



KAREN BASS
MAYOR

MEMORANDUM

To: All City Department Heads

From: Karen Bass, Mayor *Karen Bass*

Subject: Revised COVID-19 City Updates Memo

Date: February 1, 2023

When the pandemic began in March 2020, a series of guidelines were issued to protect the City workforce from COVID-19 while ensuring continuity of operations. Nearly three years later, the COVID-19 Declaration of Local Emergency will end on February 1, 2023. The State of California is anticipating a termination of the State emergency on February 28, 2023.

Although COVID-19 is still with us and will likely remain for some time, today we have access to tools that we did not have in 2020 – including updated vaccines, at-home testing, and therapeutics. These tools have been instrumental in allowing us to collectively look towards the future with hope and optimism as we establish the “new normal.”

I would like to thank all of you for your ongoing work and support since the pandemic began. Not only have you continued to provide Angelenos with key services through an incredibly difficult time, but you also did so while facing significant operational challenges. Your tireless commitment and dedication to the people of Los Angeles is commendable.

We will continue to monitor COVID-19's evolution as a disease and in the community and will issue additional guidance as necessary. In the meantime, **effective immediately, the May 4, 2022 COVID-19 City Guidelines Memo is hereby rescinded in its entirety, and replaced with the following update:**

A. Protocols for City Employees, Volunteers, and Contractors Working at City Facilities

1. **Workplace Safety Standards:** The City's COVID-19 Workplace Safety Standards (or "Standards") remain the City's COVID-19 safety protocols that departments must follow. The Standards are established for the health and safety of its employees, contractors, and the public against COVID-19. These Standards will be periodically revised, if and when needed, to reflect applicable COVID-19 public health requirements and workplace safety regulatory requirements, recommendations and/or guidance. More stringent requirements may be established by the City as necessary, and as authorized by various regulatory agencies. Departments should also consult and follow other additional applicable regulations that are not covered under these Standards.
2. **Department Reconstitution Plans:** Department Reconstitution Plans have provided guidance and direction for ensuring the effective transition through surge phases during the COVID-19 pandemic. The plans have outlined the process for the transfer of essential functions, personnel, records, and equipment for a phased reopening at different capacity levels, including leading up to full department reopening. After the lifting of the Declaration of Local Emergency, Departments should retain a copy of the most recent Reconstitution plan, should there be a need to modify operations due to future public health emergencies.

B. Protocols for Members of the Public Visiting City Facilities

1. **Proof of Vaccination:** Upon the lifting of the emergency on February 1, 2023, Proof of Vaccination will no longer be required for members of the public to enter indoor portions of City facilities, per the sunset provision of Municipal Code Section 200.127.

C. Commission, Board, and Other Brown Act Meetings

1. **AB361:** Commission, Board and other Brown Act bodies may continue to meet virtually per AB361 until February 28, 2023, coinciding with the termination of the State of California's COVID-19 State of Emergency on that date.
2. **Virtual Meeting Options:** After February 28, 2023, City of Los Angeles Brown Act bodies should plan to resume meeting in-person. Departments should consult the body's corresponding City Attorney for additional information on options related to continuation of hybrid or virtual meeting protocols and requirements.

D. Public Events in City Facilities

1. **Civic Center:** Indoor special events at the Civic Center may resume after February 1, 2023 during regular business hours (8am to 5pm) and require scheduling with the GSD Special Events and Filming Unit a minimum of ten working days in advance of the event. Beginning March 1, 2023, after hours special events at the Civic Center can be scheduled with GSD. The 10th floor conference rooms in City Hall will reopen for meetings on March 1, 2023. Outdoor special events in the Triforium, City Hall East Plaza, City Hall South Plaza, South Lawn and Forecourt, may continue in accordance with applicable rules promulgated by the General Services Department. Filming permits will be issued by Film LA for filming on the exterior. For filming in the interior, interested parties should contact Film LA for details.
2. **Non-Civic Center City Facilities:** City facilities not located in the Civic Center will reopen (or have re-opened) based on the phased-in operations outlined in Department Reconstitution Plans. For special events in these non-Civic Center facilities, members of the public should check with the corresponding department for information regarding building policies.

E. Contracting

Emergency contracting provisions related to the City's COVID-19 Declaration will sunset with the termination of the emergency. Departments should consult their designated City Attorneys with any questions regarding specific contracting issues.

F. Emergency Operations Center (EOC)

1. **EOC Meetings and Situation Reports:** The City's EOC will be deactivated for COVID-19 after February 1, 2023. Deactivation includes transition to regular day-to-day processes and procedures, and Duty Officer Status on COVID-19 related matters. The Emergency Management Department (EMD) will continue to monitor COVID-19 and the impact on the population and City services, and will be prepared to resume activation in support of COVID-19 should the need arise.
2. **EOC Resource Requests:** By January 31, 2023, all COVID-19 resource requests submitted to the EOC should be closed. No other orders will be processed through the EOC at this time. All orders will transition to the normal procurement process starting on February 1, 2023.
3. **After Action Reporting:** An After-Action Report (AAR) addressing the City's EOC response to COVID-19 through the conclusion of this activation on February 1, 2023 will be prepared. Relevant departments and EOC responders will be contacted separately regarding next steps.

G. COVID Sick Leave

COVID-19 specific leave codes can still be utilized by staff until further notice. An updated memo will be distributed once there are any changes. Please consult your Human Resources staff for more information.

H. Telecommuting

1. **Citywide Telecommute Policy:** In 2020, the City implemented the Emergency COVID-19 Telecommuting Process which is being adapted and discussed with our labor partners in the form of the Citywide Telecommute Policy. This Citywide Telecommute Policy will supersede the prior policy and shall serve as the basis for individual departmental telecommute policies tailored to meet operational needs. While this process is underway, General Managers can direct any questions or concerns to the CAO's Employee Relations Division.

I. Employee Vaccinations

The requirement for City Employees to be vaccinated for COVID-19 remains in place until further notice.

Thank you again for your continued support and cooperation. If there are any questions, please contact Thalia Polychronis, Assistant General Manager of the Emergency Management Department (thalia.polychronis@lacity.org | 213-841-9364).