



# LACCD EMERGENCY OPERATIONS CENTER SAFETY ADVISORY

## YEAR-END HOLIDAY TRAVEL, SICK LEAVE AND SAFETY UPDATES

November 23, 2020

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### BACKGROUND

Many people travel during the year-end holidays to be with family, friends or loved ones, but a significant rise in COVID-19 cases, hospitalizations and deaths is disrupting those plans. This Safety Advisory provides updated information on current Travel Advisories, Sick Leave and other Safety Updates. ***ALL LACCD personnel must read and understand this Advisory. If you have questions, talk individually with your supervisor.***

### TRAVEL ADVISORIES

On November 13, 2020, the California Department of Public Health (CDPH) announced a new [Travel Advisory](#) about the current risks of travel, especially for non-essential or leisure travel. The CDPH recommends no such travel until further notice. If you do leave the state, and upon return from other states or countries, "California residents should [practice self-quarantine](#) for 14 days after arrival."

The CDPH Travel Advisory is effective until further notice and could be upgraded to more stringent restrictions if the pandemic worsens. The District's Emergency Operations Center strongly recommends that all personnel carefully consider the risks of any non-essential travel at this time, especially for the upcoming Thanksgiving Holiday.

Notify your supervisor before leaving if you are planning non-essential vacation travel out of state prior to December 31, 2020. Health Officials are monitoring the situation for additional advisories or mandates for the December holidays. Updates will be provided when available.

### AVAILABLE SICK LEAVE

If you travel outside California and return, the CDPH Travel Advisory indicates a 14-day [self-quarantine](#) should be initiated when you return. The LACCD Human Resources Division has determined the following process concerning leave usage for the self-quarantine:

- Employees who are essential workers and work on-site at the District or the colleges will not be able to access their on-site offices or workstations while in self-quarantine.
- Employees who travel and begin the CDPH's 14-day self-quarantine prior to December 31, 2020 will be paid using available time per the Emergency Paid Sick Leave Act.
- Employees in self-quarantine who are able to work remotely and who are not sick may choose to work and not use sick leave.
- Employees who have already exhausted their allocation of emergency paid leave will need to use other quotas available.
- Employees are required to provide proof of out-of-state travel to be eligible for this leave.
- It is the responsibility of all employees to talk to their supervisors about their travel plans, the need to self-quarantine and how to account for their time.
- It is unknown at this time if the Emergency Paid Sick Leave Act or subsequent legislation will provide for similar emergency leave after January 1, 2021.

### SAFETY REMINDERS

- Wearing facial coverings and following all District EOC Safety Advisories and current Health Orders from CDPH and the Los Angeles County Department of Public Health (LACDPH) during the COVID-19 pandemic ***are mandatory***.
- Failure to follow procedures is considered insubordination. Employees can be given written notices that can result in further progressive intervention/discipline, which can lead to dismissal.



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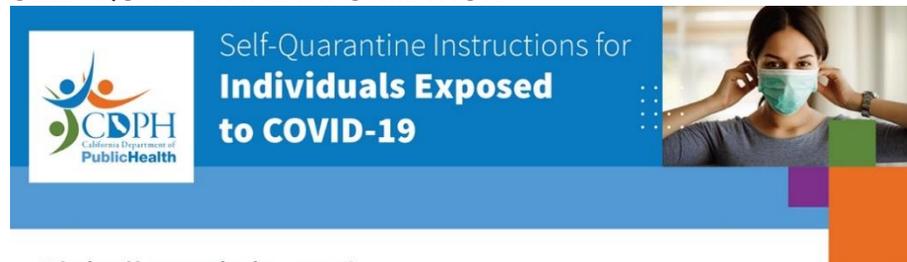
November 23, 2020

- Local LACDPH [Health Orders](#) **clearly state** that failure to comply is a crime punishable by fine, imprisonment, or both (California Health and Safety Code Section 120295; Los Angeles County Code Section 11.02.080).
- The previously issued Warning Memo from the District's Human Resources Division is incorporated into this Advisory. It is the responsibility of all LACCD personnel to read, understand and follow the procedures noted here and outlined in the Warning Memo.
- Employees who must access any LACCD college or District facility must be on the daily check-in list(s) AND must complete a symptom [self-check available online](#) or now via the colleges' SAFE app for smart phones and tablet devices. The self-check questionnaire has been revised to reflect changes due to travel. Each college is providing updated information about how to access the smart phone SAFE app per college.

### WARNING MEMO FROM HUMAN RESOURCES

See attached on next page.

### SELF-QUARANTINE INFORMATION



#### Why is self-quarantine important?

If you have been exposed to someone with COVID-19, you could be infected and spread the disease before you feel any symptoms even if you never feel sick.

#### How long should I self-quarantine?

You should [quarantine](#) for 14 days after your last contact with an infected person.

#### How do I self-quarantine?

- Stay home except to get medical care
- Do not have any visitors
- Stay at least 6 feet away from other people, especially those in high-risk groups that are more likely to get sick, such as people who:
  - Are over age 65
  - Are severely overweight
  - Have a chronic disease (like cancer, diabetes, or heart/lung disease)
  - Have a weak immune system



- Wear a face covering when around others
- Cover your coughs and sneezes
- Wash your hands often with soap and water for at least 20 seconds, or if you can't wash your hands, use hand sanitizer with at least 60% alcohol
- Disinfect any surfaces you touch frequently
- If you must be in a shared space, open windows when possible

#### Should I get tested for COVID-19 during self-quarantine?

Your public health department may ask you to get tested. Getting tested is especially important if you have [symptoms of COVID-19](#). Ask your medical provider or public health department about getting tested. To find testing in your area, visit [covid19.ca.gov/testing-and-treatment](https://www.cdph.ca.gov/testing-and-treatment).

#### What should I do if I start to have symptoms?

Contact your medical provider or public health department and discuss your symptoms, testing, and treatment. Be sure to alert your medical provider if you are in a high-risk group.

**Call 911 if you start to have emergency warning signs**



Difficulty breathing



Pressure or pain in chest



Bluish lips or face



Confused or hard to wake



Other serious symptoms



**If you call 911, tell the dispatch personnel that you have COVID-19.**

www.cdph.ca.gov/covid19 Document updated 9/24/2020



**HUMAN RESOURCES**

**TO:** All LACCD Employees

**FROM:** Mercedes C. Gutierrez, Acting Vice Chancellor, Human Resources Division

**DATE:** November 10, 2020

**SUBJECT: VIOLATIONS OF LACCD SAFETY PROTOCOLS & COUNTY HEALTH ORDERS**

Please remember that wearing facial coverings and following all other District Safety Advisories and current Health Orders from the [Los Angeles County Department of Public Health](#) during the COVID-19 pandemic are **mandatory**. Your health and life, as well as the health, safety and lives of your co-workers, family and friends depend on everybody following the basic protocols of using face coverings, frequent hand washing, social distancing and quarantine/self-isolation when needed.

Failure to comply with the District's mandatory safety protocols can constitute insubordination and can result in progressive intervention/discipline, which can lead to dismissal. The County's Health Orders clearly state that failure to comply is a crime punishable by fine, imprisonment, or both (California Health and Safety Code Section 120295; Los Angeles County Code Section 11.02.080).

All District Safety Advisories are on the website at: <http://laccd.edu/About/News/Pages/Safety-Advisories.aspx>

**Report violations of the District's Safety Advisories to the COVID-19 Hotline at (213) 221-5112.**

It is the direct responsibility of all full and part-time employees of the District to thoroughly read and follow the Safety Advisories. If you have any questions about compliance, you should speak to your supervisor. If you need to access District facilities you must follow the approved screening and check-in processes and use Personal Protection Equipment (PPE). If you do not have PPE, speak with your supervisor first before arrival to any District property or college campus. The District will provide PPE to all employees that are required to perform essential functions on District sites.

The Human Resources Division has now received numerous reports of employees at the colleges who have been observed not wearing facial coverings, inappropriately congregating and eating together without social distancing, riding in golf carts or other vehicles together and other violations. This behavior must stop.

The District cares about your wellbeing and wants you to be safe, but violations like these cannot continue. The past eight months have been difficult, but we must do everything we can to help stop the new surge of COVID-19 from spreading. Health Officials believe this resurgence is tied to "COVID Fatigue" by people who are not following safety protocols. Please don't become a statistic. Please don't be responsible for someone else becoming sick and possibly dying.

The rules are very simple:

- **When in public wear a mask; wear a mask at all times while at LACCD colleges, property and facilities**
- **Maintain at least six feet of distance from others**
- **Do not congregate with other people; follow all social distancing requirements**
- **Frequently wash your hands with soap and water and/or use appropriate hand sanitizer**

The life you save could be your own.

Thank you.