



## WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES



### LA CARES - PANDEMIC RELIEF EMPLOYMENT PROGRAM (PREP) WORKSITE GUIDELINES DURING SAFER AT WORK ORDER

The following worksite guidelines are in direct response to the Countywide Safer at Work Order for Control of COVID-19 issued by the County of Los Angeles Department of Public Health (LACDPH) and must be agreed upon by all LA County Cares – Pandemic Relief Employment Program (PREP) 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). More information on Safer at Work order can be found at: <http://www.lapublichealth.org/media/Coronavirus/>

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, participants and customers, worksites must exercise safe practices following all local, state, and federal mandates.** PREP worksites given guidance herein must assist in identifying risk areas in the workplace and implement appropriate control measures. PREP participants must be afforded all the safety guidelines below.

#### Worksite steps to Reduce Participant Risk of Exposure

- Worksites must create signage to promote Social Distancing and frequent, thorough hand washing 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 have social distancing protocols in place in accordance with guidance with LACDPH:  
<http://www.publichealth.lacounty.gov/media/Coronavirus/docs/HOO/SaferatHomeOrderGuidanceBusinesses.pdf>
- Worksites must provide protective face coverings for all employees, and additional necessary Personal Protective Equipment (PPE) and plexiglass dividers, 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 up to but not limited to every 4-6 hours the business is open and must be in accordance with guidance from LACDPH.
- Worksites shall ensure that symptom checks are conducted before employees enter the workplace. Checks must include an evaluation 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. Worksite must also require visitors to wear face coverings, observe social distancing rules provided by LACDPH and prohibit visitors' entrance into the worksite, if they are exhibiting symptoms.

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 assigned America's Job Center of California (AJCC) immediately but no later than within a 24 hour period if the business becomes aware of any occurrence where the participant, 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's and WDACS' discretion to remove participants from the worksite under these circumstances until it is deemed a safe site again by the AJCC and/or WDACS.

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

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

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

**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:** \_\_\_\_\_

**Participant 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:** \_\_\_\_\_