRIES

Inquiries regarding this directive and the policies and procedures described herein should be directed Youthatwork@wdacs.lacounty.gov.



Irene Pelayo, Program Manager
Workforce Development

Attachment I: [Countywide Youth Bridges Certification of Compliance Form](#)