INFORMATION BULLETIN NO. 22-01

DATE: October 21, 2022

TO: All Service Providers

FROM: Jaime H. Pacheco-Orozco, General Manager
Department of Aging

SUBJECT: UPDATED COVID-19 SAFETY GUIDANCE

EFFECTIVE DATE
This bulletin is effective as of October 21, 2022.

PURPOSE
The purpose of this bulletin is to provide Los Angeles Department of Aging (LADOA) Service Providers (Subrecipients) with updated COVID-19 Safety Guidance, specifically masking requirements and program capacity, for all LADOA programs and site locations. The guidance provided herein is subject to change in part based on updated Federal, State, and/or County public health guidance and Safety Program Guidance as published by Recreation and Parks (RAP).

1. Masking Requirement

Masks are no longer required while indoors, but wearing a mask while accessing indoor facilities is highly recommended.

However, the following masking guidelines must be adhered to:

Senior Service

- Agency staff should wear a mask when interacting and/or providing services to older adults in an indoor setting.
Food Service

- Masks are required when handling and serving food.
- The facility must continue to adhere to all food safety practices listed in the California Food Safety Code (CRFC).
- Gloves should be worn at all times while serving food. The gloves should be removed and hand hygiene must be repeated if the server steps away from the line or does some other task that is different.
- As much as possible, activities and events, meals/snacks, exercise classes and other group meetings should be held outside.

2. Vaccination Requirement

City, including RAP, facilities:

Proof of vaccination is a requirement to access any indoor services and facilities. Alternative programming may be available to those that cannot provide proof of COVID-19 vaccination.

Non-City facilities:

Proof of vaccination is a requirement to access any indoor services and facilities. Agencies are allowed the option to request a recent COVID-19 negative test, if proof of COVID-19 vaccination cannot be provided, to allow individuals access to indoor services.

3. Social Distancing Requirement

Social distancing requirement for senior programming is as follows:

- 6 feet - moderate to high exertion
- 3 feet - low exertion, eating, drinking

4. Program Capacity

Capacity for indoor programming will be increased to 80% capacity.

There are no programming limitations at this time. We continue to monitor COVID numbers daily and will provide an update when appropriate.

LADOA Contact
Questions or concerns should be addressed to Stewart Young, stewart.young@lacity.org.

Attachment:
RAP and EMD COVID-19 Safety Program Guidance – October 3, 2022
COVID-19 Safety Program Guidance  
Effective: October 3, 2022

The Emergency Management Division (EMD) developed the following guidance and modifications to ensure the safety of the department's employees, contracted vendors, participants, visitors, and volunteers. The Department of Recreation and Parks (RAP) complies with Workplace Safety Standards October 3, 2022, Appendix S, Appendix T1, and Guidance for Early Childhood Education Providers Requirements. All RAP employees are expected to adhere to the outlined COVID-19 safety guidance.

MASKING:
WHILE MASKS ARE NOT REQUIRED TO BE WORN ON CITY PROPERTY, CURRENT LA CITY GUIDELINES AND THE MOST RECENT CITY AND COUNTY HEALTH MANDATES ALL STRONGLY RECOMMEND MASKING AT ALL INDOOR FACILITIES.

VACCINATION:
THE LOS ANGELES MUNICIPAL CODE STILL REQUIRES PROOF OF VACCINATION AS A CONDITION OF ENTRY TO ALL INDOOR CITY FACILITIES (INCLUDING GRIFFITH OBSERVATORY AND CABRILLO MARINE AQUARIUM). FOR THOSE UNABLE TO PROVIDE PROOF OF COVID-19 VACCINATION, ALTERNATIVE PROGRAMMING IS AVAILABLE. INFORMATION ABOUT THE ALTERNATIVE PROGRAMMING CAN BE FOUND HERE HTTPS://BIT.LY/RAPALT

GENERAL GUIDANCE

All Office Spaces, Museums, Recreational Facilities, Aquatic Facilities
Follow established COVID-19 notification procedures for staff
Follow established COVID-19 notification process for participants

VACCINE
- Indoor: REQUIRED for all individuals (ages 12 and older) eligible for vaccines.
- Outdoor: NOT REQUIRED for participants/spectators.
  - VACCINATION COMPLIANCE RECORDING PROCESS
    League coordinators should maintain records of vaccination status and weekly COVID-19 compliance for all athletes, staff and officials. Do NOT keep a copy of the proof of full vaccination shown, nor copies of test results.
Fully Vaccinated: Two weeks after receiving a second dose of the Pfizer or Moderna COVID-19 vaccine or single dose of the Johnson & Johnson COVID-19 vaccine.

Acceptable Proof of Vaccination: Must provide one of the following

- A vaccination card which includes the name of the person vaccinated, type of vaccine provided, and date last dose was administered, or similar documentation issued by another foreign government agency.
- A photo of a vaccination card (both sides)
- An electronic vaccination card stored on a phone or devise
- Documentation of vaccination from a licensed healthcare provider

Photo Identification: Must provide one of the following

- Drivers license
- Government issued identification card
- School or work identification card
- Passport

MASKING

- INDOOR SPACES: Masks are strongly recommended but no longer required for all persons.
- OUTDOOR SPACES: Masks are not required but are recommended when crowding cannot be avoided.
- All sites must have masks available for anyone who requests a mask
- Employees may request a well-fitted medical mask or respirator such as N95 or KN95 from rap.safety@lacity.org

Non-vaccinated staff (with approved exemption) are encouraged to utilize double masking or request an N95 mask. Voluntary Use Form

PHYSICAL DISTANCING (indoor and outdoor)

- Overcrowding MUST be prevented
- Will be reinstated in the event of an outbreak

SCREENING

- Indoor: All staff, participants, spectators, officials and visitors will be screened utilizing current self-screening procedures
- Outdoor: No Longer Required

VENTILATION
• Doors and windows must be open as much as possible in the absence of immediate safety risks to staff and patrons
• Fans must be incorporated to maximize air flow
  (Fan speed should be placed on a LOW setting)
  ○ 1 fan to blow in fresh air
  ○ 1 fan facing outside - blowing out gym air
  ○ 2 pedestal fans positioned diagonally to the court/space
Strategic use of fans to improve air exchange at floor level may have significant impact at mitigating this risk. Best Practices for Gymnasium Ventilation

INDOOR SPACES
• Overcrowding MUST be prevented
• Each indoor space must have a posted capacity limit sign at the entrance
  (dependant on available space/staff):
  (Staff : Participants)
  • Pre-School - 1 : 8 up to 2:16 per cohort (standard ratios)
  • Afterschool - No longer limited
  • Classes & Clinics - No longer limited
  • Sports - No team limit required (no crowding)

HAND WASHING/SANITIZING
• Handwashing must be encouraged through signage and by staff when appropriate
• Soap must be available in restrooms
• Hand sanitizing stations must be available when the use of soap and water is not feasible

OUTDOOR SPACES
• Staff are encouraged to utilize outdoor spaces for all programs, activities, games, and meal times whenever possible and weather permits

REPORTING (STAFF FORM)
notification procedures for staff
• Stay home and notify supervisor IMMEDIATELY if:
  ○ Test POSITIVE for COVID (Vaccinated or Unvaccinated)
  ○ Symptomatic for COVID (Vaccinated or Unvaccinated)
  ○ Exposed to a COVID POSITIVE person (Unvaccinated ONLY)
    ■ California DPH Close Contact: Someone sharing the same indoor airspace (e.g., home, clinic waiting room, airplane etc.) for a cumulative total of 15 minutes or more over a 24-hour period during an infected person's (laboratory-confirmed or a clinical diagnosis) infectious period.
  ○ Follow the staff reporting process
REPORTING (PARTICIPANT FORM)

notification process for participants

- Must stay home or be sent home if:
  - Participant tests POSITIVE for COVID (Vaccinated or Unvaccinated)
  - Symptomatic for COVID (Vaccinated or Unvaccinated)
  - Masks required if participant begins feeling symptomatic
- Notify your supervisor and only complete the participant reporting form (within 1 day) if the participant is POSITIVE.

STAFF TESTING

- Free testing is available at CSY by appointment only
  - Staff unable to test at CSY when directed by HR, the employee must make plans to get tested through other arrangements. Test locations can be found at https://covid19.lacounty.gov/testing/
- General employee and immediate family testing is available at
  - CSY 3900 Chevy Chase Dr. Los Angeles CA 90039 by appointment only.
    - Register for CSY testing:
      - Step 1 - Click here to register for a test (https://bit.ly/rapc19test)
      - Step 2 - Contact logistics by calling 213-485-5559 to make an appointment.
      - Step 3 - Follow the signage for testing to designated stalls.
- Staff unable to test at CSY must make plans to get tested through other arrangements. Test locations can be found at https://covid19.lacounty.gov/testing/

GENERAL MAINTENANCE

- At least once a day or as needed
- Each site will provide routine cleaning with disinfection of frequently used spaces and equipment
- Restrooms cleaned frequently, but no less than once per day during operating hours
- Sanitize high touch surfaces

SIGNAGE

- COVID signs must be posted around the facility: handwashing, social distancing & self screening
  - UPDATED 10.3.22 Indoor Vaccination - Vaccination Sign - English
    - Vaccination Sign - Spanish
  - (Post: Main Building or any entrances, Check-In
  - UPDATED 10.3.22 Mask Sign- English
AQUATICS
FOLLOW GENERAL GENERAL GUIDELINES

MUSEUMS
FOLLOW GENERAL GENERAL GUIDELINES

CHILD CARE AND AFTEESCHOOL PROGRAMS
IN ADDITION TO THE GENERAL GUIDELINES

MASKING
- No longer required, strongly recommended for 2 years and up

SCREENING
- Entry screening of all employees and participants must be done upon arrival and remotely before arriving. Symptoms include:
  - Cough
  - Shortness of breath
  - Difficulty breathing
  - Fever and chills

Isolation
- Isolation is required if at any time during the day an employee or participant begins feeling symptomatic
- Mask required while in isolation area
- Participants must be supervised while in isolation, until they can be picked up
REPORTING
- Submit a participant covid reporting form for a positive case to the DOC Director (rap.docdir@lacity.org) within 1 day

COHORT
- No longer limited

FOOD
- Masks and gloves are required when serving buffet style meals

SPORTS, CLASSES AND LEAGUES
IN ADDITION TO THE GENERAL GUIDELINES

OFFICIALS
- Must have a vaccination attestation letter on-file at each location they are performing duties

VOLUNTEERS
- Volunteers must be fully vaccinated in order to volunteer in any RAP programs. No exemptions.
- Staff must check Voglistic to verify volunteer status. (Volunteers not listed cannot volunteer.)

EQUIPMENT
- Shared equipment must be cleaned / sanitized regularly
- Bringing your own equipment is encouraged

OPENING DAY & BANQUETS
- Must be scheduled outdoors when possible
- Follow special event guidelines
- COVID safety plan must be submitted to the DOC DIR for review if attendance exceeds 100 for indoor and 500 for outdoor

PROGRAM TESTING
- No longer required
RAP HOSTED SPECIAL EVENTS (HOLIDAY EVENTS)
IN ADDITION TO THE GENERAL GUIDELINES

SIGNS
• Must be posted around event area: handwashing, social distancing & self screening
• Have clear directional signage to prevent crowding and bottlenecking

ACTIVITIES
• Provide low risk activities / games
• Inflatables - limit capacity & recommended masking

FOOD
• Masks and gloves required when serving buffet style meals
• Food service must be managed to eliminate overcrowding

DOC WILL PROVIDE BEST PRACTICES OR EMERGENCY PLANS FOR:
Special Events and Permits that have:
   A. More than 100 attendees for indoors events
   B. More than 500 attendees for outdoor events

SENIOR PROGRAMMING
IN ADDITION TO THE GENERAL GUIDELINES

PROGRAMMING
• No programming limitations at this time
• Social distancing for senior programming
   o 6 feet - moderate to high exertion
   o 3 feet - low exertion, eating, drinking
• COVID capacity - Indoor capacity will be capped at 80%

FOOD SERVICE
• Masks required when handling and serving food
• The facility must continue to adhere to all food safety practice listed in the California Food Safety Code (CRFC)
Gloves should be worn at all times while serving food. The gloves should be removed and hand hygiene must be repeated if the server steps away from the line or does some other task that is different.

As much as possible, activities and events, meals/snacks, exercise classes and other group meetings should be held outside.

TRANSPORTATION GUIDELINES

- Screening is conducted prior to entering the vehicle.
- During pick-ups only screen for symptoms.
  - If a child does not have symptoms, they may be seated in each open seat.
  - If a child has symptoms, staff must provide and require the child to wear a mask while traveling on the bus / van.
  - If the parent is unable to pick up the child, inform the center, and the child will be transported to the center and placed into isolation until the parents arrive.
    - The child must be seated in a row not occupied by other children.
- Keep all windows open to maintain good ventilation. Avoid using recirculated air options while there are passengers in the vehicle; use the car’s AC vents to bring in fresh outside air.
- No eating or drinking inside the vehicles.

PERMITS & RENTAL HALLS

DOC WILL PROVIDE BEST PRACTICES OR EMERGENCY PLANS FOR:

A. More than 100 attendees for indoors events
B. More than 500 attendees for outdoor events

C19 Permit Agreement Form - Click Here attached to permit application for records.

DOC approval not required for Rental Halls
C19 Permit Agreement Form for Film Permits and Rental Halls - Click Here attached to permit application for records.

Reference: (Click on links below)
- CDC Ventilation Guidance
- CDC Handwashing and Respiratory Etiquette
- CDC Cleaning Guidance
- Promoting COVID-19 vaccination for those eligible