



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



DATE: February 28, 2022

NUMBER: WDP D21-27

Youth@Work COVID-19 Vaccine Mandate Acceptance Form for Work-Based Learning 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 Youth@Work COVID-19 Vaccine Mandate Acceptance Form for all Youth@Work Level 1 Work-Based Learning (WBL) participants. This form shall be provided to youth and legal guardians prior to enrollment, to ensure awareness and compliance with the [COVID-19 Vaccination of County Contractor Personnel](#) County Ordinance (Ordinance).

REFERENCES

- WDP D21-03 Youth@Work Work-Based Learning Technical Assistance Guide (TAG) PY2021-22 Directive
- [COVID-19 Vaccination of County Contractor Personnel](#)

BACKGROUND

On December 16, 2021, Los Angeles County provided information on its process to implement the recently approved County Ordinance (Attachment I). As a condition, all County and Non-County operated AJCCs funded by County to operate Youth@Work Level 1 WBL 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 County contractors and their employees. As a result, 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

The COVID-19 Vaccine Mandate Acceptance Form (Attachment II) provides information regarding the Ordinance and outlines the requirements for Youth@Work participants to be either fully vaccinated or provide a medical or religious exemption. If youth are granted an exemption, AJCCs must ensure they are tested weekly throughout program participation.

The COVID-19 Vaccine Mandate Acceptance Form is **mandatory** during the intake process. The form shall be utilized by AJCCs to inform WBL participants and legal guardians (if applicable) of the vaccine mandate requirement and ensure that participants acknowledge the requirements of the Ordinance prior to participating in the Youth@Work program. A copy, or the online link to the referenced Ordinance must be provided to youth and legal guardians. AJCCs must have each participant complete the COVID-19 Vaccine Mandate Acceptance Form and store the completed document, along with all other intake documents, in the participant's case file.

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.

INQUIRIES

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

Irene Pelayo

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Attachment I: [Contractor Personnel of County Code Title 2 – County Ordinance](#)

Attachment II: [Youth@Work COVID-19 Vaccine Mandate Acceptance Form](#)