



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



DATE: February 22, 2022

NUMBER: WDP D21-25

Countywide Youth Bridges Program COVID-19 Worksite Communication Form

EXECUTIVE SUMMARY

The purpose of this directive is to provide policy and establish procedures and guidance for all County and Non-County operated America's Job Centers of California (AJCCs) on the Countywide Youth Bridges (CYBP) Worksite COVID-19 Communication Form and reporting guidelines. This Directive provides guidance to ensure that County Departments are notified of positive COVID-19 results or potential exposure from youth participating in CYBP through the Youth@Work Program.

REFERENCES

- [WDP D21-18 LA County Workforce Development Programs Storing COVID-19 Vaccination Records and Testing for Work-Based Activities](#)
- [County of Los Angeles, Department of Public Health COVID-19 Isolation Instructions for People with COVID-19](#)

BACKGROUND

The County of Los Angeles has a strong interest to protect its county workforce members and the public from COVID-19 and its variants to continue to provide critical services to County residents. When one or more employees, assigned or contracted workers, or volunteers of the business has tested positive for, or has symptoms consistent with COVID-19 (case), the employer must have a protocol to require the isolation of case(s) at home and require the immediate self-quarantine of all employees who are close contacts of the case(s).

POLICY AND PROCEDURES

The Countywide Youth Bridges Program Covid Worksite Communication Form (Attachment I) shall be utilized by all County and Non-County Operated AJCCs to report instances of positive cases or possible exposures from youth participants to County Department worksites. Incidents must be reported to the individual County department CYBP Liaison within 24 hours of becoming aware of an occurrence and must follow the following procedures regarding COVID-19 positive participants.

AJCCs must complete one form per individual and send the forms to the CYBP Liaison within 24-hours with a cc' to Youth@Work@wdacs.lacounty.gov.

COVID-19 Positive

When AJCC staff are made aware of participant's positive test results, AJCCs shall complete a COVID-19 Worksite Communication Form and provide it to the Department CYBP Liaison within 24-hours' notice. AJCC staff shall instruct youth to stop working, and isolate for five (5) days, as outlined by the County guidelines through the [Department of Public Health \(DPH\)](#). AJCC staff shall continue to communicate with the participant to determine if the participant has tested negative after five (5) days, or has completed the isolation period after ten days, to return safely to work. AJCCs shall then informed the worksite Department CYBP Liaison of the day and time the youth may return safely to work.

COVID-19 Exposure

When AJCC is staff made aware of participant's exposure to COVID-19, AJCC staff shall complete a COVID-19 Worksite Communication Form and provide it to the Department CYBP Liaison within 24-hours' notice. AJCC staff shall instruct youth to stop working, and isolate for five (5) days, as outlined by the County guidelines through the [Department of Public Health \(DPH\)](#). Participant should test on day five (5) or later and provide test results to AJCC staff.

- If participant is negative, AJCC staff shall informed worksite Department CYBP Liaison of the date and time the youth will return to work.
- If test results are positive, AJCC shall instruct participant to follow guidelines, as outlined above for COVID-19 positive cases. Additionally, AJCC shall resubmit a COVID-19 Worksite Communication form to Department CYBP Liaison, indicating the now positive results.

Storing COVID-19 Related Documentation

To properly maintain and store records regarding test results for each participant, AJCC shall follow directive [WDP D21-18 LA County Workforce Development Programs Storing COVID-19 Vaccination Records and Testing For Work-Based Activities](#).

Attachment II *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 policy 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 II under "*Sharing Patient Information, Public Health Activities*".

***NOTE: For any non-CYBP worksites, provider and youth must comply with worksite practice and requirements.**

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

**Irene Pelayo, Program Manager
Workforce Development**

Attachment I: [Youth@Work Covid-19 Communication Form](#)

Attachment II: [HIPAA Privacy and Novel Coronavirus](#)