

All Community Classes and Activities covered by this guidance must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the Classes or Activities.

Community Class Name: _____

Facility Address: _____

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH
(CHECK ALL THAT APPLY TO THE FACILITY)**

- Everyone who can carry out their work duties from home has been directed to do so.
- Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible and should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home. Consider offering workers, docents, interns, and volunteer staff who request modified duties options that minimize their contact with customers and other employees (e.g., managing inventory rather than working as a cashier or managing administrative needs through telework).
- Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- All employees (including paid staff and volunteers; referred to collectively as “employees”) have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. See the entry screening process that follows. Employees understand to follow DFH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- It is strongly recommended that all staff and participants be fully vaccinated against COVID-19.
- Entry screenings are conducted before employees, volunteers, vendors, contractors, delivery personnel, and other support personnel may enter the workspace, in accordance with the LACDPH [Entry Screening guidance](#). Checks must include a check-in concerning cough, shortness of breath, difficulty breathing, fever or chills, and new onset of loss of taste or smell, and if the employee is currently under isolation or quarantine orders. These checks can be done remotely or in person upon the employees’ arrival. A temperature check should also be done at the worksite if feasible.
 - Negative Screen (Cleared). If the person has no symptom(s) and no contact with a known COVID-19 case in the last 10 days, they can be cleared to enter for work that day.
 - Positive Screen (Not Cleared):
 - If the person was not fully vaccinated against COVID-19¹ and had contact with a known COVID-19 case in the last 10 days or is currently under quarantine orders, they may not enter and must be sent home immediately to quarantine at home. Provide them with the quarantine instructions found at ph.lacounty.gov/covidquarantine.
 - If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at ph.lacounty.gov/covidisolation.
- Upon being informed that one or more employees test positive, the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees

¹ People are considered fully vaccinated against COVID-19 two (2) weeks or more after they have received the second dose in a 2-dose series (e.g., Pfizer-BioNTech or Moderna), or two (2) weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J]/Janssen).

- Organizations hosting community meetings should continue to offer remote viewing options for those who prefer to participate in meetings virtually.
- Private Events (Meetings / Receptions / Conferences):
 - Community Centers may be used to host or hold Private Events. The operator and host of the Private Event must comply with the Los Angeles County Public Health [Protocol for Private Events](#), which is attached to the Health Officer Order at Appendix BB.

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- Maintain communication systems that allow staff, participants, and parents/guardians to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.
- A copy of this protocol or, if applicable, the printed Los Angeles County COVID-19 Safety Compliance Certificate is maintained by the sponsoring entity (non-profit, school, community group, as applicable). For more information or to complete the COVID-19 safety compliance self-certification program, visit <http://publichealth.lacounty.gov/eh/covid19cert.htm>. Sports teams must keep a copy of the Protocol for Youth and Adult Sports Leagues must be kept onsite for review, upon request.
- Signs are displayed throughout the establishment that remind staff and participants of the need for physical distancing and the use of masks. See the [County DPH COVID-19 Guidance webpage](#) for additional resources and examples of signage that can be used by businesses.
- Signs are posted that instruct visitors that they should stay home if sick with symptoms consistent with COVID-19.
- Online outlets of the establishment (website, social media etc.) provide clear information about physical distancing, use of masks and other COVID-19 related issues/concerns.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- Services that are critical to the community have been prioritized.
- Measures are instituted to assure services for community members who have mobility limitations and/or are at high risk in public spaces.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: _____
Phone number: _____
Date Last Revised: _____