



LACCD EMERGENCY OPERATIONS CENTER SAFETY ADVISORY COVID-19 UPDATED PROTOCOLS April 14, 2021, Revised July 21, 2021

INTRODUCTION

This Safety Advisory, originally issued [April 14, 2021](#), is hereby revised and is effective July 20, 2021. Although Los Angeles County “re-opened” with the rest of the state on June 15, 2021, changing conditions in Los Angeles County due to the rapid spread of the Delta variant of COVID-19 has prompted new restrictions by the Los Angeles County Department of Public Health. It is the responsibility of all who live, work and learn within Los Angeles County to be aware of, and follow, the [Health Orders](#) of the Los Angeles County Department of Public Health ([LACDPH](#)), including LACCD employees and students.

GENERAL SAFETY GUIDANCE & REMINDERS FOR EMPLOYEES AND STUDENTS

All specific reopening protocols and guidance for Institutes of Higher Education developed by LACDPH were retired by the department on June 15, coinciding with the broader re-opening of California’s economy. LACCD, its employees and students, now fall under the general [Health Orders](#) by the county, and, [Cal OSHA](#) for workplace safety for employees. It should be noted that local health orders can be more restrictive, but never less than, state requirements due to local conditions.

The county’s Health Orders are made pursuant to Sections 26602 and 41601 of the California Government Code and Sections 101029, 101040, 120175 and 120295 of the State’s Health and Safety Code. Violations can be considered an imminent threat and menace to the public health and persons committing such violations can be fined, imprisoned or both, according to LACDPH.

Failure to follow procedures also may be considered by LACCD as insubordination. Employees may be given written notices that can result in further progressive intervention/discipline, which may lead to dismissal. See the attached memo from the Human Resources Division which remains in force. Students are subject to the District’s Code of Conduct for violations. More information follows below for students.

MASKING / FACIAL COVERINGS

Effective as of Sunday, July 18, 2021, [LACDPH Health Orders](#) require that all persons, regardless of vaccination status, must wear masks/facial coverings at all indoor public settings. This includes all indoor spaces at LACCD district facilities, the colleges and any satellite sites such as South Gate and Van de Kamp. Masking information is [online](#).

Masking is not required outdoors, however, it is recommended that all unvaccinated persons wear a mask outdoors and that everyone should consider masking if attending a large or crowded outdoor event.

Read and understand the County Health Orders and talk with your immediate supervisor if you have any questions. Employees who declare to their immediate supervisors that they are unvaccinated may request one of the N-95 or KN-95 respirators. All others can wear disposable or washable facial coverings. LACCD will provide facial coverings upon request.

REPORT COVID-19 EXPOSURES AND POSITIVE CASES

All LACCD personnel and students are required to report any COVID-19 incidents to their immediate supervisor or instructor as soon as possible for [contact tracing](#) purposes. Reporting procedures are outlined in the [Safety Advisory For Reporting COVID-19 Incidents](#) posted online. Responding to COVID-19 in the Workplace information is posted by LACDPH [online](#).

The District also maintains a COVID-19 Hotline: (213) 221-5112 and email coronavirusinfo@laccd.edu that is monitored daily. If you believe you are sick from, or have



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symptoms of, COVID-19, read the LACDPH health information [online](#).

VACCINATIONS

LACCD recommends all personnel and students to get [vaccinated](#) as quickly as possible. Currently, vaccines are not mandatory as a condition of work or student attendance at LACCD, however, a possible mandate remains under review.

All persons age 12 or older are eligible to get vaccinated and health officials recommend that a vaccination is the best prevention against COVID-19 and the variants, such as the Delta that is causing the new masking orders in Los Angeles County. Many of our colleges are hosting vaccination sites and LACCD [students can receive up to \\$150](#) for getting vaccinated.

ACCESS TO COLLEGES AND DISTRICT FACILITIES

Per state law, the District is required to report any COVID-19 cases to local health officials until January 2023 for contact tracing purposes and containment of any new outbreaks. This requires LACCD to establish a districtwide approach for check-ins at all colleges and District facilities.

All LACCD employees and students are required to complete a health screening prior to entering a college campus or District facility. This must be completed each day. The self-screen is available via the SAFE app per college or on the District website.

The Safe App download links per college are:

- Los Angeles City College [Apple](#) [Android](#)
- East Los Angeles College [Apple](#) [Android](#)
- Los Angeles Harbor College [Apple](#) [Android](#)
- Los Angeles Mission College [Apple](#) [Android](#)
- Los Angeles Pierce College [Apple](#) [Android](#)
- Los Angeles Southwest College [Apple](#) [Android](#)
- Los Angeles Trade-Technical College [Apple](#) [Android](#)
- Los Angeles Valley College [Apple](#) [Android](#)
- West Los Angeles College [Apple](#) [Android](#)
- District Office [online only](#)

SOCIAL DISTANCING

All social distancing protocols by LACDPH have been retired.

TRAVEL, QUARANTINES AND ISOLATION REQUIREMENTS

Requirements for travel, quarantine and isolation are reflected on the [LACDPH website](#). It is the responsibility of all personnel to read, understand and follow the county's direction. Talk to your immediate supervisor if you have any questions if travel, quarantine or isolation issues will impact your work or work schedule.

The County's most current [travel advisory](#) is updated as of June 15, 2021.

The quarantine and isolation orders are found in multiple languages on this [website page](#).

ADDITIONAL INFORMATION FOR STUDENTS

NOTE: *Students who require reasonable accommodation(s) for their disability and/or medical condition need to contact the Disabled Students Programs and Services (DSPS) Office at their college as soon as possible to complete the process for obtaining accommodation.*



LACCD EMERGENCY OPERATIONS CENTER

SAFETY ADVISORY

COVID-19 UPDATED PROTOCOLS

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STUDENT CODE OF CONDUCT

NOTE: Faculty can cancel or dismiss a class due to serious disruptions to the learning environment or due to imminent threat or harm to anyone in the class. Safety issues should be reported to the Administrator on Duty or the nearest campus official.

If a student fails to adhere to the requirements during class, instructors may consider doing:

- Direct the student, in a clear and professional manner, to comply based on the safety protocols; share that non-compliance is a violation of LACCD/College requirements and non-compliance is subject to student discipline under the Student Code of Conduct.
- If the student complies, it is important to send a follow-up email or Canvas message to the student thanking them for protocol adherence.
- If the student refuses to comply, ask the student again to either comply or to leave the classroom immediately. Non-compliance is considered Willful Disobedience under the Student Code of Conduct. Directing a student to leave is considered a suspension for one to two class sessions under the Student Code of Conduct.
- Immediately notify the Administrator on Duty who will notify the Office of the Vice President of Student Services so that the student will be notified if any further disciplinary action is necessary.
- For emergency situations with a noncompliant student, the college's Administrator on Duty should be called for help

REMINDERS

- *Get Vaccinated*
- *Wear a mask that covers your nose and mouth—INDOORS—regardless of vaccination status*
- *Social distance from others who don't live with you*
- *Avoid crowds and poorly ventilated indoor spaces.*
- *Wash your hands often with soap and water, or use hand sanitizer if soap and water not available*



LOS ANGELES COMMUNITY COLLEGE DISTRICT

CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

HUMAN RESOURCES

TO: All LACCD Employees

FROM: Mercedes C. Gutierrez, ^{DocuSigned by:}
Mercedes Gutierrez
 Interim Vice Chancellor, Human Resources Division
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DATE: July 21, 2021

SUBJECT: VIOLATIONS OF LACCD SAFETY PROTOCOLS & COUNTY HEALTH ORDER

Please remember that wearing facial coverings and following **all** District Safety Advisories and current Health Orders from the [Los Angeles County Department of Public Health](#) during the COVID-19 pandemic is **mandatory**.

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.

Your health and life, as well as the health, safety and lives of your co-workers, family, friends and students depend on everybody following the basic protocols of using face coverings, frequent hand washing, social distancing and quarantine/self-isolation when needed.

All full and part-time employees are directly accountable, including all approved volunteers of the District, for thoroughly reading and following all Safety Advisories. Speak directly with your supervisor if you are unclear about how to comply. 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, contact your supervisor before arriving at any District property or college campus. The District will provide PPE to all employees/volunteers who work or volunteer at District sites.

The Human Resources Division has received prior reports of employees at the colleges who were observed not wearing facial coverings, inappropriately congregating and eating together without social distancing, riding in golf carts or other vehicles together and committing other violations. Conduct such as this must not occur on District sites.

The rules are very simple:

- **When in public wear a mask; wear a mask at all times while indoors at LACCD colleges, property and facilities**
- **Do not congregate with other people**
- **Frequently wash your hands with soap and water and/or use appropriate hand sanitizer**

The life you save could be yours AND another's.

Thank you.