



COUNTY OF LOS ANGELES
WORKFORCE DEVELOPMENT, AGING AND
COMMUNITY SERVICES



WORKFORCE DEVELOPMENT
PROGRAMS DIRECTIVE

DATE: April 08, 2022

NUMBER: WDP D21-13

GUIDANCE TO REOPEN LA COUNTY AMERICA'S JOB CENTERS OF CALIFORNIA (AJCCs)- Updated

EXECUTIVE SUMMARY

This directive provides guidance to Los Angeles County America's Job Centers of California (AJCCs) on how to reopen AJCCs once the public health risk associated with COVID-19 decreases and it is deemed safe to reopen by State and LA County authorities. Guidance provided is aimed at safeguarding the health of AJCC staff and the clients and communities we serve. The guidance outlined in this directive along with policies and procedures must be adhered to upon the reopening of any AJCC. **A phased-in reopening of the AJCCs will occur in four (4) phases as noted in this directive.**

This directive update includes updated mask requirements, AJCC signage requirements, links to signage in multiple languages, and updated phased-in reopening date and other updates. **This change in policy is effective April 11, 2022.**

REFERENCES

- Employment Development Department (EDD) Information Notice WSIN20-07
- US Department of Health and Human Services, *Centers for Disease Control and Prevention*, <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- State of California, *California For All*, <https://covid19.ca.gov/>
- State of California, *Department of Public Health*, <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>
- County of Los Angeles, *Department of Public Health*, <http://publichealth.lacounty.gov/>
- County of Los Angeles, *Department of Public Health*, <http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/#IsolationDuration>
- County of Los Angeles, *Department of Public Health*, *Travel Advisory and Guidance* - <http://www.publichealth.lacounty.gov/media/Coronavirus/traveladvisory.htm>
- County of Los Angeles Department of Public Health, [*A Safer Return Together At Work and In The Community Beyond The Blueprint For A Safer Economy- Encouraging COVID-19 Vaccination Coverage With Limited Risk Reduction Measures*](#) (Issue Date: July 30, 2021)

- County of Los Angeles [WDP B20-03 Los Angeles County America's Job Center of California COVID-19 Communication Form \(Positive & Symptomatic Incidents\)](#)

BACKGROUND

On March 11, 2020, the World Health Organization declared COVID-19 a pandemic, causing governments nationally and worldwide to institute stay at home and safer at home orders for public safety. On March 15, 2020, Los Angeles County announced Safer at Home Orders closing all Los Angeles County facilities to the public beginning March 16, 2020, until further notice and closing many businesses as well to help slow the spread of COVID-19. Reopening of businesses are now gradually occurring with many safety measures in place.

While safeguarding the health and safety of our AJCC system staff and customers, the County of Los Angeles in collaboration with the Employment Development Department (EDD), California Workforce Development Board, the California Workforce Association, and AJCC partners, plan to reopen AJCCs when conditions allow in accordance with state and local guidance to provide essential employment and training services to job seekers and employers.

POLICY AND PROCEDURES

Health and Safety Worksite Plan

The goal for reopening LA County AJCCs is to effectively and safely provide Workforce Development program services including Workforce Innovation and Opportunity Act (WIOA) and local funded program services and partner services to businesses and job seekers, in accordance with the [Governor's Office](#), the [Centers for Disease Control \(CDC\)](#), the [California Department of Public Health \(CDPH\)](#), and [County of Los Angeles Department of Public Health \(LAC DPH\)](#) guidance. All AJCCs must reopen at the direction of LA County guidance and operate with appropriate safeguards to protect the health and safety of employees and customers.

AJCCs must develop a Health and Safety Plan (HSP) that addresses preparedness and responses to help guide protective actions against COVID-19. A sample HSP is provided as Attachment 1 of this directive. LA County AJCCs are to develop or update existing HSPs to include COVID-19 guidance and take the following steps:

- Establish or update a written HSP for each AJCC and designate a Health and Safety Single Point of Contact (SPOC) responsible for implementing the plan.
- Perform a comprehensive assessment of work and communal areas to align with state and LA County guidance.

- Develop a communication plan with AJCC partners to communicate information about COVID-19 outbreaks in the office. Identify appropriate AJCC partner contacts to ensure each entity is notified and appropriate protocols are deployed.
- Communicate the HSP with employees.
- Develop a schedule to routinely evaluate the office for HSP compliance and correct violations identified.
- Confidentially investigate COVID-19 employee illnesses and determine if any work-related factors contributed to the spread of the virus. Identify close contacts and work areas of an infected employee and take preventative measures to avoid additional COVID-19 infections.
- Inform LA County WDACS of any incidents of positive COVID-19 cases or experience of COVID-19 symptoms by AJCC staff, partner staff or participants via the [COVID-19 Communication Form \(WDP B20-03 LA County AJCC COVID-19 Communication Form\)](#)
 - AJCCs are required to report any cluster COVID-19 cases at the AJCC to Public Health. Identifying cases early provides an opportunity to contain outbreaks before they spread using appropriate workplace mitigation strategies, contact tracing, isolation and quarantine guidance, targeted vaccination strategies, and alignment of appropriate resources, including County mobile teams and community health workers to get in quickly, to reduce any chances that outbreaks will spread.
 - If a cluster is identified at an AJCC (defined as 3 or more cases of COVID within a span of 14 days), the Los Angeles County Department of Public Health must be contacted to initiate a cluster response which includes providing infection control guidance and recommendations, technical support, and site-specific control measures. Contact the Department of Public Health at www.redcap.link/covidreport or by calling 888-397-3993 or 213-240-7821.
- Update the HSP as necessary to prevent further cases.

Services

LA County Workforce Development Aging, and Community Services (WDACS) in conjunction with EDD will work with AJCC Operators and workforce partners to establish an appropriate service delivery model, services that will be offered, and referral processes. These services should be provided in a manner that promotes the health and safety of employees and meets the workforce needs of our customers. The following services can be provided either in-person by appointment, remote/virtual, or a combination of both as determined by the AJCC:

- Labor exchange services, including job search and placement assistance, and other employer and business services.
- WIOA Adult, Dislocated Worker, Youth@Work and local funded program activities and partner services including supportive services and training services

- Outreach, intake, referrals, and orientation for services available through the AJCC.
- Unemployment Insurance (UI) information and assistance in UI Online navigation.

Employee Roles and Expectations

AJCC staff may be instructed to return to their respective AJCC to continue in their regular job duties and functions with physical distancing guidelines **established by the CDC, State of California, and the County of Los Angeles, and safety protocols established by the AJCC and the County**. AJCC staff will serve customers based on the agreed service delivery strategy of the AJCC partners. This may include in-person scheduled appointments or remote/virtual services.

AJCC Staff health and safety protocols

- **AJCC staff, including partner staff, are not required to wear masks, but it is strongly recommended.** It is recommended to wear a well-fitting mask that covers their nose and mouth regardless of COVID-19 vaccination status [County of Los Angeles Department of Public Health Order of The Health Officer \(Current\)](#). Well-fitting and better filtering masks (e.g., double masks, high filtration cloth masks, medical masks) and respirators (e.g., N95s, KN 95s, KF94s) are highly recommended, but not required, for AJCC staff, during the workday, whether indoors or outdoors, riding in a shared vehicle, and when in contact or likely to encounter others as noted below:
 - AJCC staff are **strongly recommended, but not required,** to perform all job duties and functions while wearing a face covering/mask over the nose and mouth in the AJCC, including while assisting customers, while in the public areas of the AJCC.
 - AJCC staff do not need to wear a face covering/mask when staff is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing or when actively eating or drinking at a seated or stationary location in designated areas (e.g., lunchrooms, cubicles).
 - For resources and additional information related to masks please visit [LAC | DPH | Wear a Mask to protect yourself from COVID-19 \(lacounty.gov\)](#) and here [LAC | DPH | Mask Wearing Rules and Recommendations \(lacounty.gov\)](#)
- AJCC leadership are **strongly recommended** to set the tone on mask-wearing and model consistent mask use. If you have been alone in your office with your mask off, put your mask back on whenever you leave your office, or if you invite a co-worker into your office for a meeting.
- AJCCs must offer medical grade masks and respirators to employees who work indoors and in contact with other workers, customers, or members of the public in settings where masking is optional per LAC DPH guidelines.
- AJCCs should make gloves, disinfecting wipes, and hand sanitizer available. Frequent hand washing should be promoted, and restrooms always stocked with liquid soap and paper towels.

- AJCC staff will continue practicing physical distancing, staying six (6) feet away from customers and other staff.
- AJCC staff workstations shall meet social distancing guidelines.
- AJCCs shall install plexiglass shields in the reception and welcome area and other highly trafficked areas of the AJCC
- AJCC staff will not be mandated to test for COVID-19 prior to the launch of the AJCC re-opening. AJCC staff choosing to be tested should follow their health care provider's guidance, or LAC DPH directives regarding testing.
- AJCC staff are required to comply with temperature screenings, if mandated by the AJCC One-Stop Operator or LAC DPH guidance. Currently, temperature screenings are not mandated.
- AJCC staff are required to self-screen for COVID-19 symptoms daily using [CDC symptom guidelines](#). AJCC staff should notify their direct manager if they believe they have symptoms and are to stay home if ill.
 - Managers may consider telework in cases where an employee is unable to report to work.
- AJCCs shall conduct Symptom checks before employees enter the workspace. Currently, Symptom checks before employees enter the workplace is a LAC DPH effective strategy for preventing the spread of COVID-19.
 - Daily symptom screening of AJCC staff can occur upon arrival at the AJCC or remotely before reporting to work.
 - Screening must include questions regarding symptoms for COVID-19 and whether the employee has had contact with a person known to be infected with COVID-19 in the last 14 days. See *Attachment L- LACDPH Entry Screening* for sample screening.
 - Note, all documentation related to entry screenings and measurement of body temperature, if used, are medical records and must comply with all regulations related to the confidentiality, handling and maintaining of medical records.
- In the event of a suspected or positive COVID-19 case, the Health and Safety SPOC should immediately follow the reporting process in the AJCC's HSP to initiate communication with AJCC partners and WDACS.
- AJCCs shall immediately exclude any staff that test positive for COVID-19, or whose healthcare provider clinically suspects that they have COVID-19, from work and immediately quarantine all close workplace contacts.
 - If staff test positive for COVID-19 and are experiencing COVID-19 symptoms, or if a healthcare provider informs staff that they clinically suspect them to have COVID-19, staff must follow the isolation guidelines on the LAC DPH website here <http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/#> under *Ending isolation: if you have symptoms and test positive for COVID-19 or if your doctor thinks you have COVID-19*.

- If staff test positive for COVID-19, but never had any symptoms, staff must follow the isolation guidelines on the LAC DPH website here <http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/#> under *Ending isolation: if you test positive for COVID-19 and you never develop symptoms*.
- Full Isolation instructions in pdf can be found at the following link: [COVID-19: Isolation Instructions for People with COVI-19](#)
- Staff who have been in close contact with someone who is positive or presumed positive must self-quarantine and monitor their health. LA County quarantine guidelines and timeframes can be found in the [County of Los Angeles Department of Public Health Emergency Quarantine Order](#) and a summary of the guidance can be found at [COVID-19: Quarantine and Other Instructions for Close Contacts](#). All close contacts to a case are urged to test for COVID-19. Staff who must isolate or quarantine that cannot work from home should be given paid sick leave.
- A close contact is any individual within the workplace with the following exposures to a case with a positive COVID-19 test while the case was infectious:
 - Presence within 6 feet of the case for a total of 15 minutes or more over a 24-hour period, or
 - Contact with the case's body fluids and/or secretions, for example, being coughed or sneezed on, sharing of a drink or food utensils.
- Note, close contacts are exempted from Quarantine if they fit the following:
 - You are not required to quarantine if you have no symptoms AND
 - You are [fully vaccinated](#) OR
 - You have [recently recovered](#) from laboratory-confirmed COVID-19 within the last 90 days
 - While you are not required to quarantine, you are required to:
 - Monitor yourself for symptoms for 10days following exposure
 - Follow all other instructions for [fully vaccinated](#) or [recently recovered](#) close contacts in [COVID-19: Quarantine and Other Instructions for Close Contacts](#).
- Please visit [LAC | DPH |Workplace Best Practices to Prevent COVID-19 \(lacounty.gov\)](#) for more information on responding to COVID-19 in the workplace and find all information regarding quarantine orders at [LAC | DPH | COVID-19 Quarantine \(lacounty.gov\)](#).
- AJCCs shall establish non-punitive sick leave policies that allow AJCC staff to stay home when ill and to stay home to care for sick household members until staff is deemed safe to return to work by a medical professional or a medical professional determines family member is no longer in need of care due to COVID-19. Make sure that AJCC staff are aware of policies.
- AJCCs shall ensure staff know they may not come to work if sick, or if they are under isolation or quarantine orders.

- Cleaning and sanitizing continue to be a priority and should be done routinely up to but not limited to every 4-6 hours the AJCC is open. Additionally, sanitation supplies are to be available for AJCC staff to clean work areas between customers.
- AJCC staff who encounter customers who are agitated, disruptive, or refusing to abide by physical distancing guidelines should notify an appropriate AJCC manager immediately. Customer is to be made aware of physical distancing guidelines and face covering guidelines. AJCCs, upon AJCC manager determination, may deny services if customers refuse to comply.
 - An AJCC Customer Incident Report (Attachment T) detailing circumstances of an incident should be completed and sent to WDACS at ajccops@wdacs.lacounty.gov. no more than 24 hours after the incident.
- AJCCs are to ensure HVAC systems are in good working order, and ventilation has been increased, where possible. When weather and working conditions allow, increase fresh outdoor air by opening windows and doors. Consider using fans to increase the effectiveness of open windows and position window fans to blow air outward, not inward.

Practices for Safer Breaks, Meals, and Celebrations

AJCCs are to follow best practices to keep breakrooms and other common space where AJCC staff and partners congregate safe from COVID-19 transmission. Breakrooms are higher-risk settings because staff remove their masks to eat and drink. The more people there are in a room with their masks off, the higher the risk of transmission if someone is infected with COVID-19 and doesn't know it.

Best practices to make break time safer include the following:

- If possible, maintain an outdoor break area so AJCC staff can take their breaks and eat or drink outdoors. Encourage staff to eat outdoors or alone in a closed office space or distanced by at least 6 feet (about 2 arm lengths) from others if eating in a shared indoor area.
- AJCC staff who must eat indoors in a shared space should keep at least 6 feet from others where practical. When they are actively eating or drinking, staff need to be seated at a table, counter, or other stationary location to reduce the circulation of respiratory fluids in the room when their masks are removed. AJCC staff in these areas must put their mask on when they are not actively eating or drinking.
- Introduce extra ventilation into indoor breakrooms, if possible. Open windows and doors if working conditions allow, and use fans that are pointed outward, to draw air through the space.
- Stagger staff break times so that fewer staff are using breakrooms at one time. Ask staff to sign-up for specific time slots to minimize the number of staff sharing the breakroom at any given time.

Celebrations are an important part of workplace culture, but they also pose special risk for

spreading COVID-19. If possible, workplace celebrations should be limited to activities that can be held outdoors and that allow for social distancing. If food or refreshments are offered (birthday cake or beverages), consider having single servings available, and ensure that everyone is seated and distanced when eating and drinking.

Employee Testing Resources

- AJCC staff with insurance can be instructed to call their provider and arrange for testing and then report results to appropriate AJCC management.
- AJCC Staff with no insurance or whose providers cannot provide testing, can visit covid19.lacounty.gov/testing call 211 for help locating a free testing site. Here again, results must be reported to appropriate AJCC management.
- Wherever testing of close contacts occurs, AJCC staff must report results to appropriate AJCC management. This will permit the AJCC to carry out additional cycles of contact identification, quarantine, and testing if a close contact of the original case tests positive.

Please visit [LAC | DPH | Workplace Best Practices to Prevent COVID-19 \(lacounty.gov\)](https://lacounty.gov/Workplace-Best-Practices-to-Prevent-COVID-19) for more information including guidance on contact investigation, targeted testing and LAC DPH outbreak response. The best practices listed on this webpage are updated when any new Health Officer Orders are released and should be checked occasionally for updates.

COVID-19 Vaccine

Vaccines made by Pfizer, Moderna, and Janssen/Johnson & Johnson (J&J) are now available in Los Angeles County. In large studies that involved a diverse mix of people, all 3 vaccines were shown to be [safe](#) and effective at preventing COVID-19 disease, including severe illness and death. In addition, there is early data showing that the vaccines may help keep people from spreading COVID-19. Data is being collected on how effective the vaccines are against variants of the virus and how long protection lasts.

The COVID-19 vaccine is free to all eligible individuals, regardless of immigration status. Insurance is not required, and all medical information collected is protected by law. The vaccine is now available to everyone 5 and over in LA County. AJCC staff should talk to their healthcare provider or visit the LADPH [appointment webpage](#) for more information on vaccine availability, how to make an appointment, and what documentation is required.

LA County WDACS strongly encourages all AJCC staff to get vaccinated. WDACS Workforce Development has previously organized Vaccine appointment days for all AJCC staff interested in receiving the Vaccine. A [FAQ sheet](#) regarding the vaccine and [myths and facts](#) is attached with this directive. See the [resources on this page](#) for more information. Note, residents with disabilities or without computer access can call 833-540-0473 between 8:00 am and 8:30 pm 7 days a week for assistance with appointments.

Reasonable Accommodation Requests Related to Face Coverings

Employees who have been instructed by their medical provider that they should not wear a face covering/mask, [per LA County public health guidelines](#) are strongly recommended, but not required, to wear an alternative if their job involves regular contact with others, as long as their medical condition permits it. Regarding any aid, benefit, service, training, and employment, an AJCC must provide reasonable accommodations to qualified individuals with disabilities who are applicants, registrants, eligible applicants/ registrants, participants, employees, or applicants for employment, unless providing the accommodation would cause undue hardship. AJCCs are to follow the guidance within WDP D21-12 *WIOA Equal Opportunity and Grievance and Complaint Procedures- Revised* to process any Requests for reasonable accommodation related to face coverings. In compliance with state and county guidelines, a reasonable accommodation related to face coverings may include a face shield provided by the AJCC. The face shield should be worn with a drape on the bottom edge if their condition permits it. A drape that is form-fitting under the chin is preferred. Masks with one-way valves should not be used. See [Face Shields and COVID-19 FAQs \(ca.gov\)](#) for more information.

Customer health and safety protocols

- All AJCC customers, or other visitors, are **strongly recommended, but not required,** to wear a face mask/covering regardless of COVID-19 vaccination status [County of Los Angeles Department of Public Health Order of The Health Officer \(Current\)](#)
- AJCC customers are to always be encouraged, but not required, to wear face coverings while in the AJCC.
 - This applies to all adults and children 2 years of age and older.
 - Individuals who articulate they have been instructed not to wear a face covering by their medical provider or are listed as exempt within the LA County DPH guidelines <http://publichealth.lacounty.gov/acd/ncorona2019/masks/#notwear> are considered exempt from wearing one.
 - In order to support the safety of AJCC and partner staff and other visitors, a face covering should be made available to visitors who arrive without one and replace damaged, defective, or soiled masks. AJCC staff, partner staff and other visitors are strongly recommended to wear a face mask, but not required.
- AJCCs may require temperature screenings as customers enter AJCCs if required by the AJCC or LAC DPH guidance. AJCCs may modify lobbies to comply with physical distancing guidelines to accommodate walk-in customers.
- AJCCs shall conduct symptom checks before visitors/customers enter the AJCC.
 - Symptom screening of AJCC visitors/customers shall occur upon arrival to the AJCC and must include questions regarding symptoms for COVID-19 and whether the visitor/customer has had contact with a person known to be infected

with COVID-19 in the last 14 days. See Attachment L- LACDPH Entry Screening for sample screening.

- Note, all documentation related to entry screenings and measurement of body temperature, if used, are medical records and must comply with all regulations related to the confidentiality, handling and maintaining of medical records.
- AJCCs are to remove or rearrange chairs in waiting areas to practice social distancing by keeping chairs at least six feet apart. If unable to move, consider signage or tape on chairs to prevent customer's use.
 - Limit the chance of crowding inside the AJCC. When practical to do so, limit the number of persons within an area at any one time. Consider implementing time limits or appointments for equipment in resource rooms, which will, in turn support physical distancing.
 - Use outdoor space whenever possible to allow customers to line up for services outdoors. Use tents to protect from weather conditions and have water available.
 - Offer appointments to customers to manage the number of individuals coming to your AJCC for services.
 - Alter the physical workspace to increase distance between employee workstations and customers. Where distancing is not feasible, place barriers to block face-to-face pathways between individuals. Consider the height and posture of affected employees, directional airflow, fire safety, and the need for enhanced ventilation when designing and installing barriers.
- AJCCs are to limit the number of people in any elevator.
- AJCCs are to post signage with occupancy limits in shared work areas such as conference rooms, copy/print rooms, and break areas to reduce the risk of crowding in shared spaces.
- AJCCs are to identify personnel to clean public areas and manage customer flow within the AJCC. Consider foot traffic flow patterns and designate entrance and exit points.
 - Require regular cleaning and disinfecting of frequently touched surfaces including VOS greeter, tables, doorknobs, light switches, handrails, countertops, handles, desks, phones, computer mouse, keyboards, bathroom surfaces, etc.
- AJCCs are to use VOSGreeter kiosks, iPads, or CalJOBS VOSGreeter module, with staff assistance if needed, for customer sign-in. Use of kiosks help promote social distancing as it allows customers to sign in without interacting with AJCC staff. The VOSGreeter set up for sign in shall adhere to social distancing guidelines.
 - AJCCs shall provide hand sanitizer and disinfecting wipes at the VOSGreeter for customers to use before and after use of the kiosk.
- AJCCs are to provide hand sanitizer and cleaning stations in common and public areas for customer use.
- AJCCs are to install additional signage that encourages measures to prevent the spread of COVID-19, including the following:
 - Washing of hands often with soap and water for 20 seconds.

- Use of hand-sanitizer near entrances when hand washing is not feasible.
- AJCCs are to have signage at the entry to the AJCC that outline COVID-19 requirements, including a message that visitors must not enter the premises if sick or symptomatic.
 - Signage for these requirements can be found in multiple languages at: <http://publichealth.lacounty.gov/acd/ncorona2019/bestpractices/#signage> additional information, toolkits and signage can be found at [COVID-19 Media Page - LA County Department of Public Health](#)
 - AJCCs are to ensure COVID-19 requirements are also shared via any online channels and other communication methods used by the AJCC.

Communicating with customers

AJCCs, in collaboration with AJCC partners, will do the following:

- Continue with all job duties and functions inside the AJCC and have regular cleaning and disinfecting protocols and continue practicing physical distancing.
- Be proactive by informing customers about safety protocols when scheduled for in-person services.
- Ensure appropriate signage is posted to clearly communicate all expectations and safety protocols; make it available in additional languages, as necessary.
- Use a variety of media sources and electronic notifications regarding reopening of the AJCC and services available.
- If an AJCC closure occurs, immediately inform WDACS via email so we may update the AJCC status on our <https://workforce.lacounty.gov/> website and other media outlets. Additionally, you must publish the closure on your AJCC website, social media, and other media outlets.

AJCCs are encouraged to review their HSPs on a regular basis and adjust accordingly as new federal, state, and or LA County guidance is available.

Guidance for AJCC Custodial Staff

Each AJCC should have policies for AJCC staff protection and provide training to custodial staff which includes, proper cleaning and disinfection methods, when to use special clothing or personal protective equipment (PPE), and how to properly dispose of waste when cleaning is completed.

The guidance below should be followed by AJCC custodial staff providing cleaning services in public places and by general AJCC staff as well, as the information provides good practices to prevent the spread of COVID-19. Note, this does NOT replace routine cleaning and disinfection procedures but provides additional information to prevent the spread of respiratory viruses like COVID-19. Following cleaning guidelines assures that the AJCC facilities are cleaned effectively, while properly protecting custodial staff.

Personal Protective Equipment (PPE)

- Strongly recommend wearing a cloth face covering during the workday when in contact or likely to encounter others.
- Wear disposable gloves while performing high-touch job duties.
- Wear goggles/face shield if chemicals can splash.
- Wear appropriate protective clothing (apron) according to existing policies.
- Carefully remove gloves and throw them in the trash after use.
- Immediately wash your hands or use hand sanitizer.

Safe Practices

- Limit close contact with others by maintaining a distance of at least 6 feet, when possible.
- Wash cloth face coverings daily.
- Conduct routine laundering of work clothes/uniform.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Cover your cough or sneeze with a tissue or your elbow (not your hands).

Hand Washing

- Wash your hands regularly with soap and water for at least 20 seconds.
- Dry hands using a clean towel or air dry.
- If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Important times to clean hands on the job include:
 - Before and after work shifts
 - Before and after work breaks
 - After completing custodial tasks and removing gloves
 - After putting on, touching, or removing cloth face covering
- Additional times to clean hands:
 - Before, during, and after preparing food
 - Before eating food
 - After using the restroom
 - After blowing your nose, coughing, or sneezing

How to Clean and Disinfect

- Frequently clean all “high-touch” surfaces such as counters, tabletops, doorknobs, light switches, bathroom fixtures, toilets, trash cans, phones, remote controls, keyboards, tablets, and bedside tables. Use an Environmental Protection Agency (EPA)-registered product that cleans (removes germs) and disinfects (kills germs).
- Always follow the instructions on the labels of cleaning products and disinfectants.
- If possible, open doors and windows when cleaning.

- Hard, non-porous surfaces:
 - Wipe and/or scrub surfaces such as: floors, tables, desks, counters, sinks, toilets, and other hard-surfaced furniture and equipment by using everyday janitorial cleaning supplies or soap/detergent and warm water to remove dirt, grime, and germs.
 - Disinfect these same surfaces with an EPA-registered disinfectant. If an EPA-registered disinfectant is not available, use a fresh 2% chlorine bleach solution (approximately 1 tablespoon of bleach in 1 quart of water). Prepare the bleach solution daily or as needed. Test strips can be used to measure the solution to ensure that it is at the required level to disinfect.
- Soft and absorbent surfaces (carpets, couches and other):
 - Vacuum to remove dust and keep it from going into the air.
 - Spot-clean bodily fluid spills promptly according to existing policies and procedures.
 - Clean visible stains/debris on porous surfaces (e.g., carpet, rugs, furniture, and drapes) with appropriate cleaners indicated for use on the material.
 - If needed, use a steam cleaner on carpeting and other porous surfaces.

Trash disposal

- Wear gloves when handling trash.
- Ensure all trash is thrown away in a plastic bag.
- Place trash directly into a trash bin.
- Medical waste must be handled according to your existing policies and procedures.
- Remove gloves and immediately wash hands.

AJCC Phased-In Reopening

All AJCCs will reopen using a phased-in approach consisting of four (4) phases. Each phase will provide a timeframe and capacity limits for AJCC staff and participants at the AJCCs.

Phase 1

- September 20th, 2021 through October 31st, 2021.
- AJCCs will be open to the public at 30% of AJCC building capacity, inclusive of OSO staff, co-located partner staff, and the public. The 30% building capacity is not to be exceeded at any given time.

Phase 1 Extended

- November 1st, 2021 through February 28th, 2022.
- AJCCs will be open to the public at 30% of AJCC building capacity, inclusive of OSO staff, co-located partner staff, and the public. The 30% building capacity is not to be exceeded at any given time.

Note: Revert to Phase 1 reopening levels occurred due to COVID-19 surge.

Phase 2

- March 1st, 2022 through May 31st, 2022.
- AJCCs will be open to the public at 50% of AJCC building capacity, inclusive of OSO staff, co-located partner staff, and the public. The 50% building capacity is not to be exceeded at any given time.

Phase 3

- June 1st, 2022 through June 30th, 2022.
- AJCCs will be open to the public at 75% of AJCC building capacity, inclusive of OSO staff, co-located partner staff, and the public. The 75% building capacity is not to be exceeded at any given time.

AJCCs will fully reopen to staff and the public on July 1st, 2022. All guidelines laid out within this directive are to be followed during the phased-in reopening and after full AJCC reopening unless notified otherwise by LA County WDACS.

All AJCC locations including affiliates must be open to the public as of September 20, 2021 for regular business hours following the phased-in reopening guidelines provided herein. If for any reason your AJCC will not be open by this date, please notify Cheren Payne at cpayne@wdacs.lacounty.gov and ajccops@wdacs.lacounty.gov immediately.

ACTION


Los Angeles County AJCCs must ensure that the policies and procedures described herein are communicated throughout the operations, management, and governance structure of the contractor organization and that this Directive is appropriately maintained until further notice.

Los Angeles County AJCCs must develop and implement written internal controls and procedures incorporating all the requirements written in this directive.

AJCCs are required to develop a Health and Safety Plan (HSP) for each of their AJCCs. The HSP should follow the guidelines provided in this directive and must be updated, as necessary.

INQUIRIES

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



**Irene Pelayo, Program Manager
Workforce Development**

Attachments

[Attachment A: COVID-19 Health and Safety Plan Sample](#)

[Attachment B: LACDPH Preventing COVID-19 Masks](#)

[Attachment C: CDPH Face Shield Frequently Asked Questions](#)

[Attachment D: LAC DPH Protect Yourself and Others from COVID-19](#)

[Attachment E: CDC How to Safely Wear and Take Off a Cloth Face Covering](#)

[Attachment F: CDC How to Protect Yourself and Others](#)

[Attachment G: CDPH Help Prevent the Spread of Respiratory Diseases Like COVID-19](#)

[Attachment H: LAC DPH Guidance for Custodial Staff](#)

[Attachment I: EDD Workforce Services Internal Notice WSIN 20-07 Guidance to Re-Open America's Job Center of California Offices](#)

[Attachment J: How To Wear A Face Mask](#)

[Attachment K: COVID-19 Quarantine and Other Instructions for Close Contacts](#)

[Attachment L- LACDPH COVID-19 Entry Screening](#)

[Attachment M- LACDPH Wear a Mask and Know Your Rights](#)

[Attachment N- LACDPH Face Coverings Info Graphic](#)

[Attachment O- LACDPH Vaccine FAQ](#)

[Attachment P- LACDPH Guidance for Office-Based Businesses](#)

[Attachment Q- Vaccine Scams Information](#)

[Attachment R- Vaccination Appointment Sign Up Information](#)

[Attachment S- After Fully Vaccinated](#)

[Attachment T- AJCC Customer Incident Report](#)