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

TRAVEL ADVISORIES AND HEALTH ORDERS
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 during the holidays. The CDPH recommended no such travel until further notice. If you do leave the state, and upon your return from other states or countries, California residents should self-quarantine to reduce the risk of virus transmission, according to the CDPH advisory.

LACCD continues to require that all District personnel must notify their supervisor before leaving if they are planning non-essential and/or vacation travel out of the county or the state.

The steep increase in COVID-19 cases and the impact on the region’s healthcare system has prompted the Los Angeles County Department of Public Health (LACDPH) to issue an updated travel quarantine notice effective December 28, 2020 for non-essential travel that was incorporated into updated Health Orders for Los Angeles County effective December 29, 2020.

The Health Order stipulates:

> “Persons arriving in the County of Los Angeles from other states or countries on non-essential travel, including returning County of Los Angeles or California residents, must practice self-quarantine for 10 days after arrival. Such persons must limit their interactions to those within their immediate household (unless they are also under quarantine). If such quarantined person develops symptoms of or tests positive for COVID-19 during the quarantine period, they must isolate themselves as required by the Health Officer’s Order for Isolation.”

The LACDPH revised Isolation Order effective December 17, 2020 is posted online.

The LACDPH Health Order includes specific exemptions regarding quarantine for essential workers who need to travel for work. The County orders are aligned with the CDPH Regional Stay At Home Health Order issued December 3, 2020.

Additional updates will be provided when available.

AVAILABLE SICK LEAVE
If you completed non-essential travel outside Los Angeles County and return, the LACDPH requires the 10-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 LACDPH 10-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 with 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.
• 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.
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.