



# Additional Documents List

## City Council Meeting

### June 17, 2020

(Posted 6/22/2020 at 9:30 a.m.)

Item No.	Agenda Item Description	Distributor	Document
14	Consideration of Rescinding Council Action Authorizing Professional Services Agreement with True North Research, Inc., for a Professional Poll	Joanna Hankamer, Planning & Community Development Director	Memo
18	Approval of the Fiscal Year 2020-21 Water Conservation Rebate Program in the Amount of \$115,000	Shahid Abbas, Public Works Director Julian Lee, Deputy Public Works Director – Water & Sustainability Arpy Kasparian, Water Conservation & Sustainability Analyst	Memo
20	Adoption of a Resolution Continuing the Proclamation of a Local Emergency Due to the Outbreak of COVID-19; Amending Regulations for Private Facilities and Public Gatherings; Reinstating the Parking Pass Program; Approving the Temporary Relaxation of Temporary Use Permit; Encroachment Permit, and Parking Requirements for the Al Fresco Dining and Retail Program; and Authorizing the City Manager to Take All Necessary Actions as the Director of Emergency Services	Lucy Demirjian, Assistant to the City Manager	Memo
PC-1	Public Comment Submitted for: Closed Session Agenda Items A and C	City Clerk Division	E-mail Public Comment
PC-2	Public Comment Submitted for: Agenda Item No. 2 (General Public Comment); Agenda Item Nos. 14, 15, 16, 17, 18, and 19)	City Clerk Division	E-mail Public Comment



**City of South Pasadena  
Public Works Department**

# Memo

**Date:** June 17, 2020

**To:** Honorable Mayor and Council Members

**Via:** Stephanie De Wolfe, City Manager

**From:** Joanna Hankamer, Planning & Community Development Director

**Re:** Item No. 14 – Consideration of Rescinding Council Action Authorizing Professional Services Agreement with True North Research, Inc., for a Professional Poll

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In response to questions from Councilmembers and the public regarding polling for a potential ballot measure to modify the height limit in the city, Staff submits the following additional information for consideration.

Timing is critical in providing the community and City Council with options to meet its state-mandated Regional Housing Needs Assessment (RHNA) obligations. The City is legally required to accommodate 2,062 new housing units within the next 8 years and must adopt a Housing Element demonstrating such policies by October 2021. The City must take time-sensitive steps (including environmental review and a possible ballot measure) this fall toward adopting a Housing Element with a combination of policy tools to accommodate these RHNA units. Such policy tools could include:

1. Incentives to increase the number of ADUs
2. Increasing density (Upzoning) Single Family and Multi-Family neighborhoods to accommodate more units
3. Increasing density (Upzoning) along certain corridors (Fair Oaks, Mission, Huntington for example), or on the edges of town (Ostrich Farm, Huntington, Fair Oaks, for example) – **this option would likely require a height limit increase from 45’ to 55’-65’ in key locations while keeping 45’ in place elsewhere citywide**
4. Rezoning open space for housing
5. Reducing parking requirements to make housing production less expensive

If the City takes the height increase tool (#3 above) off the table by not polling and/or considering a ballot measure for November 2020, the City will have no recourse for compliance with the law other than to utilize other tools such as increasing density in residential neighborhoods.

If a limited height increase ballot measure is to be considered to meet RHNA requirements, a poll would allow the City to gather feedback from the community regarding preferences for where and how the 45' limit would be modified or if the community prefers the other available tools. Polling could test actual language and variables for a potential ballot measure, for example:

*Potential Ballot Measure: Height limit to remain 45' across the city except in the \_\_\_\_\_ area(s) of town (poll options: Ostrich Farm, Fair Oaks, Mission, Huntington, for example) where a maximum height limit of \_\_\_\_\_ feet (poll options: 55', 60', 65', for example) is allowed for \_\_\_\_\_ development (poll options: mixed use, 100% residential development, for example).*

Based on this feedback, the City would place a ballot measure that received the greatest amount of support from the community. Or, alternatively, would not place it on the ballot because the community does not support it. Because a professional poll reaches across all segments of the community equally, it is the industry standard for determining community support for a ballot measure. Anecdotal accounts of support, or lack thereof, generally do not provide a reliable guide for potential voting patterns, particularly in times of great challenge and change.

In late June, the City Staff and Housing Element Consultants will have more information about the number of units the General Plan will accommodate versus the requirement of 2,062 units and will subsequently conduct outreach in early July with the public. A Special Planning Commission Meeting will be scheduled for mid-July to discuss options for RHNA compliance and for the Planning Commission to make a recommendation to City Council regarding a proposed height limit increase, if applicable.

If the housing analysis and subsequent outreach conclude that a limited height increase is not needed, or not supported, to meet the City's RHNA requirement, the City Council can exclude such a ballot measure from the November 2020 ballot. It is anticipated that City Council will approve ballot measures at the August 5, 2020 Council meeting. The last date to add a measure to the November 2020 ballot is August 7, 2020, and the last day to remove a measure from the ballot is August 12, 2020.



**City of South Pasadena  
Public Works Department**

# Memo

**Date:** June 17, 2020

**To:** Honorable Mayor and Council Members

**Via:** Stephanie De Wolfe, City Manager

**From:** Shahid Abbas, Public Works Director  
Julian Lee, Deputy Public Works Director – Water & Sustainability  
Arpy Kasparian, Water Conservation & Sustainability Analyst

**Re:** Item No. 18 – Approval of the Fiscal Year 2020-21 Water Conservation Rebate Program in the Amount of \$115,000

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Staff wants to provide the clarification on the City’s water conservation rebate programs by including the City’s additional incentive to MWD’s water conservation program on Table 3 of the attachment. Here’s the revised Table 3:

**Table 3:** The table below summarizes the proposed City Rebate Program which will have a total proposed budget of \$20,000 for residential and \$20,000 for commercial for FY 2020-21. In addition, this table relists the MWD rebates that include a City incentive (\* = MWD rebate that includes City incentive).

<b>Table 3: City Rebate Program - FY 2020-21</b>	
<b>Commercial and Residential Rebate</b>	<b>Rebate Amount</b>
Water Efficient (Drought Tolerant) Plants	\$600
Native Trees (10 trees maximum)	\$50 per tree
Drip Irrigation Conversion	\$150
Rotating Sprinkler Nozzles (10-29 nozzles)	\$2 per nozzle
Impervious Surface Conversion (minimum 200 ft <sup>2</sup> , maximum 1,000ft <sup>2</sup> )	\$2 per ft <sup>2</sup>
*High Efficiency Clothes Washer - Residential	\$250
*Premium High-Efficiency Toilet (1.1 gallon per flush) - Residential	\$150
*Premium High-Efficiency Toilet (1.1 gallon per flush) - Commercial	\$150
*Premium High-Efficiency Toilet (1.1 gallon per flush) - Multifamily	\$150
*Weather Based Irrigation Controller (less than one acre) – Residential	\$180
*Weather Based Irrigation Controller (one acre or more) - Residential	\$50 per station
*Weather Based Irrigation Controller (one acre or more) - Commercial	\$50 per station
*Soil Moisture Sensor System (less than one acre) - Residential	\$150
*Soil Moisture Sensor System (one acre or more) - Residential	\$50 per station
*Soil Moisture Sensor System (one acre or more) - Commercial	\$50 per station
*Turf Removal - Residential	\$3 per ft <sup>2</sup> (up to 1,500ft <sup>2</sup> ) \$2 per ft <sup>2</sup> (1,500ft <sup>2</sup> - 5,000ft <sup>2</sup> )
*Turf Removal - Commercial	\$2.50 per ft <sup>2</sup> (up to 1,500ft <sup>2</sup> ) \$2 per ft <sup>2</sup> (1,500ft <sup>2</sup> – 50,000ft <sup>2</sup> )



## City of South Pasadena Management Services

# Memo

**Date:** June 17, 2020  
**To:** The Honorable City Council  
**Via:** Stephanie DeWolfe, City Manager  
**From:** Lucy Demirjian, Assistant to the City Manager

**Re:** [June 17, 2020] City Council Meeting Item No. 20 Additional Document –  
**[Adoption of a Resolution Continuing the Proclamation of a Local  
Emergency Due to the Outbreak of COVID-19; Amending Regulations for  
Private Facilities and Public Gatherings; Reinstating the Parking Pass  
Program; Approving the Temporary Relaxation of Temporary Use Permit;  
Encroachment Permit, and Parking Requirements for the Al Fresco Dining  
and Retail Program; and Authorizing the City Manager to Take All  
Necessary Actions as the Director of Emergency Services]**

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Attached is an additional document for item 20 updating the Resolution and attachment to reflect the following:

Reference to the Los Angeles County Health Officer order changed to reflect the amended order adopted on June 11, 2020 (not available at the time of the printing of the packet).

Section 9. Protection of Affected Tenants– changed the date of the Resolution of the Los Angeles County Board of Supervisors to June 3, 2020. The order incorporates all aspects, restrictions, and requirements of the Moratorium adopted by the Board and amended on March 31, 2020, April 14, 2020, and May 12, 2020.

Addition of new Attachments to the Resolution consistent with the changes noted above:

Attachment A: Los Angeles County Health Office Order (June 11, 2020)

Attachment B: Los Angeles County Board of Supervisors Resolution (June 3, 2020)

**RESOLUTION NO. 7657**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, CONTINUING ITS PROCLAMATION OF A LOCAL EMERGENCY DUE TO THE OUTBREAK OF COVID-19, AMENDING REGULATIONS FOR PRIVATE FACILITIES AND PUBLIC GATHERINGS, REINSTATING THE PARKING PASS PROGRAM, AND AUTHORIZING THE CITY MANAGER TO CONTINUE TO TAKE ALL NECESSARY ACTIONS AS THE DIRECTOR OF EMERGENCY SERVICES**

**WHEREAS**, in December 2019, a novel severe acute respiratory syndrome coronavirus2, known as SARS-CoV-2 which has also been referred to as COVID-19, was first detected in Wuhan, Hubei Province, People’s Republic of China, causing outbreaks of the coronavirus disease COVID-19 that has now spread globally;

**WHEREAS**, on January 31, 2020, the United States Secretary of Health and Human Services declared a public health emergency in response to COVID-19;

**WHEREAS**, on March 4, 2020, Governor Gavin Newsom declared a state of emergency to exist in California as a result of COVID-19;

**WHEREAS**, on March 4, 2020, the Chair of the Los Angeles County Board of Supervisors and the Los Angeles County Health Officer declared a local emergency and a local health emergency, respectively, as a result of COVID-19;

**WHEREAS**, on March 12, 2020, Governor Gavin Newsom signed Executive Order N-25-20 giving state and local public health officials the authority to issue guidance limiting or recommending limitations upon attendance at public assemblies, conferences or other mass events;

**WHEREAS**, on March 13, 2020, President Donald Trump declared a national emergency as a result of COVID-19;

**WHEREAS**, on March 18, 2020, the South Pasadena City Council adopted Resolution No. 7646 declaring a local emergency, restricting private and public gatherings, and establishing protections for residential and commercial tenants, among other things;

**WHEREAS**, on March 19, 2020, the State Public Health Officer issued the “Stay at Home” order;

**WHEREAS**, on March 21, 2020, the Los Angeles County Health Officer issued the “Safer at Home” order;

**WHEREAS**, on April 28, 2020, Governor Gavin Newsom announced a 4-stage transition plan, titled “California’s Pandemic Resilience Roadmap,” to end the Stay at Home order;

**WHEREAS**, on May 6, 2020, the South Pasadena City Council adopted Resolution No. 7648 proclaiming the continuation of a local emergency and, among other things, suspended water and sewer utility terminations and the City’s Parking Pass Program;

**WHEREAS**, on May 7, 2020, the State Public Health Officer amended the Stay at Home order to allow for the reopening of lower-risk workplaces;

**WHEREAS**, on ~~May 29~~June 11, 2020, the Los Angeles County Health Officer amended the Safer at Home order with a ~~new-revised~~ order titled “Reopening Safer at Work and in the Community for Control of COVID-19,” attached as Attachment A, which seeks to limit residents’ exposure during Los Angeles County’s transition through Stage 2 of California’s Pandemic Resilience Roadmap;

**WHEREAS**, Section 6 of the Los Angeles County Health Officer’s ~~May 29~~June 11, 2020 order states, “This Order does not supersede any stricter limitation imposed by a local public entity within the County of Los Angeles Public Health Jurisdiction;”

**WHEREAS**, the South Pasadena City Council desires to amend Resolution No. 7648 to make any local regulations on public gatherings or private facilities as permissive as the Los Angeles County Health Officer’s ~~May 29~~June 11, 2020 order and any subsequent Los Angeles County Health Officer orders;

**WHEREAS**, the South Pasadena City Council desires to amend Resolution No. 7648 to resume the City’s Parking Pass Program;

~~**WHEREAS**, the June 3, 2020 City Council meeting was postponed to June 10, 2020, and on June 10, 2020, the City Council continued the discussion on Resolution No. 7657 to the next City Council meeting on June 17, 2020; and~~

**WHEREAS**, despite sustained efforts, COVID-19 remains a threat, and continued efforts to control the spread of the virus to reduce and minimize the risk of infection are needed;

**WHEREAS**, these conditions warrant and necessitate that the City continue its proclamation of the existence of a local emergency;

**WHEREAS**, Chapter 11 of the South Pasadena Municipal Code empowers the City Council to proclaim the existence or threatened existence of a local emergency and to issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency;

**WHEREAS**, Government Code section 8634 states, “During a local emergency the governing body of a political subdivision, or officials designated thereby, may promulgate orders and regulations necessary to provide for the protection of life and property, including orders or regulations imposing a curfew within designated boundaries where necessary to preserve the public order and safety. Such orders and regulations and amendments and rescissions thereof shall be in writing and shall be given widespread publicity and notice”; and



**WHEREAS**, Government Code section 8630 (c) states, “The governing body shall review the need for continuing the local emergency at least once every 60 days until the government body terminates the local emergency.”

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1. Recitals.** The preceding Recitals are true and correct and are hereby incorporated and adopted as findings and determinations by the City Council as if fully set forth herein.

**SECTION 2. Proclamation.** Pursuant to Government Code section 8630, subdivision (a), the City Council proclaims the continuation of a local emergency due to the outbreak of SARS-CoV-2 (COVID-19).

**SECTION 3. Regulation of Public Gatherings.** Any local regulations on public gatherings are ordered to be as permissive as the Los Angeles County Health Officer’s ~~May 29~~June 11, 2020 order and any subsequent Los Angeles County Health Officer orders;

**SECTION 4. Regulation of Public Facilities.** Commencing immediately, the Director of Emergency Services is directed to continue the closure to the public of all City-owned facilities that require close contact of vulnerable individuals, including those over 60 years old or with compromised immune systems.

**SECTION 5. Regulation of Private Facilities.** Any local regulations on private facilities are ordered to be as permissive as the Los Angeles County Health Officer’s ~~May 29~~June 11, 2020 order and any subsequent Los Angeles County Health Officer orders;

**SECTION 6. Enforcement.** Any violation of the above prohibitions may be punishable by a fine not to exceed \$1,000 or imprisonment not to exceed six months, pursuant to the South Pasadena Municipal Code section 11.11.

**SECTION 7. Exemption of Delivery Vehicles.** Trucks and other vehicles engaged in the delivery of grocery items to grocery stores, when such items are to be made available for sale to the public, remain exempt from having to comply with any City rules and regulations that limit the hours for such deliveries.

**SECTION 8. Guidance for Religious Gatherings.** The leaders of the City’s houses of worship are urged, in the strongest possible terms, to limit gatherings on their premises and to explore and implement ways to practice their respective faiths while observing social distancing practices.

**SECTION 9. Protection of Affected Tenants.** The ~~April 14~~June 3, 2020 ~~Executive Resolution~~Order of the Los Angeles Board of Supervisors, attached as Attachment B, which expands an existing temporary rent freeze and moratorium on evictions of both commercial and

residential tenants in parts of Los Angeles County in response to the COVID-19 health emergency is adopted by reference and incorporated into this Resolution.

**SECTION 10. Suspension of Utility Terminations.** For a period of 60 days from the date of this Resolution, for customers who are able to show an inability to pay their water and sewer bill due to the “financial impacts related to COVID-19” as defined in Section 9 above, the City hereby suspends:

- a) The discontinuation or shut-off of water service for residents and businesses in the City for non-payment of water and sewer bills;
- b) The imposition of late payment penalties or fees for delinquent water and/or sewer bills;

**SECTION 11. Reinstatement of Parking Pass Program.** Effective July 6, 2020, the City hereby reinstates the Parking Pass Program and authorizes the issuance of overnight parking passes and the imposition of late payment penalties or fees for parking violations.

**SECTION 12. Temporary Modifications to Commercial Signage Requirements.** No more than two temporary signs shall be allowed per business. All temporary signs must still comply with the size and location requirements set forth in SPMC Section 36.320.080.

Temporary window signs shall be limited to 20 percent of the window area.

No more than one temporary sign shall be located in the public right-of-way. During the Local Emergency Declaration, an application to place a temporary sign in the public right of way shall only require administrative approval by the Planning Director; an encroachment permit is still required to be issued by the Public Works Director, but the encroachment permit fee is waived.

Temporary signs shall be in place for no more than 30 days or until the Local Emergency Declaration has been lifted, whichever is later. Temporary signs may include a banner, in compliance with the size and locations of SPMC Section 36.320.080(B). During this Local Emergency Declaration, the \$50 application fees for a banner sign is waived.

**SECTION 13. Al Fresco Dining and Retail Program.** To support local businesses during the Coronavirus pandemic, an Al Fresco Dining and Retail Pilot Program, as set forth in Exhibit A, is approved to temporarily relax Temporary Use Permit (TUP), Encroachment Permit, and parking requirements in order to facilitate the use of outdoor spaces for dining and retail purposes while maintaining the necessary social distancing protocols. This temporary program is valid for 90 days after the termination of the Declaration of Local Emergency.

**SECTION 14. Emergency Authority.** Pursuant to Government Code section 8634, the City Council reaffirms its authorization of the Director of Emergency Services to take any measures necessary to protect and preserve public health and safety, including activation of the Emergency Operations Center.

**SECTION 15. Public Health Officials.** The City Council reaffirms its authorization of the Director of Emergency Services to implement any guidance, recommendations, or

requirements imposed by the State Department of Public Health or the Los Angeles County Health Officer.

**SECTION 16. Termination.** Pursuant to Government Code section 8630, subdivision (d), the City Council will proclaim the termination of the emergency at the earliest possible date that conditions warrant.

**SECTION 17. Review.** Pursuant to Government Code section 8630, subdivision (c), the City Council will review the need for continuing the local emergency in no event later than 60 days from the previous declaration or review, until the City Council terminates the local emergency.

**SECTION 18. Cost Accounting.** City staff will continue to account for their time and expenses related to addressing the local emergency caused by COVID-19.

**SECTION 19. Cost Recovery.** The City will seek recovery for the cost of responding to COVID-19, as this proclamation was originally made within 10 days of the Governor's Executive Order N-25-20 and the President's declaration of a national emergency, qualifying the City for assistance under the California Disaster Assistance Act and for reimbursement from the Federal Emergency Management Agency.

**SECTION 20. Supersedes.** This Resolution restates and supersedes the declaration of emergency set forth in Resolution No. 7648.

**SECTION 21. Submissions.** The City Clerk will transmit a copy of this Resolution at the earliest opportunity to the Los Angeles County Operational Area and the California Governor's Office of Emergency Services.

**SECTION 22. Certification.** The City Clerk will certify to the passage and adoption of this Resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

**PASSED, APPROVED AND ADOPTED** on this 17th day of June, 2020.

\_\_\_\_\_  
Robert S. Joe, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk

\_\_\_\_\_  
Teresa L. Highsmith, City Attorney

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 17th day of June, 2020, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

**REOPENING SAFER AT WORK AND IN THE COMMUNITY  
FOR CONTROL OF COVID-19  
MOVING THE COUNTY OF LOS ANGELES INTO  
STAGE 3 OF CALIFORNIA'S PANDEMIC  
RESILIENCE ROADMAP**

Revised Order Issued: **June 11, 2020**

**Please read this Order carefully. Violation of or failure to comply with this Order is a crime punishable by fine, imprisonment, or both. (California Health and Safety Code §120295; Los Angeles County Code § 11.02.080.)**

**SUMMARY OF THE ORDER:** This Revised County of Los Angeles Health Officer Order (Order) supersedes all prior Safer At Home orders (Prior Orders) issued by the County of Los Angeles Health Officer (Health Officer). This Order is issued to comply with State Executive Orders N-33-20 and N-60-20 issued by Governor Gavin Newsom, and the accompanying orders of the State Public Health Officer issued on March 19 and May 7, 2020. The State Public Health Officer has articulated a 4 Stage framework – California Pandemic Resilience Roadmap to inform the State's actions that reintroduce activities and sectors in a phased manner and with necessary modifications to protect health and safety, and to lower the risk of Novel Coronavirus Disease (COVID-19) transmission and outbreaks in a community.

This Order is issued to align the County of Los Angeles (County) with State Executive Orders and State Health Officer Orders that support the phased reopening of the California Pandemic Resilience Roadmap. This Order will be revised in the future to reflect the State Executive Orders and State Public Health Officer Orders **and guidance** that progressively designate sectors, businesses, establishments, or activities that may reopen with certain modifications, based on health and safety needs and at a pace designed to protect health and safety. Should local COVID-19 conditions warrant, the Health Officer may, after consultation with the Board of Supervisors, issue Orders that are more restrictive than those of the State Public Health Officer. **Changes from the previous Order are highlighted.**

This Order allows persons to engage in all permitted activities, as defined by the Order, but requires that persons practice Social (Physical) Distancing, at all times while out in public and wear a cloth face covering when in contact with others, to lower the risks of person-to-person contact for themselves and others.

This Order is effective within the County of Los Angeles Public Health Jurisdiction, defined as all cities and unincorporated areas within the County of Los Angeles, with the exception of the cities of Long Beach and Pasadena that must follow their respective City Health Officer orders and guidance. This Order is effective immediately and will continue until further notice.

**UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND  
SAFETY CODE SECTIONS 101040, 101085, AND 120175,  
THE COUNTY OF LOS ANGELES HEALTH OFFICER ORDERS:**

1. This Order supersedes the Health Officer's Prior Orders. In light of the progress achieved in slowing the spread of COVID-19 in the County, this Order aligns the County with the State Public Health Officer's phased reopening approach guided by the California Pandemic Resilience Roadmap. The Order allows the conditional reopening of activities and business sectors with modifications to lower the risk of person-to-person transmission of COVID-19, ensuring continued Social (Physical) Distancing and adherence to other infection control protocols as provided below. The Health Officer will assess the phased reopening allowed by the State Public Health Officer and this Order on an ongoing basis and determine, after consultation with the Board of Supervisors, whether this Order needs to be modified if the public health risk associated with COVID-19 increases in the future.
2. This Order's intent is to continue to ensure that County residents remain in their residences as much as practicable, to limit close contact with others outside their household in both indoor and outdoor spaces. All persons who can telework or work from home should continue to do so as much as possible during this pandemic. Sustained Social (Physical) Distancing and infection control measures will continue slowing the spread of COVID-19 and diminishing its impact on the delivery of critical healthcare services. All provisions of this Order must be interpreted to effectuate that intent. Failure to comply with any of the Order's provisions constitutes an imminent threat and menace to public health, and a public nuisance, and is punishable by fine, imprisonment or both.
3. All persons living within the County of Los Angeles Public Health Jurisdiction should remain in their residences whenever practicable.
  - a) Nothing in this Order prohibits members of a single household or living unit from engaging in permitted activities together. But gatherings of people who are *not* part of a single household or living unit are prohibited within the County of Los Angeles Public Health Jurisdiction, except for the limited purposes expressly permitted by this Order.
  - b) People leaving their residences must strictly comply with the Social (Physical) Distancing requirements stated in this Order and specified in guidance or protocols established by the County Department of Public Health; this includes wearing a cloth face covering whenever there is or can be contact with others who are non-household members in both public and private places, which reduces the risk of transmission to others from people who do not have symptoms and do not know they are infected. The use of face coverings is commonly referred to as "source control".

- c) Persons and businesses within the County of Los Angeles Public Health Jurisdiction are required to follow the COVID-19 infection control protocols and guidance provided by the County Department of Public Health. In instances where the County has not provided a specific guidance or protocol, specific guidance or protocols established by the State Public Health Officer shall control.
  - d) Pursuant to the State of California's action<sup>1</sup> and the United States District Court Central District of California's order,<sup>2</sup> jurisdictions within the County of Los Angeles Public Health Jurisdiction are expected to comply with the provision of hotel and motel rooms for vulnerable people experiencing homelessness through Project Roomkey, which slows the spread of COVID-19 and retains capacity of the healthcare system.
4. All people residing within the County of Los Angeles Public Health Jurisdiction who are age 65 or older and all people of any age who have active or unstable pre-existing health conditions, should remain in their residences as much as possible during the pandemic. People in these categories should leave their residences only when necessary to seek medical care, exercise or obtain food or other necessities. The Health Officer strongly recommends that all employers offer telework or other accommodations to persons who are age 65 or older and all people of any age who have an active or unstable pre-existing health conditions.
5. All government agencies working in the course and scope of their public service employment are Essential Government Functions.
- a) All government employees are essential, including but not limited to, health care providers and emergency responders including employees who serve in the following areas: law enforcement; emergency services and management; first responders; fire; search and rescue; juvenile detention; corrections; healthcare services and operations; public health; laboratory or medical testing; mental health; community health; public works; executive management employees serving in these fields; all employees assigned to serve in or support the foregoing fields; and all employees whose services are otherwise needed to assist in a declared emergency.
  - b) While all government employees are essential, the employees identified here, and others called to serve in their Disaster Service Worker capacity, must be available to serve the public or assist in response or continuity of operations efforts during this health crisis to the maximum extent allowed under the law.
  - c) This Order does not, in any way, restrict (a) first responder access to the site(s) named in this Order during an emergency or (b) local, state or federal officers, investigators, or medical or law enforcement personnel from carrying out their lawful duties at the site(s) named in this Order.

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<sup>1</sup> Office of Governor Gavin Newsom, Action re: Project Roomkey, 4/3/2020, <https://www.gov.ca.gov/2020/04/03/at-newly-converted-motel-governor-newsom-launches-project-roomkey-a-first-in-the-nation-initiative-to-secure-hotel-motel-rooms-to-protect-homeless-individuals-from-covid-19/>; 2020-21 May Revision to the Governor's Budget, Project Roomkey, pg. 78-79

<sup>2</sup> Order re: Preliminary Injunction (Case No. LA CV 20-02291-DOC-KES), LA Alliance for Human Rights et al v. City of Los Angeles et al, States District Court Central District of California, 5/15/2020.



- d) All persons who perform Essential Governmental Functions are categorically exempt from this Order while performing such governmental functions or services. Each governmental entity shall identify and designate appropriate employees or contractors to continue providing and carrying out any Essential Governmental Functions. All Essential Governmental Functions should be performed in compliance with Social (Physical) Distancing, to the extent possible.
6. This Order does not supersede any stricter limitation imposed by a local public entity within the County of Los Angeles Public Health Jurisdiction.
  7. The Health Officer orders the continued closure of the following types of higher-risk businesses, recreational sites, commercial properties, and activities, where more frequent and prolonged person-to-person contacts are likely to occur:
    - a) Bars, winery and brewery tasting rooms, lounges and nightclubs;
    - b) Cardrooms, satellite wagering facilities, and racetrack onsite wagering facilities;
    - c) Public entertainment venues: movie theaters, live performance theaters, concert venues, theme parks, and festivals;
    - d) Family entertainment centers such as bowling alleys, arcades, miniature golf, and batting cages;
    - e) [Intentionally Omitted];
    - f) Personal care establishments, currently required by the State to remain closed, including nail salons, body waxing, massage and body art establishments;
    - g) Indoor and outdoor playgrounds for children, except those located within a school or childcare center;
    - h) Hot tubs, steam rooms and saunas not located on a residential property;
    - i) All events and gatherings, unless specifically allowed by this Order.
  8. All Essential Businesses may remain open to the public and conduct normal business operations, provided that they implement and maintain the Social (Physical) Distancing Protocol defined in Paragraph 20 and attached to this Order as **Appendix A**. An Essential Business' owner, manager, or operator must prepare and post a Social (Physical) Distancing Protocol for each facility or office located within the County of Los Angeles Public Health Jurisdiction and must ensure that the Essential Business meets all other requirements of the Social (Physical) Distancing Protocol.
  9. Lower-Risk Businesses are businesses that are not specified in Paragraph 7 of this Order, and not defined as an Essential Business in Paragraph 18 of this Order. There are five categories of Lower-Risk Businesses that may reopen under this Order: (1) retailers ("Lower-Risk Retail Businesses"), (2) manufacturing and logistics sector businesses that supply Lower-Risk Retail Businesses, (3) Non-Essential office-based businesses (although telework is strongly encouraged), (4) Indoor Malls and Shopping Centers, and (5) hair salons and barbershops. These five categories of Lower-Risk Businesses may reopen subject to the following conditions:



- a) For any Lower-Risk Retail Business that sells goods and services, the owner, manager, or operator must, for each facility located within the County of Los Angeles Public Health Jurisdiction, prior to reopening, prepare, implement and post the Reopening Protocols for Retail Establishments: Opening for In Person Shopping, attached to this Order as **Appendix B**.
- b) For any non-retail Lower-Risk Business, that is a manufacturing and logistics sector business that supplies Lower-Risk Retail Businesses, the owner, manager, or operator must, prior to reopening, prepare, implement and post the required Los Angeles County Department of Public Health Reopening Protocol, applicable to the business type or location, attached to this Order as **Appendix C**.
- c) For any Non-Essential office-based business, which includes faith-based office facilities for those employed by the organization and where the facility is their regular place of work, the owner, manager, or operator, must, prior to reopening, prepare implement and post the required Los Angeles County Department of Public Health Reopening Protocol Office-Based Worksites, attached to this Order as **Appendix D**.
- d) For Indoor Malls and Shopping Centers, defined as: A building with (7) or more sales or retail establishments with adjoining indoor space, the owner or operator may reopen the Indoor Mall or Shopping Center up to 50% of overall shopping center capacity. Higher-risk businesses (e.g. movie theaters, bars, spas, nail salons, or other personal care establishments) located within an indoor mall or shopping center must continue to comply with Paragraph 7 of this Order, and remain closed until each of those types of establishments are allowed to resume modified or full operation. Indoor Mall or Shopping Center food courts, dining areas, or dine-in restaurant tenant operations must follow the current requirements for restaurants. The owner or operator of the Indoor Mall or Shopping Center must, prior to reopening, prepare implement and post the required Los Angeles County Department of Public Health Protocols for Shopping Center Operators, attached to this Order as **Appendix E**.
- e) For hair salons and barbershops, the owner, manager, or operator must, prior to reopening, prepare, implement and post the Reopening Protocols for Hair Salons and Barbershops, attached to this Order as **Appendix H**.

9.5. The State Public Health Officer has provided guidance for certain sectors, businesses and activities in Stage 3 of the California Pandemic Resilience Roadmap to conditionally reopen no earlier than June 12, 2020. The Health Officer, after considering local epidemiological data and after consultation with the Board of Supervisors, approves the reopening of the following specific sectors, businesses and activities subject to the following conditions:

- a) Music, film and television production. Operations for music, film and television production may resume on June 12, 2020. The owner, manager, or operator of music, film and television production must, prior to reopening, prepare, implement and post the required Los Angeles County Department of Public Health Reopening Protocol for Music, Film and Television Production, attached

- to this Order as **Appendix J**, as well as abide by applicable industry-generated protocols.
- b) Day camps. Day camps may reopen on June 12, 2020. Day camp owners and operators must implement and post the required Los Angeles County Department of Public Health Reopening Protocol for Day Camps, attached to this Order as **Appendix K**.
  - c) Fitness facilities. Fitness facilities, including private gymnasiums, may reopen on June 12, 2020. The owner, manager, or operator of fitness facilities must, prior to reopening, prepare, implement and post the required Los Angeles County Department of Public Health Reopening Protocol for Gyms and Fitness Establishments, attached to this Order as **Appendix L**.
  - d) Museums, galleries, botanical gardens, zoos, aquariums, and other similar exhibition spaces (collectively, "Museums"). Museums may reopen on June 12, 2020. The owner, manager, or operator of Museums and exhibition spaces must, prior to reopening, prepare, implement and post the required Los Angeles County Department of Public Health Reopening Protocol for Museums, Galleries, Zoos, and Aquariums, attached to this Order as **Appendix M**.
  - e) Professional sports without audiences. Professional sports teams and franchises may restart operations and competitions without audiences on June 12, 2020. The owner, manager, or operator of professional sports teams and franchises must, prior to reopening, prepare, implement and post the required Los Angeles County Department of Public Health Protocol for Professional Sports Leagues and Facilities Opening for Training Sessions and Spectator-Free Events, attached to this Order as **Appendix N**, as well as abide by applicable industry-generate protocols.
  - f) Campgrounds, RV Parks and associated outdoor activities. Campgrounds and recreational vehicle parks may reopen on June 12, 2020. The owner, manager, or operator of campgrounds and RV Parks must, prior to reopening, prepare, implement and post the required Los Angeles County Department of Public Health Reopening Protocol for Campgrounds, RV parks and Cabin Rental Units, attached to this Order as **Appendix O**.

## **REASONS FOR THE ORDER**

10. This Order is based upon the following determinations: evidence of continued community transmission of COVID-19 within the County; continued uncertainty regarding the degree of undetected asymptomatic transmission; scientific evidence and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically; evidence that a significant portion of the County population is at risk for serious health complications, including hospitalizations and death from COVID-19, due to age or pre-existing health conditions; and further evidence that other County residents, including younger and otherwise healthy people, are also at risk for serious negative health outcomes and for transmitting the virus to others. The Order's intent is to protect the public from the avoidable risk of serious illness and death resulting from the spread of COVID-19.

11. Existing community transmission of COVID-19 in Los Angeles County continues to present a substantial and significant risk of harm to residents' health. There is still no vaccine available yet to protect against COVID-19, and no treatment for it. As of June 11, 2020, there have been at least 68,875 cases of COVID-19 and 2,813 deaths reported in Los Angeles County. There remains a strong likelihood of a significant and increasing number of cases of community transmission. Making the community transmission problem worse, some individuals who contract the virus causing COVID-19 have no symptoms or have only mild symptoms, and so are unaware that they carry the virus and are transmitting it to others. Further, evidence shows that the virus can, at times, survive for several hours on surfaces and can be indirectly transmitted between individuals. Because even people without symptoms can transmit the virus, and because evidence shows the infection is easily spread, preventing, limiting, and placing conditions on various types of gatherings and other direct and indirect interpersonal interactions have been proven to reduce the risk of transmitting the virus.
12. Evidence suggests that the restrictions and requirements imposed by Prior Orders slowed the rate of increase in community transmission and hospitalizations by limiting interactions among people, consistent with the efficacy of similar measures in other parts of the country and world. Although the hospitals within the County are still seeing COVID-19 patients, including patients with severe illness, the hospitals have not become overwhelmed or exceeded capacity. However, because there is not yet a vaccine or proven therapeutic drug, the public health emergency and attendant risks to the public's health by COVID-19 still predominate.
13. In line with the State Public Health Officer, the Health Officer is monitoring several key indicators (COVID-19 Indicators) within the County. Progress on some of these COVID-19 Indicators – specifically related to hospital utilization and capacity – makes it appropriate, at this time, to ease certain restrictions imposed by the Prior Orders. But the prevalence of the virus that causes COVID-19 requires other restrictions and modifications to continue. Activities and business operations that are permitted must be conducted in accordance with the required Social (Physical) Distancing, reopening protocols, and other infection control protocols ordered by the Health Officer.
14. The Health Officer will continue monitoring COVID-19 Indicators to assess the impact of easing restrictions and re-opening sectors. Those Indicators include, but are not limited to:
  - a. The number of new hospitalizations and deaths.
  - b. The capacity of hospitals and the healthcare system in the County, including acute care beds, Intensive Care Unit beds, and ventilators to provide care for existing COVID-19 patients and other patients, and capacity to surge with an increase of COVID-19 cases.
  - c. The supply of personal protective equipment (PPE) available for hospital staff, nursing home staff and other healthcare providers and personnel who need PPE to safely respond to and treat COVID-19 patients and other patients.

- d. The ability and capacity to quickly and accurately test persons to determine whether individuals are COVID-19 positive, especially those in vulnerable populations or high-risk settings or occupations, and to identify and assess outbreaks.
- e. The ability to conduct case investigation and contact tracing for the volume of future cases and associated contacts, isolating confirmed cases and quarantining persons who have had contact with confirmed cases.

## **DEFINITIONS AND EXEMPTIONS**

15. The following activities are permitted under this Order:

- a. Engaging in activities or performing tasks important to the health and safety of family or household members (including pets), such as, visiting a health or veterinary care professional, obtaining medical supplies or medication, visiting a physician or child's pediatrician for routine care, such as, well-child visits and vaccinations;
- b. Obtaining necessary services and supplies for family or household members, or delivering the same, such as, obtaining grocery items or necessary supplies from Essential Businesses for one's household or for delivery to others;
- c. Performing work for or accessing businesses that are open, or to carry out Minimum Basic Operations for businesses that are closed or operating remotely.
- d. Obtaining or accessing services from Essential Governmental Functions, such as, accessing court, social and administrative services, or complying with an order of law enforcement or court;
- e. Caring for minors, the elderly, dependents, persons with disabilities, or other vulnerable persons;
- f. Obtaining in-person behavioral health or substance use disorder support in therapeutic small group meetings, such as Alcoholics Anonymous or Narcotics Anonymous, provided that the gathering is limited to 10 people or fewer and Social (Physical) Distancing is practiced.
- g. Obtaining in-person faith-based counselling services where the service cannot reasonably be practiced remotely, provided that the gathering is limited to 10 people or fewer and Social (Physical) Distancing is practiced.
- h. Attending in-person faith-based services, provided that the gathering of congregants is limited to the lower of 25% of the total maximum occupancy (or occupant load) assigned for that building on its Certificate of Occupancy or as determined by Section 1004 of the 2019 California Building Code, or a maximum of 100 people. Faith-based organizations holding in-person services must follow the Department of Public Health Places of Worship Protocols, attached to this Order as **Appendix F**.
- i. Engaging in outdoor recreation activity, in compliance with Social (Physical) Distancing requirements and subject to the following limitations:

- i. Outdoor recreation activity at parks, trails, piers, and beaches, and other open spaces must comply with any access or use restrictions established by the Health Officer, government, or other entity that manages the area to reduce crowding and the risk of COVID-19 transmission.
  - ii. Use of shared outdoor facilities for recreational activities, including but not limited to golf courses, tennis and pickleball courts, shooting and archery ranges, equestrian centers, model airplane areas, community gardens, and bike parks, must comply with any access or use restrictions established by the Health Officer, government, or other entity that manages the area to reduce crowding and the risk of COVID-19 transmission.
  - iii. Local public entities may elect to temporarily close certain streets or areas to automobile traffic, to allow for increased space for persons to engage in recreational activity permitted by and in compliance with Social (Physical) Distancing requirements specified in this Order.
  - iv. Swimming pools and splash pads in any setting may reopen on June 12, 2020, with the owner, manager, or operator of the swimming pool or splash pad implementing and posting the required Los Angeles County Department of Public Health Protocol for Swimming Pools. All hot tubs, saunas, and steam rooms located on non-residential property remain closed.
  - v. For-hire fishing, guided fishing, or small-group chartered boat trips may resume operating on June 12, 2020, with the owner, manager, or operator of the charter business implementing the required Los Angeles County Department of Public Health Protocol for Chartered Boats.
  - j. Participating in a Vehicle-Based Parade. The host of the Vehicle-Based Parade must comply with all local ordinances, traffic control requirements, and state and local laws. Further, the host of Vehicle-Based Parades must comply with the Los Angeles County Department of Public Health Vehicle-Based Parade Protocol, attached to this Order as **Appendix G**.
  - k. Participating in an in-person protests as long as (1) attendance is limited to 25% of the relevant area's maximum occupancy, as defined by the relevant local permitting authority or other relevant authority, or a maximum of 100 attendees, whichever is lower, and (2) physical distancing of six (6) feet between persons or groups of persons from different households is maintained at all times.
16. Individuals may work for, train for, volunteer at, or obtain services at Healthcare Operations: hospitals, clinics, laboratories, dentists, optometrists, pharmacies, physical therapists, rehabilitation and physical wellness programs, chiropractors, pharmaceutical and biotechnology companies, other licensed healthcare facilities, healthcare suppliers, home healthcare service providers, mental or behavioral health providers, alcohol and drug treatment providers, cannabis dispensaries with a medicinal cannabis license and all other required state and local licenses, medical or scientific research companies, or any related and/or ancillary healthcare services, manufacturers, distributors and servicers of medical devices, diagnostics, and equipment, veterinary care, and other animal healthcare. This exemption shall be construed to avoid any impact to the delivery of healthcare, broadly defined.



17. Individuals may provide any service, train for, or perform any work necessary to the operation and maintenance of Essential Infrastructure, which is defined as, public health operations, public works construction, airport operations, port operations, food supply, water, sewer, gas, electrical, oil extraction and refining, roads and highways, public transportation, solid waste collection, removal and processing, flood control and watershed protection, cemeteries, mortuaries, crematoriums, and internet and telecommunications systems (including the provision of essential global, national, local infrastructure for computing services, business infrastructure, communications, and web-based services), and manufacturing and distribution companies deemed essential as part of the Essential Infrastructure supply chain, provided that they carry out those services or that work. In providing these services, training for, or performing this work, individuals must comply with Social (Physical) Distancing requirements to the extent practicable.

18. For purposes of this Order, Essential Businesses are:

- a. Grocery stores, certified farmers' markets, farm and produce stands, supermarkets, food banks, convenience stores, warehouse stores, and other establishments engaged in the retail sale of canned food, dry goods, fresh fruit and vegetables, pet supply, water, fresh meats, fish, and poultry, and any other household consumer products (such as cleaning or personal care products). This includes stores that sell groceries and other non-grocery products, such as products necessary to maintaining the safety, sanitation, and essential operation of residences. This does not include businesses that sell only prepackaged non-potentially hazardous food which is incidental to the primary retail business;
- b. Food processors, confectioners, food packagers, food testing labs that are not open to the public, and food cultivation, including farming, livestock, and fishing;
- c. Organizations and businesses that provide food, shelter, social services, and other necessities of life for economically disadvantaged or otherwise needy individuals (including gang prevention and intervention, domestic violence, and homeless service agencies);
- d. Newspapers, television news, radio, magazine, podcast and journalism activities, including taped, digitally recorded or online-streamed content of any sort that is produced by one or more members of a single household, within the household's residence and without the physical presence of any non-member of the household.
- e. Gas stations, auto-supply, mobile auto repair operations, auto repair shops (including, without limitation, auto repair shops adjacent to or otherwise in connection with a retail or used auto dealership), and bicycle repair shops and related facilities;
- f. Banks, credit unions, financial institutions and insurance companies;
- g. Hardware stores, nurseries; building supply stores;
- h. Plumbers, electricians, exterminators, custodial/janitorial workers, handyman services, funeral homes and morticians, moving services, HVAC installers, carpenters, vegetation services, tree maintenance, landscapers, gardeners,

- property managers, private security personnel and other service providers who provide services to maintain the safety, sanitation, and essential operation to properties and other Essential Businesses;
- i. Businesses providing mailing and shipping services, including post office boxes;
  - j. Educational institutions (including public and private K-12 schools, colleges, and universities). Public and private K-12 schools and school-based programs may begin planning for forth-coming school year in compliance with the State Public Health Officer's guidance for Schools and School-Based Programs;
  - k. Laundromats, dry cleaners, and laundry service providers;
  - l. Restaurants and other food facilities that prepare and serve food. Restaurants and other food facilities that provide in-person dining must follow the Department of Public Health Restaurant Opening for On-Site Dining Protocols, attached to this Order as **Appendix I**. Cafeterias, commissaries, and restaurants located within hospitals, nursing homes, or other licensed health care facilities may provide dine-in service, as long as Social (Physical) Distancing is practiced;
  - m. Businesses that supply office or computer products needed by people who work from home;
  - n. Businesses that supply other Essential Businesses with the support or supplies necessary to operate;
  - o. Non-manufacturing, transportation or distribution businesses that ship, truck, transport, or provide logistical support to deliver groceries, food, goods or services directly to residences, Essential Businesses, Healthcare Operations, and Essential Infrastructure. This exemption shall not be used as a basis for engaging in sales to the general public from retail storefronts;
  - p. Airlines, taxis, ride sharing services and other private transportation providers providing transportation services necessary for activities of daily living and other purposes expressly authorized in this Order;
  - q. Businesses that manufacture parts and provide necessary service for Essential Infrastructure;
  - r. Home-based care for seniors, adults, disabled persons, or children;
  - s. Residential facilities and shelters for homeless residents, disabled persons, seniors, adults, children and animals;
  - t. Professional services, such as legal, payroll or accounting services, when necessary to assist in compliance with legally mandated activities, and the permitting, inspection, construction, transfer and recording of ownership of housing, including residential and commercial real estate and anything incidental thereto, provided that appointments and other residential viewings must only occur virtually or, if a virtual viewing is not feasible, by appointment with no more than two visitors at a time residing within the same household or living unit and one individual showing the unit (except that in-person visits are not allowed when the occupant is still residing in the residence);

- u. Childcare facilities. To the extent possible, childcare facilities must operate under the following conditions: (1) Childcare must be carried out in stable groups of 10 or fewer ("stable" means the same ten (10) or fewer children are in the same group each day); (2) Children shall not change from one group to another; (3) If more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix with each other; (4) Childcare providers shall remain solely with one group of children;
  - v. Hotels, motels, shared rental units and similar facilities. **Beginning June 12, 2020, these may reopen for tourism and individual travel, in adherence with the required Los Angeles County Department of Public Health Reopening Protocol for Hotels, Lodging and Short-Term Rentals, attached to this Order as Appendix P;**
  - w. Construction, which includes the operation, inspection, and maintenance of construction sites and construction projects for construction of commercial, office and institutional buildings, residential and housing construction; and
  - x. Manufacturers and retailers of fabric or cloth that is made into personal protective equipment, such as, face coverings.
19. For purposes of this Order, "Social (Physical) Distancing" means: (1) Maintaining at least six (6) feet of physical distance from individuals who are not members of the same household; (2) Frequently washing hands with soap and water for at least 20 seconds, or using hand sanitizer that contains at least 60% alcohol; (3) Wearing a cloth face covering when in contact with others who do not live in the same household or living unit, which reduces the risk of transmission to others from people who do not have symptoms and do not know they are infected; and (4) Avoiding all physical interaction outside the household when sick with a fever or cough, except for necessary medical care.
20. For purposes of this Order, the "Social (Physical) Distancing Protocol" that must be implemented and posted must demonstrate how the following infection control measures are being implemented and achieved, as applicable:
- a. Limiting the number of people who may enter into the facility at any one time to ensure that people in the facility can easily maintain a minimum six (6) foot physical distance from others, at all times, except as required to complete a business activity or transaction. Members of a single household or living unit may stand or move together but must be separated from others by a physical distance of at least six (6) feet.
  - b. Where lines may form at a facility, marking six (6) foot increments at a minimum, establishing where individuals should stand to maintain adequate Social (Physical) Distancing, whether inside or outside the facility.
  - c. Providing hand sanitizer, soap and water, or effective disinfectant at or near the entrance of the facility and in other appropriate areas for use by the public and employees, and in locations where there is high-frequency employee interaction with members of the public (e.g., cashiers). Restrooms normally open to the public shall remain open to the public.



- d. Posting a sign in a conspicuous place at all public entries that instructs the public not to enter if they are experiencing symptoms of respiratory illness, including fever or cough, to wear face coverings, and to maintain Social (Physical) Distancing from one another.
  - e. Providing for the regular disinfection of high-touch surfaces, and disinfection of all payment portals, pens, and styluses after each use. All businesses are encouraged to also offer touchless payment mechanisms, if feasible.
  - f. Providing cloth-face coverings to employees and contracted workers whose duties require close contact with other employees and/or the public.
  - g. Requiring that members of the public who enter the facility wear a face-covering, which reduces the risk of “asymptomatic” or “pre-symptomatic” transmission to workers and others, during their time in the facility.
  - h. Adhering to communicable disease control protocols provided by the Los Angeles County Department of Public Health, including requirements for cleaning and disinfecting the site. See protocols posted at [www.publichealth.lacounty.gov/media/Coronavirus/](http://www.publichealth.lacounty.gov/media/Coronavirus/)
21. Operators of businesses that are required to cease in-person operations may conduct Minimum Basic Operations, which means:
- a. The minimum necessary activities to maintain and protect the value of the business's inventory and facilities; ensure security, safety, and sanitation; and process payroll and employee benefits;
  - b. The minimum necessary activities to facilitate the business's owners, employees, and contractors being able to continue to work remotely from their residences, and to ensure that the business can deliver its services remotely.


### **ADDITIONAL TERMS**

22. The County shall promptly provide copies of this Order by: (a) posting it on the Los Angeles Department of Public Health's website ([www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)), (b) posting it at the Kenneth Hahn Hall of Administration located at 500 West Temple Street, Los Angeles, CA 90012, (c) providing it to any member of the public requesting a copy, and (d) issuing a press release to publicize the Order throughout the County.
- a. The owner, manager, or operator of any facility that is likely to be impacted by this Order is strongly encouraged to post a copy of this Order onsite and to provide a copy to any member of the public requesting a copy.
  - b. Because guidance may change, the owner, manager, or operator of any facility that is subject to this Order is ordered to consult the Los Angeles County Department of Public Health's website ([www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)) daily to identify any modifications to the Order and is required to comply with any updates until the Order is terminated.

23. If any subsection, sentence, clause, phrase, or word of this Order or any application of it to any person, structure, gathering, or circumstance is held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, then such decision will not affect the validity of the remaining portions or applications of this Order.
24. This Order incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom and the March 4, 2020 declarations of a local and public health emergency issued by the Los Angeles County Board of Supervisors and Los Angeles County Health Officer, respectively, and as they may be supplemented.
25. This Order is issued to align the County with the phased reopening approach of the California's Pandemic Resilience Roadmap. This Order will be revised in the future as the State Public Health Officer progressively designates sectors, businesses, establishments, or activities that may reopen with certain modifications at a pace designed to protect health and safety. **Should local COVID-19 conditions warrant, the Health Officer may, after consultation with the Board of Supervisors, issue orders that are more restrictive than the guidance and orders issued by the State Public Health Officer.**
26. This Order is consistent with the provisions in the Governor's Executive Order N-60-20 and the State Public Health Officer's May 7, 2020 Order, that local health jurisdictions may implement or continue more restrictive public health measures in the jurisdiction if the local health officer believes conditions in that jurisdiction warrant them. Where a conflict exists between this Order and any state public health order related to controlling the spread of COVID-19 during this pandemic, the most restrictive provision controls. Consistent with California Health and Safety Code section 131080, except where the State Health Officer may issue an order expressly directed at this Order or a provision of this Order and based upon a finding that a provision of this Order constitutes a menace to the public health, any more restrictive measures in this Order may continue to apply and control in the County of Los Angeles Public Health Jurisdiction.
27. Pursuant to Sections 26602 and 41601 of the California Government Code and Section 101029 of the California Health and Safety Code, the Health Officer requests that the Sheriff and all chiefs of police in all cities located in the Los Angeles County Public Health Jurisdiction ensure compliance with and enforcement of this Order. The violation of any provision of this Order constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is punishable by fine, imprisonment or both.

28. This Order shall become effective immediately on **June 11, 2020** and will continue to be until it is revised, rescinded, superseded, or amended in writing by the Health Officer.

**IT IS SO ORDERED:**

  
\_\_\_\_\_  
**Muntu Davis, M.D., M.P.H.**  
Health Officer,  
County of Los Angeles

*JUNE 11, 2020*  
\_\_\_\_\_  
**Date**

**Appendices At-A-Glance**

All DPH protocol is available at:

<http://www.publichealth.lacounty.gov/media/Coronavirus/>

**Appendix A:** Protocol for Social Distancing

**Appendix B:** Protocols for Retail Establishments Opening for In-person Shopping

**Appendix C:** Reopening Protocol for Warehousing, Manufacturing and Logistic Establishments

**Appendix D:** Protocols for Office Worksites

**Appendix E:** Protocols for Shopping Center Operators

**Appendix F:** Protocol for Places of Worship

**Appendix G:** Protocol for Vehicle-Based Parades

**Appendix H:** Reopening Protocol for Hair Salons and Barbershops

**Appendix I:** Protocol for Restaurants Opening for On-Site Dining

**Appendix J:** Reopening Protocol for Music, Film, and Television Production

**Appendix K:** Reopening Protocol for Day Camps

**Appendix L:** Reopening Protocol for Gyms and Fitness Establishments

**Appendix M:** Reopening Protocol for Museums, Galleries, Zoos, and Aquariums

**Appendix N:** Protocol for Professional Sports Leagues and Facilities Opening for Training Sessions and Spectator-Free Events

**Appendix O:** Reopening Protocol for Campgrounds, RV parks and Cabin Rental Units

**Appendix P:** Reopening Protocol for Hotels, Lodging, and Short-Term Rentals

## Reopening Protocol for Music, Television and Film Production: Appendix J

Effective as of Friday, June 12, 2020

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to allow Music, Television and Film production to resume. The requirements below are specific to the Music, Television and Film industries which are permitted to re-open following the Health Officer Order of June 11, 2020.

In addition to any conditions imposed on the Music, Television and Film industries by the State, and agreements among labor and management, these types of businesses must also be in compliance with the conditions listed in this Checklist for the Music, Television and Film Industry.

Additional protocols relevant to areas of Music, Television and Film Production must also be followed:

- Restaurants and bars
- Retail Operations
- Office Spaces
- Warehouse and Manufacturing
- Construction

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

**All businesses 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 business.**

Business name:

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Facility Address:

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Date Posted:

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

- Any employee who can carry out their work duties from home has been directed to do so.
- A workplace COVID-19 Compliance Officer (C19CO) or Officers has been designated. The C19CO is responsible for establishing and enforcing COVID-19 safety protocols, training staff on protocols, and monitoring compliance. If feasible experts with experience in infection control are consulted in creating and reviewing infection control protocols for new Music, Television and Film productions, to revise established protocols, and generally provide consultation for the C19CO. The C19CO maintains, secures, and protects the privacy of any records created during their work. The C19CO should be on site whenever possible when production work is being performed, particularly during on-site or on-location filming. The C19CO supports:
  - Employee, vendor and visitor health check processes upon arrival at the workplace. Records must be kept private and secure at all times
  - Management of complaints and suggestions for improving COVID-19 related procedures
  - Protocol and workflow assessment for all work to assure physical distancing, infection control, and disinfection.
  - Procedures for an employee with signs compatible with COVID-19, and/or an employee who tests positive for COVID-19.
- Workplace provides all personal protective equipment (PPE) and infection prevention supplies needed on the job, including face coverings, hand sanitizer, disinfectants, and (when needed) gloves, mobile handwashing stations, and other equipment and supplies.
- All employees and visitors are required to wear cloth face coverings whenever they are in contact with others unless the production activity does not allow for the wearing of a face covering. These instances should be of short duration and with as much physical distancing as possible.
- Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- All employees have been told not to come to work if they have symptoms consistent with COVID-19, have tested positive for COVID-19 or have been in contact with a case of COVID-19 and to follow DPH guidance for self-isolation or quarantine as applicable.
- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- For Television and Film production there is regular, periodic testing of the cast and crew on a given production to mitigate the risk of the spread of COVID-19, especially for those cast and crew that are involved in high risk scenes requiring close contact without face coverings for extended periods of time. Where testing may not be feasible for one-time productions operating under a very short filming schedule (e.g. many commercials) or smaller music recording sessions, all work should be planned to eliminate close physical contact between cast, crew and performers as much as possible. Any and all testing programs are the responsibility of the employer and should benefit from the guidance of a medical professional.

- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer shall have a plan for response, following guidance required by Los Angeles County, to include:
  - Send the sick employee home immediately. If they have symptoms of serious illness such as trouble breathing, pressure or pain in the chest, bluish lips or they appear confused, call 911. They should speak with their physician about their symptoms and determine the need for testing for COVID-19.
    - The employee is not allowed to return until their fever has resolved for at least three (3) full days and their respiratory symptoms are improving, with a minimum absence of ten (10) days from the start of their symptoms.
    - An employee that tests positive for the SARS-CoV-2 virus but is not showing any symptoms, is not allowed to return until 10 days have passed starting from the date that the testing sample was collected.
    - Consider alternative work options like teleworking or other arrangements to work remotely if the employee can do so.
    - Perform a cleaning and disinfection of all areas touched by the ill or infected employee.
    - Identify any cast, crew or others that had close contact with the ill employee. See the quarantine guide (<http://ph.lacounty.gov/covidquarantine>) for definitions of close contacts and what they must do. The name of the ill employee must not be disclosed, and medical privacy must be maintained.
- The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. Note that a negative PCR test (test for genetic material on nasal/throat/saliva sample) only shows that there was no virus in the sample at the time of the test. Individuals that test negative must still complete their full 14 days of quarantine.
- If the producer, director, showrunner, owner, manager, or operator knows of three (3) or more cases of COVID-19 within the workplace within a span of 14 days the employer must report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821, and assist Public Health in the investigation and take steps required by Public Health to control the outbreak.
- Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms compatible with COVID-19 that the employee may be experiencing. 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. Information must be kept private and stored in a safe and secure manner.
- All employees who have contact with the public or other employees during their shift (s) are offered, at no cost, a cloth face covering. The covering is always to be worn by the employee during the workday when in contact or likely to come into contact with others. Employees need not wear a cloth face covering when the employee is alone in a private office or a walled cubicle.
- Employees are instructed to wash their face coverings daily.
- All workstations are separated by at least six feet.



- Break rooms, restrooms, and other common areas are disinfected frequently, on the following schedule:
  - Distribution area \_\_\_\_\_
  - Make up/ Hair and Costume areas \_\_\_\_\_
  - Cast Green Rooms or trailers \_\_\_\_\_
  - Break rooms \_\_\_\_\_
  - Restrooms \_\_\_\_\_
  - Other \_\_\_\_\_
- Breaks are staggered to ensure that six (6) feet between employees can be maintained in break rooms or other common areas such as background cast members' waiting rooms at all times.
- Employees are prohibited from eating or drinking anywhere other than in designated areas to assure that masks are worn consistently and correctly. Cast and crew must eat and drink at designated set areas with staggered schedules.
- Disinfectant and related supplies are available to employees at the following location(s):  
\_\_\_\_\_
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):  
\_\_\_\_\_
- Employees are allowed frequent breaks to wash their hands.
- A copy of this protocol has been distributed to each employee.
- Each worker is assigned their own tools, equipment and defined workspace as much as possible. Sharing held items is minimized or eliminated.
- All shared equipment, microphones, and tools must be disinfected after each use.
- All shared clothing must be cleaned after each use.
- All wigs or other shared prosthetics must be disinfected after each use.
- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- Training sessions on COVID-19 are provided and documented for all employees – including information about the virus and all required safety measures.
- Workers hired to serve as audience members are required to adhere to all other employee requirements.
- The date, time and participants in all production sessions should be recorded for later reference, in case anyone involved in the production becomes ill with signs of COVID-19 and/or tests positive.
- Optional—Describe other measures:  
\_\_\_\_\_

## B. MEASURES TO ENSURE PHYSICAL DISTANCING

- All new or re-starting productions and group recording sessions must have a written protocol before work begins to ensure physical distancing of six (6) feet or more between people throughout the production. It must ensure that:
  - Only essential cast and crew should be on or near the set at any time
  - Production or editing meetings should be limited to essential staff only and should be held in areas where physical distancing can be maintained.
  - Strategies may include breaking production participants into teams of the smallest size feasible, that access set or studio areas at different times with minimum overlap or intermingling
  - All cast and musicians performing work in which they cannot wear a face covering (e.g. actors, wind and brass instrument players, singers) should strive for a minimum of 8 feet of social distancing during rehearsal or performance. Alternatively, wind and brass instrument musicians should be separated from others and from each other by plexiglass or other barriers.
  - Essential staff may include paid employees that serve as an audience for a production. Audiences must be seated at least 6 feet from each other and wearing face coverings whenever feasible; audiences should be limited to 100 people or 25% of the maximum occupancy of the space, whichever is smaller. The same group of employees should serve as the audience throughout a production whenever feasible
- Where feasible, all workspaces shall have one directional traffic (separate entrances and exits) to prevent contact or crowding near doorways.
- Elevator capacity is limited to the number of people that can be accommodated while maintaining a six (6)-foot physical distance between riders; during peak building entry and exit times, this number can be adjusted to four (4) individuals or fewer at a time for any elevator that does not allow for six (6)-foot physical distance between riders. All riders are required to wear cloth face coverings. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.
- To ease elevator traffic, stairwells have been opened for “up” or “down” traffic with increased cleaning of stairwells.
- Furniture in lobbies and in employee break rooms, green rooms and trailers and other common areas is separated by at least six (6) feet to support physical distancing.
- All shop (props, costume, design, electrical equipment, etc.) and manufacturing locations on the lot work with clients on an appointment-only basis to prevent formation of lines or groups. Shopping is performed virtually as much as possible or is limited to one shopper at a time. Any printed catalogue of offerings should be single-use and assigned to the one client and not re-used. If a client must wait for an item, they should wait outside as much as possible,
- All staff, cast, crew, musicians, vendors, clients and other visitors have been instructed to maintain at least a six (6) feet distance from each other at all times, except when specific tasks require closer work.
- In offices, film and sound editing areas, employee workstations are separated by at least six (6) feet and common areas are configured to limit employee gatherings to ensure physical distancing of at least six (6) feet. A maximum capacity for each office, meeting room and floor should be established and posted.



### C. GENERAL MEASURES FOR INFECTION CONTROL

- HVAC systems in all buildings are in good working order; to the maximum extent possible, ventilation has been increased in all spaces, including offices, recording areas, meeting rooms, stages, green rooms and trailers, and on-lot shops. The status of the HVAC system is assessed by on-location scouting.
- All contracts, scripts, music sheets, and any other documents that are normally shared are either distributed digitally, or are printed and individually assigned to cast, crew and musicians to avoid sharing.
- Before and after filming or recording sessions, group editing, or other meetings, frequently touched objects (e.g., tables, doorknobs or handles, printers, props, common equipment) are disinfected using EPA approved disinfectants. Such surfaces should be cleaned at least three times a day.
- Sets, production spaces, and the entire facility are cleaned at least daily, with restrooms and frequently touched areas/objects cleaned more frequently.
- All staff, cast, crew, visitors, vendors, and clients are instructed that they must wear cloth face coverings at all times in the facility unless they are alone in a closed office. This applies to all adults and to children over the age of two (2). Only individuals with chronic respiratory conditions or other medical conditions that make use of a mask hazardous are exempted from this requirement.
- Cast that are minor children may be accompanied by up to two (2) adults such as a parent, guardian and/or educator. Children must stay with their parent or guardian and avoid touching any other person or any item that does not belong to them and remain masked, if age permits, when not on set.
- Hand sanitizer, tissues and trash cans are available to all cast, crew, musicians and staff at or near the entrance of the facility, throughout offices and recording studios, near a set and on location. Non touch trash receptacles are preferred.
- All payment portals, pens, and styluses are disinfected after each use by a different person.
- Props, costume and set materials that can be more easily disinfected are preferred.
- All cast and crew must wear a facial covering and must wash or sanitize hands before touching props, costumes, or set materials. During filming, cast may use these items without wearing a face covering.
- All props, costumes and set materials must be disinfected before first use on the set, and between uses by different actors.
- Where feasible, cast will bring their own props (e.g. cell phone) and costumes to avoid sharing.
- All trucks and other vehicles must be disinfected after each use

#### **D. MEASURES THAT COMMUNICATE TO STAFF, CAST, CREW, VISTORS, VENDORS AND CLIENTS**

- A copy of this protocol is given to all people, in all roles, that enter the facility or the on-location set.
- Signage is posted throughout the facility or set to convey the following information:
  - People ill with signs of COVID-19, or that have tested positive for the virus, are not permitted to enter.
  - People that are under quarantine after possible exposure to another person with possible or confirmed COVID-19, are not allowed to enter.
  - Facial covering requirements.
  - Capacity limits for specific meeting rooms, break rooms, dining areas, recording rooms, film sets, and vehicles, (posted on or just outside of the entrance to these locations).
  - procedures for symptoms checks, temperature checks. (posted in check-in areas)
  - Contact information for the on-set COVID-19 Compliance Officer (C19CO)

#### **E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- Measures are instituted to assure access for cast, crew and musicians who have mobility limitations and/or are at high risk in public spaces.

#### **F. MUSIC PRODUCTION**

In addition to complying with all other relevant sections of this protocol music production activities should also adhere to the list below:

- All sessions should be booked in advance with the expected number of participants recorded at booking to ensure that physical distancing can be maintained. A visitor log should be maintained with name and contact information of all participants.
- Individuals admitted to the studio at any particular time (including talent and crew) must be limited to essential personnel only. This includes artists, songwriters, photographers/videographers, and the people who can accompany them, must be strictly limited to essential personnel only.
- Sheet music and other paper materials should be passed out using gloves. Ideally, they should be for single use and not collected at the end of the session.
- Wherever feasible, everyone utilizing the studio should use their own equipment (including cameras, headsets, microphones, consoles), desks, phones, supplies, etc. If equipment must be shared, it should be sanitized between each use.
- Distance markers must be provided to indicate adequate social distancing. Microphones, consoles, and other equipment must be set up to facilitate social distancing.
- Those entering the studio must wear a cloth face covering whenever they are near others, especially in common areas including lounges, kitchens, bathrooms.
- All musicians and singers performing work in which they cannot wear a face covering (e.g. wind and brass instrument players, singers) should strive for a minimum of 8 feet of social distancing during rehearsal or performance. Alternatively, these individuals should be separated from others and from each other by plexiglass or other barriers.

- Talent must arrive with hair and makeup done if needed.
- Contractors should ideally accept tax forms and other collectively bargained forms (Cartage) digitally, or via mail.
- Copies of acknowledgement forms regarding studio policies and written notices will be placed, close to entrances.
  - Forms should be sent electronically in advance to contingent workers and visitors for e-signature, if possible, to minimize physical contact at the studio.
- As much as feasible all financial transactions should be arranged in advance or following the session through contactless systems. Transactions or services that can be offered remotely should be moved on-line.

## G. AUDITIONING SESSIONS

- Auditioning should be performed remotely, through tools such as videoconferencing, as much as possible.
- When in-person auditioning is used, the following are required:
  - Appointments must be used to prevent crowding. No open calls are allowed.
  - All attending the session are required to wear cloth face coverings; the person auditioning may remove their face covering for the audition if appropriate.
  - Single use printed scripts given to each participant, no sharing of scripts.
  - The individual auditioning must wait outdoors, and away from others for their appointment.
  - Multiple person auditions must maintain at least six (6) feet of distance between individuals.

## H. SCENE RESTRICTIONS

- All cast shall wash or sanitize hands when beginning the filming of a scene and not touch their face during the filming session. Any crew that must interact with the set or cast must also wash or sanitize their hands at the beginning of filming and must wear a facial covering.
- Any work, including scenes, requiring cast or crew to be closer than six (6) feet must be as brief as possible and cast must be as silent as possible to avoid spreading droplets through talking. Scenes with direct prolonged physical contact between cast (intimate scenes, fight scenes) are discouraged at this time.
- Large crowd scenes should be avoided.
- All on location filming must adhere to operating hours between 7am and 10pm whenever feasible.

## I. CRAFT SERVICES AND CATERING

- All actors and crew shall wash or sanitize hands before handling any food
- No buffets allowed
- No communal food or drink service (no coffee pot, no single service coffee maker)
- All food and drink must be single serving only
- Sit-down meals: either require eating in shifts, or seating areas large enough to allow for physical distancing of six (6) feet or more
- All additional Public Health Requirements related to food service must be followed.
- Any food brought by individuals should be labeled and may not be shared.
- Food and drinks may be consumed only in designated spaces to ensure that masks can be worn consistently and correctly.
- If water is served from water dispensers, then levers or buttons on the dispenser should be cleaned after each use. It is preferable that beverages are served in single use containers.

## J. WARDROBE, HAIR & MAKEUP

- Hands-on assistance with these services should be limited only to cast that require it and cannot do it themselves
- Actors and crew must wash or sanitize their hands before any hands-on styling or costume session, and wear cloth face coverings during sessions as much as possible. During the application of makeup, since a cloth face covering cannot be worn the actor should stay as silent as possible to avoid spreading droplets though talking.
- The date, time and crew in the session should be recorded for later reference, in case either the cast member or wardrobe/hair crew become ill with COVID-19.

## K. LOCATION SCOUTING

- Scouting should be performed virtually or rely on existing site photographs where possible.
- Locations must be completely secure to prevent access by the public. Locations should be remote, fenced or otherwise well-secured from public access.
- Locations must have enough space to allow for physical distancing for all cast and crew holding and common areas, the video village, craft services/dining, and all other work areas
- Location rental or access time must allow for the extra time needed for safe check-in to the site, and extra time for hand hygiene and repeated disinfection of surfaces.
- Outdoor or large open indoor spaces are inherently safer by virtue of the greater capacity to achieve physical distancing and/or ventilation. Small closed indoor spaces without proper ventilation should not be used.

**L. ON LOCATION FILMING**

- A workflow and COVID-19 safety protocol must be written before filming occurs and shared with all cast and crew on location.
- A listing of all cast and crew participating in the filming must be maintained in case there is a need to perform contact tracing in the event of an illness or positive viral test in cast or crew.
- Physical distancing of at least six (6) feet between people is required on all off-camera areas including the cast and crew holding and common areas, the video village, craft services/dining, and all other work areas. Provide additional areas, equipment (such as video village monitors) to allow for distancing.
- Only essential cast and crew should be on or near the set at any time and physical distancing must be maintained.
- If transportation is needed between filming sites, use a higher-capacity vehicle as much as possible to allow for six (6) feet of physical distancing as much as is feasible. Establish a passenger capacity number and post it on the side of the vehicle. If needed, provide more vehicle trips with fewer passengers per trip. Require facial coverings for all passengers (including cast) and driver, leave windows open, if possible, during the ride.
- All off-camera staff must wear facial covering throughout the workday.
- All cast and crew should stay on location during the workday, including all breaks.
- All on location filming must adhere to operating hours between 7am and 10pm whenever feasible.

**M. FILM PERMITTING**

- Productions that consist entirely of remote/virtual work and filming or recording, with no contact between cast, crew, and musicians, are safest and should be prioritized if possible.
- The production must meet all other requirements for ON LOCATION FILMING and SCENE RESTRICTIONS in this checklist

**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:**

\_\_\_\_\_

## Reopening Protocol for Day Camps: Appendix K

Effective as of Friday, June 12, 2020

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to allow certain venues to safely reopen. The requirements below are specific to Day Camps permitted to be open by the Order of the State Public Health Officer. In addition to the conditions imposed on these specific venues by the Governor, these types of businesses must also be in compliance with the conditions laid out in this Checklist for Day Camps.

Beach camps and surf camps must comply with this day camp protocol and submit the completed protocol checklist to the appropriate beach jurisdiction (city, county or state) in order to be permitted

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

**All Day Camps 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 Camp.**

**Day Camp 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.
- 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, docents, interns 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. Employees understand to follow DPH 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.
- Upon being informed that one or more employees test positive for or has symptoms consistent with COVID-19 (case), 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 that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees' arrival. A temperature check should be done at the worksite if feasible.
- In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821.
- All employees who have contact with the public or other employees during their shift (s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others, Employees need not wear a cloth face covering when the employee is alone in a private office or a walled cubicle.
- Employees are instructed to wash their face coverings daily.
- Employees are also offered gloves for tasks that require them to handle frequently touched surfaces or for use during symptom screening.
- Employees have been instructed to maintain at least a six (6) feet distance from visitors and from each other in all areas of the Day Camp. Employees may momentarily come closer as necessary to assist children, or as otherwise necessary.
- Restrooms and other common areas are disinfected frequently, on the following schedule:
  - Restrooms \_\_\_\_\_
  - Other \_\_\_\_\_
- Disinfectant and related supplies are available to employees at the following location(s):  
\_\_\_\_\_



- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):  
\_\_\_\_\_
- Employees are reminded to wash their hands frequently.
- A copy of this protocol has been distributed to each employee.
- As much as feasible each worker is assigned their own equipment and have been instructed to avoid sharing phones, tablets, two-way radios, other work supplies, or office equipment wherever possible. They have also been instructed to never share PPE.
- Where items must be shared, they are disinfected with a cleaner appropriate for the surface between shifts or uses, whichever is more frequent, including the following: shared office equipment, such as copiers, fax machines, printers, telephones, keyboards, staplers, staple removers, letter openers, surfaces in reception areas, shared work stations, audio and video equipment, walkie talkies, etc.
- Time is provided for workers to implement cleaning practices during their shift. Cleaning assignments are assigned during working hours as part of the employees' job duties. Modify hours, if necessary, to ensure regular, thorough cleaning, as appropriate. Options for third-party cleaning companies to assist with the increased cleaning demand are procured, as needed.
- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- Optional—Describe other measures:  
\_\_\_\_\_

## **B. MEASURES TO ENSURE PHYSICAL DISTANCING**

### **ARRIVAL AND DEPARTURE**

- Limit the number of persons in the camp to the number appropriate for maintaining physical distancing.
- If transport vehicles (e.g., buses) are used by the camp, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings, and physical distancing).
- All campers and visitors are wearing cloth face coverings at arrival and departure.
- Minimize contact between camp staff, campers and families at the beginning and end of the day.
- Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
- Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that camp staff and campers remain at least 6 feet apart in lines and at other times (e.g., guides for creating "one-way routes" in hallways).
- Open windows and maximize space between campers and the driver on transport vehicles where possible.



### RECREATIONAL SPACE

- Campers should remain in the same space and in groups as small and consistent as practicable. Keep the same campers and staff with each group and include campers from the same family in the same group, to the greatest extent practicable. Recommended participant to staff ratios should be 12:1.
- All visitors and campers are required to wear cloth face coverings while at camp, except while swimming, napping, eating/drinking, or engaging in solo physical exertion (such as jogging by one's self). Children less than 3 years of age and those with health conditions that prevent masking are exempt.
- Maximize space between seating, desks, and bedding. Consider ways to establish separation of campers through other means, for example, six feet between seats, partitions between seats, markings on floors to promote distancing, arranging seating in a way that minimizes face-to-face contact.
- Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for children to understand and are developmentally appropriate.
- Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.
- Restrict communal activities where practicable. If this is not practicable, stagger use, properly space occupants, keep groups as small and consistent and disinfect in between uses.
- Limit gatherings and extracurricular activities to those that can maintain physical distancing and support proper hand hygiene.
- Use alternative spaces as needed, including regular use of outdoor space, weather permitting. For example, consider ways to maximize outside space, and the use of cafeterias and other spaces for use to permit physical distancing.
- Minimize congregate movement as much as practicable.
- For activities that generate respiratory droplets such as heavy exertion or singing, increase the distance between individuals to 8 feet and try to do these outside.

### MEALS

- Have campers bring their own meals as feasible, and practice physical distancing when eating or eat within their smaller group, instead of in a communal dining hall or cafeteria. Ensure the safety of children with food allergies.
- Use disposable food service items (e.g., utensils and plates). If disposable items are not feasible, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils.

### C. MEASURES FOR INFECTION CONTROL

- Ensure all camp staff and families are aware of enhanced sanitation practices, physical distancing guidelines and their importance, proper use, removal and washing of cloth face coverings, screening practices and COVID-19 specific exclusion criteria.
- Designate a staff person (e.g., camp nurse or healthcare provider) to be responsible for responding to COVID-19 concerns. All camp staff and families should know who this person is and how to contact them. This individual should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- For areas with a large geographic distribution, consider restricting attendance to campers who live in the local geographic area and ask campers to avoid movement between camps.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans and hand sanitizers with at least 60 percent ethyl alcohol for staff and those campers who can safely use hand sanitizer.
- Teach campers the following personal protective measures
  - Washing hands regularly before and after eating; after coughing or sneezing; after being outside; and after using the restroom.
  - Avoid touching your eyes, nose, and mouth
  - Cover coughs and sneezes
  - Use a tissue to wipe your nose and cough/sneeze inside a tissue or your elbow.
- Consider routines enabling camp staff and campers to regularly wash their hands at staggered intervals.
- Campers and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly.
- Staff should model and practice handwashing. For example, for younger campers, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Campers and staff should use hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers, especially when hands are visibly dirty
- Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
- Consider portable handwashing stations throughout the site to minimize movement and congregation in bathrooms to the extent possible.
- Campers should be encouraged to use cloth face coverings. Information should be provided to all camp staff and campers on proper use, removal and washing of cloth face coverings.
- Consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.
- Frequently touched surfaces such as door handles, light switches, sink handles, bathroom surfaces, tables as well as surfaces in transportation vehicles should be cleaned at least daily and more frequently throughout the day if possible.

- Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces.
- Limit sharing of objects and equipment, such as toys, games and art supplies, otherwise clean and disinfect between uses.
- When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions. These products contain ingredients which are safer for individuals with asthma
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on the hazards of the chemicals, manufacturer’s directions, and Cal/OSHA requirements for safe use.
- Custodial staff with the responsibility of cleaning and disinfecting the site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children’s reach and stored in a space with restricted access.
- When cleaning, air out the space before campers arrive; plan to do thorough cleanings when campers are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- If opening windows poses a safety or health, consider alternate strategies for improving air flow such as maximizing central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of infections such as Legionnaires’ disease

### SCREEN CAMPERS

- Train staff and educate campers and their families about when they should stay home and when they can return to camp. Actively encourage staff and campers who are sick or who have recently had close contact with a person with COVID-19 to stay home.
- In addition to screening staff when they arrive, all campers should also be screened upon arrival at the facility
  - Consider conducting visual wellness checks of all campers upon arrival; this could include taking campers’ temperatures at the beginning of each day with a no touch thermometer. If no touch thermometers are not available, reported temperature assessment is acceptable.
  - Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- Exclude any child, parent, caregiver or staff showing symptoms of COVID-19.
- Monitor staff and campers throughout the day for signs of illness; send home campers and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms. Send persons to the appropriate medical facility rather than their home if necessary.

### IF STAFF OR CAMPERS BECOMES ILL

- Identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19. (Fever, Cough, Shortness of breath or difficulty breathing, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, New loss of taste or smell)
- Ensure they are wearing a cloth face covering or surgical mask if they are over the age of 2 and do not have problems putting on or removing the mask or have issues breathing with the mask on.
- The campers or staff exhibiting symptoms should remain in the isolation room until they can be transported home or to a healthcare facility, as soon as practicable.
- Establish procedures for safely transporting anyone sick to their home or to a healthcare facility, as appropriate. Call 9-1-1 without delay if the individual develops persistent pain or pressure in the chest, confusion, or bluish lips or face.
- Advise sick staff members and campers not to return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared.
- Advise contacts to the ill individual to stay at home for 14 days after the last contact and monitor for symptoms of COVID-19. See public health guidance on quarantine for additional details <http://ph.lacounty.gov/covidquarantine>
- In the event that 3 or more positive COVID-19 cases are identified, notify local health officials, staff, and all families immediately while maintaining confidentiality as required by state and federal laws.
- Close off areas used by any sick person and do not use before cleaning and disinfection. If possible, wait 24 hours or as long as possible before cleaning and disinfecting the area.
- Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep cleaning and disinfectant products away from children.
- In consultation with the local public health department, the appropriate camp official may consider if closure is warranted and length of time based on the risk level within the specific community

### LIMIT SHARING

- Keep each camper's belongings separated and in individually labeled storage containers, cubbies or areas. Ensure belongings are taken home each day to be cleaned and disinfected.
- Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.
- Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable.

**D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.
- A copy of this protocol is posted at all public entrances to the facility.
- Signage at the entry notifies customers of occupancy limits.
- Signs are displayed at entrances, waiting areas, and throughout outdoor gallery and museum spaces to remind people of physical distancing and face coverings usage at every opportunity. Dedicate staff are used to direct guests at high traffic and bottleneck areas to avoid congregating.
- Signs are posted that instruct visitors that they should stay home if sick with respiratory symptoms.
- Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings, limited occupancy, policies in regard to ticketing, admission, preordering, prepayment, pickup and/or delivery and other relevant issues.

**E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- Services that are critical to the campers have been prioritized.
- Measures are instituted to assure services for campers 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:**

\_\_\_\_\_

# Reopening Protocol for Gyms and Fitness Establishments: Appendix L

Effective as of Friday, June 12, 2020

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to allow certain gyms and fitness establishments to safely reopen. The requirements below are specific to gym and fitness establishments permitted to reopen by the Public Health Officer. In addition to the condition imposed on these specific retail businesses by the Governor, these types of businesses must also be in compliance with the conditions laid out in this Checklist for Gym and Fitness establishments.

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

**All businesses 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 business.**

**Business name:**

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**Facility Address:**

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**Maximum Occupancy, per Fire Code:**

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**Approximate total square footage  
of space open to the public:**

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**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.
- Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- All employees have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow DPH 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.
  - Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government [programs](#) supporting sick leave and worker's compensation for COVID19, including employee's sick leave rights under the [Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's [Executive Order N-62-20](#)
- In the event of a known case among employees, the employer has a plan to investigate COVID+ cases, to alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested. The employer has a plan in place to provide or make arrangements to provide for testing all employees that have had a possible exposure.
- Symptom checks are conducted before employees may enter the workspace. Checks must include a verbal check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. A temperature check should also be done if feasible.
- All employees who have contact with the public or other employees during their shift (s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees need not wear a cloth face covering when the employee is alone in a private office or a walled cubicle.
- Employees are instructed to wash their face coverings daily.
- All workstations are separated by at least six feet.
- Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - Break rooms \_\_\_\_\_
  - Restrooms \_\_\_\_\_
  - Other \_\_\_\_\_
- Breaks are staggered to ensure that six (6) feet between employees can be maintained in break rooms at all times.
- Ensure temporary or contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary supplies and PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers.



- Face coverings are required when employees are in the vicinity of others. Workers must have face coverings available and wear them in the fitness facility, offices, or in company-owned vehicles when traveling with others. Face covering are particularly important if physical distancing cannot be maintained on the job (for example, personal trainers and staff assisting members with exercises). Face coverings must not be shared. Employers are required to provide face coverings to all employees.
- To ensure that masks are worn consistently and correctly, employees are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others.
- Disinfectant and related supplies are available to employees at the following location(s):  
\_\_\_\_\_
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):  
\_\_\_\_\_
- Employees are allowed frequent breaks to wash their hands.
- A copy of this protocol has been distributed to each employee.
- Each worker is assigned their own tools, equipment and defined workspace. Sharing held items is minimized or eliminated.
- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- Optional—Describe other measures:  
\_\_\_\_\_

## **B. MEASURES TO ENSURE PHYSICAL DISTANCING**

- If possible, implement a reservation system for the facility. Utilize the reservation system to contact patrons with reservations 24 hours before their scheduled arrival to confirm their reservation and ask if they or someone in their household is exhibiting any COVID-19 symptoms. If the patron answers in the affirmative the patron should be reminded that they should only utilize the fitness facility if they are not ill. Such communication can be done via app, email, or text, if possible.
- Avoid patrons queuing in the facility or outside and help maintain occupancy levels.
- All patrons are required to wear a face covering when at the facility except when engaged in physical exercise or while training.
- Gym occupancy is limited to 50% or less. Only those patrons that are actually exercising should be inside the facility. Patrons should not wait in the reception area.
- Modifying group training classes such as aerobics, yoga and dance to limit the size to ensure a minimum of six feet of physical distance between patrons.
  - Move the classes outdoors or to larger spaces like full-sized basketball courts, if possible. Group exercise classes should only be offered if distancing requirements can be maintained and there is no person-to-person physical contact.
  - For high aerobic classes such as aerobics, spin or conditioning or machines such as elliptical, tread or stair machines, consider placing individuals and equipment at least 8 feet apart rather than 6 ft.
- High contact programs that require close contact less than six feet in distance should be suspended. This would include activities such as group sporting events, organized intermural activities, pick-up basketball, or organized races.

- Sports courts can be used for individual practice or for activities where 6 feet of physical distance can be maintained throughout the activity. When people are waiting to use a court, a maximum time limit for court use by each participant should be implemented. Participants waiting must practice physical distancing.
- Yoga classes held in temperatures over 100 degrees should be discouraged.
- Personal trainers are permitted if they maintain a six-foot distance from the client and wear a face covering. Patrons should be strongly encouraged to wear a face covering while receiving instruction.
- Equipment is marked off to ensure that clients can maintain at least a six (6) feet distance from others. Tape or other markings assist customers in keeping a 6 feet distance between them and others in any line. A marking identifies both a starting place for customers arriving in the line and 6-foot intervals for subsequent customers who are joining the line.
- Use one-way foot traffic patterns throughout the fitness facility with visual cues and signs.
- Remove communal furniture and/or cordoning off member lounge areas
- Stagger available lockers in locker rooms to maintain physical distancing.
- Space all equipment and machines at least six feet apart or taking some out of service to achieve physical distancing
- Employees have been instructed to maintain at least a six (6) feet distance from customers and from each other in all areas of the gym. Employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Elevator capacity is limited to 4 individuals or fewer at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear cloth face coverings. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.
- Spa services are not allowed.
- Consider suspending non-core activities, including retail operations, childcare, and food service. If fitness facilities operate such amenities, they should review and following the applicable posted county public health protocols for these activities.

### **C. MEASURES FOR INFECTION CONTROL**

- The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased.
- Patrons should be temperature and/or symptom screened upon arrival and required to use hand sanitizer and to wear face coverings when entering and leaving the facility. They should wear face coverings to the extent possible while in the facility particularly when physical distancing is difficult. Whenever a face covering is not worn because a patron is participating in exercise or training, then patrons should be reminded to keep a 6 foot distance from others.
- Contactless payment and check-in systems are in place or, if not feasible, systems are sanitized regularly. Describe:  

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- Perform thorough cleaning throughout the day in high traffic areas, such as reception and lobby areas, changing rooms, locker rooms, showers and break rooms and areas of ingress and egress including stairways, stairwells, escalators, handrails, and elevator controls.
- Frequently disinfect commonly used surfaces, including personal exercise machines and equipment, countertops, vending machines, doorknobs, and hand washing facilities.

- Require patrons to disinfect individual exercise equipment, mats, and machines before and after use with provided disinfecting wipes. Ensure that lined, non-touch trash receptacles are available throughout the fitness facility to dispose of used wipes.
  - If members are unable or unwilling to wipe/disinfect equipment after exercise, provide “ready to clean” tags for members to place on equipment after use, to ensure equipment is disinfected by staff before the next use.
- Make sure all workers have been trained to use and have an adequate supply of all-purpose cleaners and disinfectants, when needed. Follow Cal/OSHA requirements and manufacturer instructions for safe use and required personal protective equipment for cleaning products.
- Workers should have enough ventilation (air flow) in areas where they are disinfecting. If cleaning in a bathroom or other small space, make sure the door and windows are propped open.
- Only allow shower and locker room use if partitions are in place or signs have been posted to specify physical distancing requirements. If partitions or proper distancing are not possible, these facilities should remain closed.
- Ensure that sanitary facilities stay operational and are continuously stocked at all times. Provide additional soap, paper towels, and hand sanitizer when needed. Install hands-free devices, if possible, including motion sensor sinks faucets, soap dispensers, sanitizer dispensers, and paper towel dispensers.
- Doors to multi-stall restrooms should be able to be opened and closed without touching the handles, using opening-devices, or powered door operators with the hand, whenever possible. If the door cannot be opened without touching the handle or door-operator with the hand, place a trash-receptacle by the door to ensure a paper towel can be readily disposed of when operating the door. The location and positioning of waste receptacles should not interfere with egress, evacuation, emergency equipment, or any reasonable accommodations provided under the Americans with Disabilities Act.
- Make sure trash cans are emptied regularly.
- Fitness facility patrons should be instructed that sinks could be an infection source and should avoid placing hairbrushes and other items directly on counter surfaces. Totes could also be used for personal items to limit their contact with other surfaces in the restroom or locker room.
- Clean HVAC intakes and returns daily
- Patrons should be reminded to maintain six feet of distance from janitorial or custodial staff. Implement a process to regularly check in with workers to ensure visitors are following this protocol. Ensure workers are able to share such information without fear of reprisal or retaliation.
- Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.
- Consider implementing a check-out system for patrons to utilize any small equipment and accessories (i.e. exercise bands, ropes, mats, foam rollers, etc.). Develop a process to clean and disinfect these items upon return.
- Follow CDC guidelines to ensure that all water systems are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water.
- Wherever possible, install touchless, automatic water dispensers for use with personal, reusable water bottles or single-use, disposable paper cups. Display signage reminding staff and patrons that the bottle or cup should not touch the water dispenser.
  - If a touchless water dispenser is not feasible, remind staff and patrons to wash their hands or use proper hand sanitizer before and after touching the water release button on drinking fountains.

- Customers are encouraged to bring their own water bottles. Encourage patrons to bring their own towels and mats and consider disbanding the provision of any facility-provided towels or personal hygiene products.
- For any towels, cloth wipes, or other laundered items. Provide a closed container where patrons can place used towels or other items. Ensure those items cannot be used again until properly laundered either by a commercial laundering service or an in house laundering process. Store all clean linens in a clean, covered place. Ensure workers who handle dirty linens or laundry wear gloves.
  - Have a staff member provide the linens or other materials upon request instead of setting up a self-serve area.
- Amenities, including magazines, books, self-serve water stations (unless touchless), and other items for patrons, must be removed from reception areas and elsewhere in the fitness facility. Non-essential vanity items should also be removed from locker rooms to help reduce touch points and guest interactions.
- When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 60% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves and other protective equipment as required by the product. Follow the asthma-safer cleaning methods recommended by the California Department of Public Health.
- Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.
- Public restrooms are sanitized regularly using EPA approved disinfectants and following the manufacturer's instructions for use, on the following schedule:  

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- Hand sanitizer, tissues and trash cans are available to the public at or near the entrance of the facility.
- Optional - Describe other measures (e.g. providing senior-only hours):  

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#### **D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- A copy of this protocol is posted at all public entrances to the facility.
- Signage at the entry and/or where customers line up notifies customers of occupancy limits, requirements to maintain social distancing and that face coverings are highly recommended.
- Fitness facilities must take reasonable measures, including posting signage at all entrances and in strategic and highly-visible locations, to remind employees and the public that they should practice physical distancing and that the use of face coverings is highly recommended
- Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings in certain areas of the facility, limited occupancy, policies in regard to pre-booking, prepayment, and other relevant issues.

**E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- Services that are critical to the customers/clients have been prioritized.
- Transactions or services that can be offered remotely have been moved on-line.
- Measures are instituted to assure access to services for customers who have mobility limitations and/or are at high risk in public spaces.
  - Consider implementing special hours designated for high risk or medically-vulnerable populations, including seniors with admittance by reservation only

**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:**

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**Phone number:**

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**Date Last Revised:**

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## Reopening Protocol for Museums, Galleries, Zoos, and Aquariums: Appendix M

Effective as of Friday, June 12, 2020

### Recent Updates:

6/12/20:

- Revised to allow for opening of indoor areas in museums and galleries as well as opening of zoos and aquariums.

6/4/20:

- The number of cases triggering a report to the public health department has changed from 5 to 3
- Restaurants and retail facilities may open as long as they comply with public health protocols for these areas.
- Visitor logs that includes a visitor's name, phone number and email address should be maintained to the extent possible.

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to allow certain venues to safely reopen. The requirements below are specific to Museums, Galleries, Zoos and Aquariums by the Order of the State Public Health Officer. In addition to the conditions imposed on these specific venues by the Governor, these types of businesses must also be in compliance with the conditions laid out in this Checklist for Museums, Galleries, Zoos and Aquariums.

This guidance is not intended for amusement, theme, or water parks. Museums, galleries, zoos and aquariums that operate family entertainment centers, including movie theaters, should keep those facilities closed until they are permitted to operate. Museums, galleries, zoos and aquariums with playgrounds, play spaces, or climbing areas should keep those areas closed until they are permitted to operate. Museums with convention space, rentable meeting rooms, other areas for private events, etc., should keep those areas closed until large gatherings are allowed to resume modified or full operation through a specific reopening order and guidance. Discontinue demonstrations, such as live animal shows, unless physical distancing and sanitation protocols are ensured. All large events or gatherings, such as concerts or private parties/events, must be canceled or postponed.

- Museums with retail areas must comply with public health [retail establishment protocols](#).
- Restaurants, cafes, and concessions stands within museums must comply with public health [restaurant protocols](#).
- Office spaces within museums must comply with public health [office-based worksite protocols](#).

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document and related guidance.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.



**All businesses covered by this protocol must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.**

**Business name:** \_\_\_\_\_

**Facility Address:** \_\_\_\_\_

**Maximum Occupancy, per Fire Code:** \_\_\_\_\_

**Approximate total square footage of space open to the public:** \_\_\_\_\_

**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.
- 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, docents, interns 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. Employees understand to follow DPH 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.
  - Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government [programs](#) supporting sick leave and worker’s compensation for COVID19, including employee’s sick leave rights under the [Families First Coronavirus Response Act](#) and employee’s rights to workers’ compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor’s [Executive Order N-62-20](#)
- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), 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 that had a workplace exposure to the case(s). The employer’s plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees’ arrival. A temperature check should be done at the worksite if feasible.



- In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821.
- All employees who have contact with the public or other employees during their shift (s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others, Employees need not wear a cloth face covering when the employee is alone in a private office or a walled cubicle.
- Employees are instructed to wash their face coverings daily.
- Employees are also offered gloves for tasks that require them to handle frequently touched surfaces or for use during symptom screening.
- Consider the use of plexiglass dividers in areas where employees must interact with customers such as payment booths or information centers.
- Employee workstations at areas such as ticket or information booths are separated by at least 6 feet and common areas are configured to ensure physical distancing of at least 6 feet.
- Employees have been instructed to maintain at least a six (6) feet distance from visitors and from each other in all areas of the museum or gallery. Employees may momentarily come closer when necessary to accept payment, or as otherwise necessary.
- Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - Break rooms \_\_\_\_\_
  - Restrooms \_\_\_\_\_
  - Other \_\_\_\_\_
- Breaks are staggered to ensure that six (6) feet between employees can be maintained in break areas or break rooms have been reconfigured or closed with alternative spaces created for breaks so that physical distancing is possible.
- Disinfectant and related supplies are available to employees at the following location(s):  
\_\_\_\_\_
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):  
\_\_\_\_\_
- Employees are allowed frequent breaks to wash their hands.
- A copy of this protocol has been distributed to each employee.
- Each worker is assigned their own tools, equipment and defined workspace. Employees have been instructed to avoid sharing phones, tablets, two-way radios, other work supplies, or office equipment wherever possible. They have also been instructed to never share PPE.
- Where items must be shared, they are disinfected with a cleaner appropriate for the surface between shifts or uses, whichever is more frequent, including the following: shared office equipment, such as copiers, fax machines, printers, telephones, keyboards, terminals, ATM PIN pads, staplers, staple removers, letter openers, surfaces in reception areas, shared work stations, audio and video equipment (microphones, microphone stands, mixer boards, TV monitors), walkie talkies, etc.
- Time is provided for workers to implement cleaning practices during their shift. Cleaning assignments are assigned during working hours as part of the employees' job duties. Modify hours, if necessary, to ensure regular, thorough cleaning of workspaces, as appropriate. Options for third-party cleaning companies to assist with the increased cleaning demand are procured, as needed.

- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
  - Optional—Describe other measures:
- 

## B. MEASURES TO ENSURE PHYSICAL DISTANCING

- Entrance to museum or gallery space has been limited to ensure physical distancing of at least 6 feet by visitors and by instituting options such as timed entrance tickets to ensure social distancing. Groups are limited to household members only. Reduce maximum occupancy limits to ensure sufficient space for physical distancing.
- Tours that combine individuals from different families have been discontinued and tour guides maintain a six-foot distance from the tour group.
- Social distancing is practiced at all exhibit spaces with markers placed around displays to indicate where visitors must stand in order to view the display. If possible, separate routes for entry and exit through exhibits, galleries, viewing areas and employee workspaces are created to help maintain physical distancing and lessen the instances of people closely passing each other. One-way directional walkways, passageways, etc. for foot traffic have been established to minimize crossflow of people in the establishment.
- The number of visitors to smaller exhibit spaces within the museum is restricted at any one time, in order to continue to maintain a 6 foot distance between individuals or household members. All entrances to these areas must be tracked to monitor the number of visitors entering the space.
  - A staff person (or staff people if there is more than one entrance) wearing a cloth face cover is posted near the entrance to the exhibit space but at least 6 feet from the nearest visitors to track occupancy and direct visitors to line up six feet apart if the space has reached its occupancy limit.
- Employees and visitors are discouraged from congregating in high traffic areas such as bathrooms and hallways.
- Rearrange seating areas and/or remove seats to allow for a minimum of six feet of physical distance between customers/visitors. Post signage at shared, immovable seating (benches, etc.) to remind customers/visitors to physically distance from others outside their party.
- Areas used for live demonstrations, animal shows, etc. are reconfigured to enable physical distancing between household groups. Consider implementing advanced reservations for demonstrations and having staff members usher households to proper viewing areas.
- Establishments limit shuttle service whenever possible and in accordance with obligations to individuals with disabilities. Employees avoid sharing vehicles when traveling on the property. When employees or customers/visitors must travel together the use of face coverings is required.
- Members of the same household or living unit do not have to remain 6 feet apart from each other.
- Walkways and foot paths are set up with stanchions or markers to set up one-way flow of foot traffic.
- Public seating areas are reconfigured to support physical distancing between customers or visitors.
- Special or private events are not permitted.
- Employee restrooms are not available for customer use.
- Playgrounds, climbing structures, and play spaces remain closed.

### C. MEASURES FOR INFECTION CONTROL

- Contactless payment systems are in place or, if not feasible, payment systems are sanitized regularly. Describe:  

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- Common areas and frequently touched objects (e.g., tables, doorknobs or handles, credit card readers, light switches, grab bars, railings, placards, interactive exhibits, etc.) are disinfected on an hourly basis during business hours using EPA approved disinfectants and following manufacturer's instructions for use. Operators identify and disinfect surfaces that children are more likely to touch, such as sections of windows, exhibits, or fence posts closer to the ground.
- Thorough cleaning of any outdoor and indoor areas that employees or the public use or occupy in order to maintain operations of all indoor and outdoor exhibits is performed daily. This should include high traffic areas and shared workspaces (offices, meeting rooms, break rooms, etc.), and areas of ingress and egress (handrails, stairways, elevator controls, etc.)
- Visitors are encouraged to pre-purchase entrance fees on-line. If possible, tickets are digital with QR codes to allow for paperless and touchless systems.
- To the extent possible, visitors to the museum are registered in a visitor log that includes a visitor's name, phone number and email address which can also be done at the time of ticket purchase or registration.
- The entire facility is cleaned at least daily, with restrooms and frequently touched areas/objects cleaned more often depending on frequency of use. Outdoor surfaces made of plastic or metal are also cleaned. Do not spray disinfectant on wooden surfaces, or sidewalks.
- Public restrooms are sanitized regularly using EPA approved disinfectants. on the following schedule:  

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- Symptom checks are conducted before visitors may enter the establishment. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the visitor may be experiencing. These checks can be done remotely or in person upon the visitors' arrival.
- Visitors arriving at the establishment are asked to use hand sanitizer and instructed to wear a face covering while in the establishment and on the grounds of the establishment. This applies to all adults and to children over the age of 2. Only individuals with chronic respiratory conditions or other medical conditions that make use of a mask hazardous are exempted from this requirement. If possible, face coverings are available to visitors who arrive without them.
- Visitors arriving at the establishment with children must ensure that their children stay next to a parent, avoid touching any other person or any item that does not belong to them, and are masked if age permits.
- Reusable gallery guides have been removed and replaced with single-use maps and guides, signage or with audio guides that can be accessed via personal electronic devices.
- To the extent it is consistent with the facility's obligations to individuals with disabilities, the use of audio headsets and other equipment lent to customers/visitors is discontinued unless they can be properly disinfected after each use. Consult equipment manufacturers to determine appropriate disinfection steps, particularly for soft, porous surfaces such as foam earmuffs.
- Hand sanitizer, tissues and trash cans are available to the public at or near the entrance of the facility and near any areas where food and beverages are offered.
- Sanitary facilities for employees and guests stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are provided when needed.

- Hands-on interactive exhibits where customers or visitors may congregate remain closed.
  - All playgrounds, climbing structures, enclosed bounce houses, etc. are closed in accordance with state guidelines as these areas promote congregating and are difficult to properly disinfect.
  - All petting areas within zoos and aquariums are closed as these areas promote congregating and are difficult to properly disinfect.
  - Gatherings and events, including birthday parties, are not permitted.
  - To minimize the risk of Legionnaires' disease and other diseases associated with water, take steps to ensure that all water systems and features are safe to use after a prolonged facility shutdown.
  - Optional - Describe other measures (e.g. providing senior-only hours):
- 

#### **D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- A copy of this protocol is posted at all public entrances to the facility.
- Signage at the entry notifies customers of occupancy limits.
- Signs are displayed at entrances, waiting areas, and throughout outdoor gallery and museum spaces to remind visitors of the rules that are to be a condition of entry. The rules could include instructions on the use of hand sanitizer as well as the need to wear face coverings during the visit, maintain physical distance from employees and other guests/groups, and avoid unnecessary touching of surfaces, etc. Whenever possible, the rules are available digitally and include pictograms.
- Signs are posted that instruct visitors that they should stay home if sick with respiratory symptoms.
- Online outlets of the establishment (website, social media, etc.) provide clear information about establishment hours, required use of face coverings, limited occupancy, policies in regard to ticketing, admission, preordering, prepayment, pickup and/or delivery and other relevant issues.

#### **E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- Services that are critical to the customers/clients have been prioritized.
- Where possible, accommodations have been made for vulnerable populations to be able to access services (e.g., senior-only hours).
- Transactions or services that can be offered remotely have been moved on-line.
- Measures are instituted to assure access to goods and services for customers 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:** \_\_\_\_\_

# Protocol for Professional Sports Leagues and Facilities Opening for Training Sessions and Spectator-Free Events: Appendix N

Effective as of Friday, June 12, 2020

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to allow competitive sports to resume. The requirements below are specific to professional sports leagues and facilities. In addition to the conditions imposed on professional sports leagues by the State Public Health Officer, and the COVID-19 protocols agreed to by labor and management, sports leagues must also be in compliance with these employee safety and infection control protocols.

- Sports Leagues that operate retail outlets must comply with DPH protocols for retail establishments.
- Sports Leagues that have office-based worksites must comply with DPH protocols for office-based worksites.
- Sports Leagues that offer concessions, catering services, or operate restaurants must comply with DPH protocols for restaurants.

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

**Sports leagues and facilities must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the institution.**

**Business name:**

---

**Facility Address:**

---

**Maximum Occupancy, per Fire Code:**

---

**Approximate total square footage  
of space open to the public:**

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**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 who are pregnant, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- All employees (including players, coaching staff, medical staff, broadcast staff, facility staff, and operations staff, collectively referred to as "employees") have been told not to come to work if sick, or if they are exposed to a person who has COVID-19.
- Symptom checks are conducted before employees, players and any visitors may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the individuals' arrival. A temperature check should be done at the worksite if feasible.
- Upon being informed that one or more employees or players test positive for or has symptoms consistent with COVID-19 (case), 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 that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- All employees and players are offered, at no cost, a cloth face covering. The covering is worn by the employee at all times during the workday when in contact or likely to come into contact with others, except that during physical activity, practices, and games, players may remain mask-free.
- In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821.
- Employees are instructed to wash their face coverings daily.
- Any workstations within the facility are separated by at least six feet.
- Consider periodic testing of employees and players, as appropriate, to mitigate the risk of the spread of COVID-19. Employers are responsible for providing testing at no charge to employees and players.
- Teams have submitted facility specific plans for holding spectator-free sporting events to the LA County Department of Public Health at least 2 weeks prior to holding such events.
- Locker rooms, weight rooms, training rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - Locker rooms \_\_\_\_\_
  - Weight rooms \_\_\_\_\_
  - Training rooms \_\_\_\_\_
  - Restrooms \_\_\_\_\_
  - Other \_\_\_\_\_
- Disinfectant and related supplies are available to employees at the following location(s):  
\_\_\_\_\_

- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):  
\_\_\_\_\_
- Employees are allowed frequent breaks to wash their hands.
- A copy of this protocol has been distributed to each employee.
- Each worker is assigned their own equipment and defined work area to the extent possible. The need for sharing held items is minimized or eliminated.
- Personal items (e.g., water bottles, towels, uniforms, etc.) are not shared.
- Optional—Describe other measures:  
\_\_\_\_\_

## **B. MEASURES TO ENSURE PHYSICAL DISTANCING**

- The number of people in any room in the facility (e.g., meeting rooms, weight rooms, courts, cafeterias, gyms, etc.) is limited at any given time, such that all people in the room can easily maintain at least a 6-foot distance from one another at all practicable times or an 8-foot distance if they are engaging in physical activity.
- Access to the facility is limited to those who are essential employees, and to the extent possible, essential employees are limited to certain zones within the facility based on their job duties and responsibilities.
- Teams keep a detailed facility log that records a list of all individuals who are present at the team facility on a given day, including the person's name and contact information, including their phone number and email address.
- Visitors to the facility are disallowed to the extent possible, but if a visitor must be admitted, the team has a record of any visitor's name and contact information including the visitor's phone number and email address in the facility log.
- All players, coaches, training staff, and other employees have been instructed to maintain at least a six (6) feet distance from each other at all times. When players are engaging in physical activity (e.g., during workout and training sessions, etc.), players maintain at least an 8-feet distance from other employees whenever possible.
- Tape or other markings assist players and employees in maintaining appropriate physical distance.
- Any employee workstations in the facility are separated by at least 6 feet and common areas are configured to limit employee or player gatherings and to ensure physical distancing of at least 6 feet.
- To the extent possible, the team facility has been reconfigured to reduce instances of players and other employees coming in contact with one another when moving through the facility (e.g., enable one-way only hallways with directional signage, designate doors that are "entrance" or "exit" only, and identify stairwells as "up" or "down").
- During weight training or fitness training sessions, players remain 8 feet apart from each other. To the extent possible, training staff maintain at least a 6 feet distance from each other and 8 feet from players during times of training and physical exertion. Employees may momentarily come closer when necessary during treatment or weight sessions.
- During practice or training sessions, players have adequate physical distance between each other and others whenever possible.
- To the extent possible, team practices are conducted such as to minimize physical contact between players and others.
- During intra-squad practice games, facility occupancy is limited to those employees who are essential.



- During spectator-free games, facility occupancy is limited to those who are essential for game day operations (e.g., TV/radio broadcast crews, event/operations crews, team coaching staff, medical staff, athletes, etc.) and if possible does not exceed 300 individuals. To the extent possible, all individuals admitted to the facility have been instructed to maintain a physical distance of at least 6 feet and access to the facility has been limited to certain areas.
- Tape or other markings assist players and employees in maintaining appropriate physical distance.
- During games, the area where players are seated off-field (e.g., bench, dugout, bullpen) has been reconfigured to create additional seating such that players and employees are able to maintain a physical distance of 6 feet.
- Any employee workstations in the facility are separated by at least 6 feet and common areas within the facility are configured to limit employee or player gatherings and to ensure physical distancing of at least 6 feet.
- To the extent possible, stagger parking spaces in parking lots and garages such to create distance between cars (e.g., one empty space between each occupied space).

### **C. MEASURES FOR INFECTION CONTROL**

- The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, opening windows and doors, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.
- Common areas and frequently touched objects (e.g., tables, doorknobs or handles, light switches) are disinfected on an hourly basis during business hours using EPA approved disinfectants and following the manufacturer's instructions for use.
- Fitness, training and weight sessions are scheduled to limit the number of individuals in a room at any given time and to allow adequate time between sessions (at least 30 minutes) for thorough disinfection of the room between sessions.
- Treatment (e.g., physical therapy or massage) is allowed only for urgent therapeutic intervention. Athletic trainers work with players to identify alternatives to direct touch for injury management.
- All practice equipment (e.g., balls) and fitness equipment (e.g., foam rollers, weight room and work-out equipment) is thoroughly disinfected between players, or to the extent possible, not shared among players.
- To the extent possible, all game equipment (e.g., balls, bats) is disinfected regularly or replaced frequently during the game.
- Players, coaches and employees are discouraged from making unnecessary physical contact with one another (e.g., high-fives, handshakes, fist bumps, etc.).
- The entire facility (locker rooms, medical rooms, fitness rooms, weight rooms, etc.) is cleaned at least daily, or between different training groups; restrooms and frequently touched areas/objects are cleaned more frequently when the facility is in use.
- Hand sanitizer, tissues and trash cans are available to employees at or near the entrances to the facility.

**D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- A copy of this protocol is posted at all entrances to the facility.
- Signage is posted that informs the public that there is no public access to the facility and that the public should not congregate outside the facility. To the extent possible, security personnel actively discourage the public from being on or around the facility grounds.

**E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- Not open to the public, not applicable at this time.

**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:**

\_\_\_\_\_

## Reopening Protocol for Campgrounds, RV parks and Cabin Rental Units: Appendix O

Effective as of Friday, June 12, 2020

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to allow certain venues to safely reopen. The requirements below are specific to Campgrounds/RV parks and Cabin Rentals permitted to be open by the Order of the State Public Health Officer. In addition to the conditions imposed on these specific venues by the Governor, these types of businesses must also be in compliance with the conditions laid out in this Checklist.

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document and related guidance.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

**All Campgrounds/ RV Parks and Cabin Rentals 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.**

Facility name:

Facility Address:

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**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.
- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home. Consider offering workers, who request modified duties options that minimize their contact with visitors and other employees.
- 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. Employees understand to follow DPH 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.
  - See additional information on government [programs](#) supporting sick leave and worker’s compensation for COVID19, including employee’s sick leave rights under the [Families First Coronavirus Response Act](#) and employee’s rights to workers’ compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the [Governor’s Executive Order N-62-20](#).
- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), 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 that had a workplace exposure to the case(s). The employer’s plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees’ arrival. A temperature check should be done at the worksite if feasible.
- In the event that 3 or more cases are identified within the facility within a span of 14 days the employer should report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821.
- All employees who have contact with the public or other employees during their shift (s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others, Employees need not wear a cloth face covering when the employee is alone in a private office or a walled cubicle.
- Employees are instructed to wash their face coverings daily.
- Employees are also offered gloves for tasks that require them to handle frequently touched surfaces or for use during symptom screening.
- Employees have been instructed to maintain at least a six (6) feet distance from visitors and from each other in all areas of the Day Camp. Employees may momentarily come closer as necessary to assist children, or as otherwise necessary.
- Restrooms and other common areas are disinfected frequently, on the following schedule:
  - Restrooms \_\_\_\_\_
  - Other \_\_\_\_\_

- Disinfectant and related supplies are available to employees at the following location(s):  
\_\_\_\_\_
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):  
\_\_\_\_\_
- Employees are reminded to wash their hands frequently.
- A copy of this protocol has been distributed to each employee.
- As much as feasible each worker is assigned their own equipment and have been instructed to avoid sharing phones, tablets, two-way radios, other work supplies, or office equipment wherever possible. They have also been instructed to never share PPE.
- Where items must be shared, they are disinfected with a cleaner appropriate for the surface between shifts or uses, whichever is more frequent, including the following: shared office equipment, such as copiers, fax machines, printers, telephones, keyboards, staplers, staple removers, letter openers, surfaces in reception areas, shared work stations, audio and video equipment, walkie talkies, etc.
- Time is provided for workers to implement cleaning practices during their shift. Cleaning assignments are assigned during working hours as part of the employees' job duties. Modify hours, if necessary, to ensure regular, thorough cleaning, as appropriate. Options for third-party cleaning companies to assist with the increased cleaning demand are procured, as needed.
- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Consider installing portable high-efficiency air cleaners for offices or other workspaces, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.
- Adjust any staff meetings to ensure physical distancing and use smaller individual meetings to maintain physical distancing guidelines.
- Hold meetings with workers over the phone, via webinar, or outdoors wherever possible. Consider virtual interviewing and on-boarding for new staff when possible.
- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- Optional—Describe other measures:  
\_\_\_\_\_

## B. MEASURES TO ENSURE PHYSICAL DISTANCING

- Implement measures to ensure physical distancing of at least six feet between and among workers and visitors. This could include installing a Plexiglas barrier between staff and visitors in stores, lobbies, reception areas, or visitor centers or using visual cues to guide visitors where to stand or line up. Visitors should also be directed where to stand, using visual and/or verbal cues as appropriate, when waiting to use water filling stations, RV dump stations, propane filling stations, and other similar service locations.
- Staff is reminded to avoid shaking hands, bumping fists or elbows, and other physical contact.
- Operators should monitor areas where people are likely to gather and ensure that physical distancing and other guidelines are followed. These areas might include swimming areas, sports fields, skateparks, trail heads, popular day use areas, and picnic areas. Post signs on physical distancing requirements.
- The following areas remain closed: basketball, tennis and volleyball courts, climbing structures and playgrounds.

- For facilities that provide paid, controlled outdoor activities, consider implementing a reservation system to limit the number of visitors at the facility.
- Consider implementing remote check-in options for new arrivals at campgrounds or RV parks wherever possible. Post signs at the park's entrance to communicate with visitors about what they need to do upon arrival. List a phone number, for example, for visitors to contact rather than entering the registration area. Encourage the use of online payments, on-site pay stations, credit card payment, or payment over the phone, where possible.
- If remote check-in is not feasible, check-in visitors outside, if possible, and email receipts. Where necessary, escort or direct visitors directly to their site upon arrival following physical distancing requirements. Only one household should occupy each campsite or rental unit and nonregistered visitors should not be permitted entry to the campground or RV park.
- Consider implementing a process for visitors to pre-purchase items from the general store, including firewood, food items, or other goods, and have staff deliver items to the visitor's campsite or RV.
- Outdoor spaces intended for gatherings and group functions, including pavilions, communal fire rings, public-use camp kitchens, and amphitheaters should remain closed. Remove, separate, post closure signs, or tape-off all benches, common area picnic tables, and multi-person seating (including seating around fire pits) to discourage visitors from congregating. .
- All public events and/or concentrated gatherings, including group bonfires, group campsites, presentations at outdoor amphitheaters, musical or other performances, or other events must be cancelled or postponed.
- Smaller picnic shelters, such as those that typically accommodate only household groups, can remain open with posted physical distancing related restrictions (e.g., limit use to one household at a time).
- Assess campground and RV park sites to determine if the park needs to operate at a decreased capacity in order to maintain physical distancing.

### OUTDOOR ACTIVITIES

- Operators should take steps to ensure that higher risk activities, including those not yet recommended by the state guidelines, are not occurring on their properties.
- Evaluate the processes for renting and loaning recreational equipment and determine whether there is adequate staff capacity and available cleaning and disinfecting supplies to reopen such operations. See county guidance on [outdoor equipment rentals](#) for additional information.
- Modify outdoor recreational activities, where necessary, to ensure proper cleaning and disinfecting protocols can be implemented.
- Follow guidelines found on the county website for various outdoor activities, such as archery, tennis, trails etc. to ensure that adequate infection control and physical distancing protocols are being followed. <http://www.ph.lacounty.gov/media/Coronavirus/>
- Cleaning and disinfecting "soft goods," such as life jackets, wetsuits, cotton lead ropes, saddle bags, or backpacks, poses particular challenges. Such equipment requires an effective cleaning procedure or sufficient equipment inventory to allow for sufficient "down time" of at least three days between uses to minimize risk of COVID-19 transmission.
- High contact programs and sports that require close contact of less than six feet in distance between members of different households should be suspended. This includes activities such as group sporting events, pick-up basketball, intermural sports activities, races, or dances.



- Limit high or close contact outdoor recreation activities to household units. This includes boat rentals, rope courses, and climbing walls. At campgrounds and RV parks, consider whether nature walks, movie nights, mini-golf, geocaching, scavenger hunts, or other activities can be developed for household units in a way that maintains physical distancing.
- When outfitting people with helmets, gear, protective clothing, lifejackets, or other items, staff should maintain physical distance. Where possible, staff should demonstrate how to properly put on and take off equipment rather than breaking physical distance to assist.

### COMMUNAL RESTROOM AND SHOWER FACILITIES

- Public restrooms should be cleaned and disinfected throughout the day. Maximum occupancy for the campground, RV park, or recreation area should be based on the number of fully-operational restrooms that the park operator can maintain and which can support physical distancing requirements.
- Shared restroom facilities should be cleaned regularly using EPA registered disinfectants throughout the day. High-touch surfaces such as faucets, toilets, doorknobs, and light switches must be frequently cleaned and disinfected. Employees should be trained on the hazards and proper use of new products per Ca/OSHA requirements, and be provided with any required protective equipment for the specific cleaning products in use, such as eye protection or gloves.
- Create and post a cleaning schedule in every open restroom facility. Post the cleaning schedule on the front of the door so visitors know when they can/cannot use the restroom. Make sure to close the restroom during the cleaning and disinfecting process.
- Consider using a checklist or audit system to track how often cleaning is conducted.
- Only allow shower room use if partitions are in place or signs have been posted to specify physical distancing requirements. If partitions or proper distancing are not possible, these facilities should remain closed.
- Ensure that sanitary facilities stay operational and are continuously stocked at all times. Provide additional soap, paper towels, and hand sanitizer when needed. Install hands-free devices, if possible, including motion sensor sinks, faucets, soap dispensers, sanitizer dispensers, and paper towel dispensers.
- Doors to multi-stall restrooms should be able to be opened and closed without touching the handles. If the door cannot be opened without touching the handle or door-operator with the hand, prop the door open and/or place a trash-receptacle by the door to ensure a paper towel can be readily disposed of when operating the door. The location and positioning of waste receptacles should not interfere with egress, evacuation, emergency equipment, or any reasonable accommodations provided under the Americans with Disabilities Act. Make sure trash cans are emptied regularly.
- Campground, RV park, and outdoor recreation visitors should be instructed that sinks could be an infection source and should avoid placing toothbrushes and other items directly on counter surfaces. Totes could also be used for personal items to limit their contact with other surfaces in the restroom.
- Campground and RV park management should encourage guests staying in vehicles with toilets and showers/bathing equipment to use their own facilities rather than shared ones, if possible.
- Provide information on how to wash hands properly, including hanging signs in restrooms.

### SWIMMING POOLS AND AQUATIC VENUES

- Saunas, steam rooms, and hot tubs should remain closed.
- Maintain proper disinfectant levels (1-10 parts per million free chlorine or 3-8 ppm bromine) and pH (7.2-8).



- Consult with the company or engineer that designed the aquatic venue to decide which disinfectants approved by the EPA are best for the aquatic venue. Ensure the safe and correct use and storage of disinfectants, including storing products securely away from children.
- Set up a system so that furniture and equipment (e.g., lounge chairs) that need to be cleaned and disinfected are kept separate from furniture that has already been cleaned and disinfected. Label containers for used equipment that has not yet been cleaned and disinfected and containers for cleaned and disinfected equipment.
- Encourage visitors to bring and use their own towels. If towels are provided, launder them and clothing according to the manufacturer's instructions. Use the warmest appropriate water temperature and dry items completely. Handle towels with disposable gloves and minimal disturbance, i.e., do not shake them.
- Discourage people from sharing items, particularly those that are difficult to clean and disinfect or those that are meant to come in contact with the face (e.g., goggles, nose clips, and snorkels).
- Ensure that the facility has adequate equipment for patrons, such as kick boards, pool noodles, and other flotation devices, to minimize sharing wherever possible. Limit the use of the equipment to one patron at a time and clean and disinfect the items after each use.
- For indoor aquatic venues, introduce and circulate outdoor air as much as possible by opening windows and doors, using fans, or other methods. However, do not open windows and doors if doing so poses a safety risk to staff, visitors, or swimmers.
- Change the deck layout and other areas surrounding the pool to ensure that the standing and seating areas can support physical distancing requirements. This could include removing lounge chairs or taping off areas to discourage use.
- Provide physical cues or guides (e.g., lane lines in the water or chairs and tables on the deck) and visual cues (e.g., tape on the decks, floors, or sidewalks) and signs to ensure that staff, visitors, and swimmers stay at least six feet apart from one another, both in and out of the water.
- Where feasible, install impermeable physical barriers such as Plexiglas where staff and patrons must interact, and physical distancing is difficult.
- Consider implementing reservations for pool use or implementing other mechanisms to support physical distancing. This could include reserving full lanes for individual lap swimming.
- Ensure that lifeguards who are actively lifeguarding are not also expected to monitor handwashing, use of cloth face coverings, or physical distancing. Assign this monitoring responsibility to another staff member.
- Aquatic venues should avoid activities that promote group gatherings.

### CABINS AND RENTAL UNITS

- Campgrounds and RV parks with cabins or other rental units should take the proper steps to clean and disinfect those areas after each use. This includes wiping down and cleaning bed rails, tables, TV remotes, headboards, countertops, kitchen appliances, refrigerator handles, stove knobs, mirrors, and other items.
- All linens must be removed and laundered between each visitor stay, including items that appear to not have been used. When cleaning bedding, towels, or other laundered items in rental units, ensure staff wear disposable gloves when handling dirty laundry and then discard after each use. Wash hands with soap or use hand sanitizer immediately after gloves are removed. Do not store extra linens in the rental unit. Provide such items only on request.

- Do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air. Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Clean and disinfect laundry hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable and thrown away after each use or can be laundered after each use.
- Kitchen items, including pots, pans, and utensils, must be thoroughly cleaned with soap and hot water, preferably in a dishwasher, between each visitor stay. Provide adequate dish soap and new, unused sponges for each visitor upon arrival. Consider replacing utensils with one-time use dinnerware, if feasible.
- Consider instituting a 24-hour waiting period after a visitor checks out before cleaning any campground-owned accommodations, including rental units.
- Any rental unit intended for large gatherings, including conferences or meetings, should not be opened until such operations can resume.

### FOOD AND DINING

- Follow Dept of Public Health Guidance regarding restaurants for instructions regarding food and [dining](#).
- Outdoor recreation operators should not hold potlucks or similar family style eating and drinking events that increase the risk of cross contamination. If food and beverages must be served or shared, provide items in single-serve, disposable containers whenever possible. Staff or volunteers serving food should wash hands frequently and wear disposable gloves and face coverings.

### LAUNDRY FACILITIES

- If necessary, adjust the operating hours for laundry room facilities to ensure that staff have adequate time to frequently clean and disinfect the laundry machine lids and doors, lint screens, tabletops and counters, chairs or benches, soap dispensers, vending machines, change machines, sinks, and other areas.
- Consider placing hand sanitizer and disinfecting wipes in the laundry room so visitors can wipe down the area before/after they use the machines.
- Remove all games, books, brochures, or other items from the laundry facilities. Remove laundry baskets or bins, if provided.
- Consider developing an appointment-type system for the laundry facilities so that staff know when the facilities are being used and visitors can avoid unnecessary interaction. Keep the laundry facilities locked between scheduled appointments to ensure adequate time for cleaning.
- If an appointment-type system is not possible, maintain physical distancing by closing every other machine so that six-feet of physical distance can be maintained between visitors.
- Encourage visitors to wait outdoors while laundry is being washed/dried. Alternatively, use visual cues to direct visitors where to stand, and limit access so individual visitors can use multiple machines that are together.
- Determine what the maximum capacity should be for the room size and post a sign on the door that states how many individuals can be in the room at one time, along with the cleaning and disinfecting schedules.

### C. MEASURES FOR INFECTION CONTROL

- Contact visitors with reservations at campgrounds and RV parks before their scheduled arrival to confirm the reservation and ask if they or someone in their household is exhibiting any COVID-19 symptoms. If the visitor answers in the affirmative reschedule or cancel the reservation.
- Perform thorough cleaning on all high traffic areas such as guest check-in areas and lobbies, visitor centers, staff break rooms, restrooms, and areas of ingress and egress, including stairways and handrails, throughout the day.
- Frequently disinfect commonly used surfaces and items including vehicles steering wheels and gear shifts, keys, tools, water spigots, trash receptacles, lounge chairs, shared equipment, doorknobs, countertops, toilets, and handwashing facilities.
- Outdoor recreation operators should consult with equipment manufacturers to determine the appropriate disinfection steps, particularly for soft, porous surfaces. Encourage visitors to bring and use their own equipment wherever possible.
- Equip guest reception and check-in areas and staff workstations with proper sanitation products, including hand sanitizer and disinfectant wipes.
- Amenities, including trail maps, books, magazines, coffee, water, self-serve stations (unless touchless), and other items for visitors, must be removed from reception areas to help reduce touch points and visitor interactions. Trail maps and other printed informational materials may be distributed to visitors on arrival for their individual use.
- Difficult to clean and commonly touched items, including shared board games or books, should not be loaned out to visitors, if possible. If loaning out such items, consider placing returned items in a storage container for at least three days before loaning to a different visitor.
- Follow CDC guidelines to ensure that all water systems are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- Oftentimes restroom facilities without running water, such as portable toilets and vault toilets, are not stocked with hand hygiene products. Encourage visitors to be prepared to bring their own hand sanitizer with at least 60% alcohol for use in these facilities. If provided, make sure portable handwashing stations are maintained and soap, towel, and water supplies are kept full.
- Clean restroom facilities on an accelerated schedule to keep them clean and encourage campers and visitors to use them, thereby avoiding campers rejecting dirty and unsanitary restrooms and using the outdoors instead. Where possible, provide disposable seat covers in restrooms.
- Encourage visitors to pack out what they pack in, wherever possible, to minimize the amount of trash staff must dispose of at the campsite, park, trailhead, or other facility.
- Water filling stations, RV dump stations, and propane filling stations must be cleaned and disinfected each day and staff should wipe down the equipment after each use. If possible, place hand sanitizer near these facilities for visitor and staff use.
- Staff should avoid sharing tools, phones, electronics, and office supplies as much as possible and, where feasible, ensure workers have dedicated workstations for their personal use. Never share PPE.

- When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved N list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves and other protective equipment as required by the product.
- After each visitor stay, amenities at each site should be properly wiped down, cleaned, and disinfected. This includes BBQ grills, chairs, all secondary seating (e.g. swings or benches), water spigots, and RV electrical and water hook-ups.
- Make sure all workers have been trained to use and have an adequate supply of all-purpose cleaners and disinfectants, when needed.
- Janitorial or custodial workers must be told if they are going to be working in a location where an infected person has been. Qualified third-party qualified cleaning services are recommended for decontamination of affected areas.
- If janitorial or custodial workers are asked to disinfect an area with known COVID-19 cases, they must not start operations until the campground or RV operator has provided the proper protective equipment and training. Janitorial or custodial staff must wear disposable gloves for all tasks in the cleaning process, including handling trash. Workers should be reminded to wash hands with soap and water immediately after taking off the gloves or use hand sanitizer. Additional PPE might be required, including eye goggles, based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Janitorial staff must be provided training and information on the hazards of cleaners and disinfectants used, the availability of the safety data sheets, PPE required, and ventilation required.
- Workers should have enough ventilation (air flow) in areas where they are cleaning. If cleaning in a bathroom or other small space, make sure the door and windows are propped open.
- To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on the N list with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid). Avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- Campground and RV park visitors must be reminded to maintain six-feet of distance from maintenance, janitorial, or custodial staff on the maintenance team. Implement a process to regularly check in with workers to ensure visitors are following this protocol. Ensure workers are able to share such information without fear of reprisal or retaliation.
- Campground and RV park operations should evaluate if the dog park on the grounds is large enough to accommodate visitors and their animals while maintaining proper physical distancing. If the space is not sufficient, dog parks must be expanded, occupancy-limited, or closed.

#### **D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- Campground and RV park operators should take steps to ensure visitors are fully aware of the park's new policies and procedures prior to their arrival. Such policies should include the right for campground and RV park operators to cancel reservations for parties with symptomatic visitors; new check-in procedures; physical distancing requirements; and cleaning and disinfecting schedules for accommodations, amenities, and common areas like the check-in/registration area and the park general store or visitor center.

- Provide information to visitors on the following topics:
  - Plan ahead, make reservations and purchase permits, firewood, ice and other items online or by phone before arriving on site.
  - Be as self-contained and self-sufficient as possible. For example, arrive prepared with your own soap, surface disinfectant supplies, hand sanitizer, paper towels/hand towels, and toilet paper. It is also advisable to bring disinfecting wipes to clean up before and after use of common facilities. Bring your own sports equipment, towels, first aid supplies, and other items needed for outdoor recreation whenever possible. Visitors should bring plastic tablecloths for picnic tables that can be disposed of or taken back home for washing.
  - To ensure physical distancing can be maintained, visitors should set up their campsite or picnic areas to maximize distance from adjacent campsites and picnic sites that host people from different households.
  - Many programs and facilities may be canceled or closed, so visitors should check online resources for updated information about rule changes and closures to know what to expect upon arrival.
  - Observe all cleaning protocols for self-service facilities and amenities before using them.
  - Leave furniture, such as picnic tables and chairs, as they were found as park staff may have appropriately spaced these items to encourage physical distancing.
  - Follow directional signage – e.g., wait your turn and abide by capacity limits – that will promote physical distancing in buildings, an overlook, and around other confining spaces.
  - Plan your travel in a safe and responsible way. Be mindful that backcountry and rescue operations require many emergency responders and extra demands on those healthcare resources puts everyone at risk.
- Maintain communication systems that allow staff and visitor to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.
- A copy of this protocol is posted at all public entrances to the campgrounds.
- Signs are posted that instruct visitors that they should stay home if sick with respiratory symptoms.
- Online outlets of the establishment (website, social media, etc.) provide clear information about, current protocols, required use of face coverings, infection control practices and physical distancing requirements.

**E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- Services that are critical to the visitors have been prioritized.
- Measures are instituted to assure services for visitors 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:** \_\_\_\_\_

## Reopening Protocol for Hotels, Lodging and Short-Term Rentals: Appendix P Effective as of Friday, June 12, 2020

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to allow certain businesses to reopen. The requirements below are specific to hotels, lodging, and short-term industries now approved to reopen.

Hotel and lodging operations with large meeting venues, banquet halls, or convention centers, if applicable, must keep these areas closed until each of these types of establishments are allowed by the Health Officer order to resume modified or full operation.

Spa services, including massage, facials, waxing, nail salons, steam rooms, saunas and hot tubs, along with playgrounds are to remain closed until allowed by the Health Officer Order to resume modified or full operation.

Property managers, timeshare operators, and other rental unit owners and operators are only allowed to rent unoccupied units and cannot rent rooms or spaces within an occupied residence until otherwise notified. A residence or unit that is rented while the operator is not physically present or has a separate exterior entrance and exit that does not require the use of shared facilities, and is otherwise unoccupied, should be considered an unoccupied unit.

Additional protocols relevant to hotel and lodging operations must also be followed:

- Restaurants and bars
- Fitness Centers
- Hair Salons
- Public Pools
- Retail Operations
- Office Spaces
- Golf Courses

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document and related guidance, including those listed above.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.



All businesses covered by this protocol must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.

Business name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Maximum Occupancy, per Fire Code: \_\_\_\_\_

Approximate total square footage of space open to the public: \_\_\_\_\_

**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 who are pregnant, and 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.
- All employees have been told not to come to work if sick or if they are exposed to a person who has COVID-19.
  - Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government [programs](#) supporting sick leave and worker's compensation for COVID19, including employee's sick leave rights under the [Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's [Executive Order N-62-20](#)
- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), 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 that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- In the event that the owner, manager, or operator knows of three (3) or more cases of COVID-19 within the workplace within a span of 14 days the employer must report this outbreak to the Department of Public Health at (888) 397-3993 or (213) 240-7821.
- Symptom checks are conducted before employees, contractors, vendors or other service providers may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees' arrival.
- A temperature check should be done at the worksite if feasible.

- All employees who have contact with the public or other employees during their shift(s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees need not wear a cloth face covering when the employee is alone.
- Employees are instructed on the proper use of face covering, including the need to wash their face coverings daily.
- Housekeepers and others who must enter guest rooms are directed to wear a cloth face covering.
- Employees are directed to ensure hand hygiene practices including handwash frequency, use of hand sanitizer and proper glove use are adhered to.
- Employees are allowed time to wash their hands frequently.
- Employees are reminded to cover coughs and sneezes with a tissue. Used tissue should be thrown in the trash and hands washed immediately with soap and warm water for at least 20 seconds.
- All employees, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the use of face coverings when around others.
- Breaks are staggered, in compliance with wage and hour regulations, to ensure that six (6) feet between employees can be maintained in break rooms at all times.
- Employees are prohibited from eating or drinking anywhere inside the workplace other than designated break areas or in a private office that is not shared with others.
- Employees are properly trained on all COVID-19 policies and procedures.
- A written, worksite-specific COVID-19 plan including a risk assessment of all work areas has been developed.
- A designated person has been identified to implement the plan.
- Employees are trained on the proper use of cleaning and disinfecting products, including Cal/OSHA requirements for safe use. Employees are provided aprons, gloves and other protective equipment as required by the product.
- Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - Break rooms \_\_\_\_\_
  - Restrooms \_\_\_\_\_
  - Other \_\_\_\_\_
- Disinfectant and related supplies are available to employees at the following location(s):  
\_\_\_\_\_
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):  
\_\_\_\_\_
- Copies of this Protocol have been distributed to all employees.
- Optional—Describe other measures:  
\_\_\_\_\_

## B. MEASURES TO ENSURE PHYSICAL DISTANCING

- Measures to ensure physical distancing of at least six feet between and among employees, guests, and the public are implemented, including areas where guests and employees line up.
  - This includes the use of physical partitions or visual cues (e.g., floor markings or signs to indicate where employees and/or guests should stand).
  - This includes check-in, check-out, elevator lobbies, coffee shops and dining, and taxi and ridesharing lines.
  - Physical barriers are installed at all transaction counters where 6 feet physical space is not possible between employees and guests.
- Guests enter doors that are either propped open, are automated or manually operated by an employee who is frequently handwashing and/or using proper hand sanitizer.
- Peak period queuing procedures are implemented, including a lobby greeter where applicable. Guests are queued to maintain at least six feet of physical distance between parties.
- All furniture in public spaces has been arranged to incorporate social distancing guidelines.
- Physical distancing measures are implemented in employee break areas, uniform control areas, training classrooms, shared office spaces, employee services window, and other high-density areas in order to appropriately distance between employees.
  - Where possible, outdoor break areas with shade covers and seating that ensures physical distancing between employees is provided.
- Guest room service, laundry and dry-cleaning services, and amenity deliveries are made using contactless pick-up and delivery protocols, wherever possible.
- Housekeeping only services rooms when guests are not present.
- Employee pre-shift meetings are conducted virtually or in areas that allow for appropriate physical distancing between employees.
- Employee arrival times are staggered to minimize traffic volume in back of house corridors and service elevators.
- Employees are discouraged from congregating in high traffic areas such as bathrooms and hallways. Established directional hallways and passageways for foot traffic, where possible, to eliminate people from passing by one another.
- Office spaces, lobbies, front desk check-in areas, business centers, concierge service areas, and other spaces are redesigned, where possible, to ensure workspace and guest accommodations allow for at least six feet distancing.
- Elevator capacity is limited to 4 individuals or a family at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear cloth face coverings.
- Employees are instructed to avoid handshakes and similar greetings that break physical distancing.
- Person-to-person contact for delivery of goods to physical offices is eliminated, where possible. Avoid touching others' pens and clipboards.

## C. MEASURES FOR INFECTION CONTROL

### COMMON SPACES (CHECK-IN, LOBBY, ELEVATORS, ETC.)

- The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased in common spaces and guest rooms.
  - Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all offices, guest rooms and other spaces.
  - For facilities or guest rooms that have not been operating, flush each of the hot and cold-water fixtures for five minutes prior to reopening to replace stale water in the facility's plumbing with a fresh and safe water supply.
  - Cleaning and disinfecting products that are approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)- approved list](#) are used per the manufacturer's instructions.
    - Disinfectant products on the N list with asthma-safer ingredients are selected.
  - Customers should enter through doors that are propped open or automated if possible.
  - Hand sanitizer dispensers (touchless, when possible) are installed at key guest and employee entrances and contact areas such as driveways, reception areas, hotel lobbies, restaurant entrances, meeting and convention spaces, elevator landings, pools, salons and exercise areas.
  - Guests are instructed that they must wear cloth face coverings whenever they are not eating and/or drinking; this includes upon entry to the facility, when walking anywhere in the facility, and when using the restrooms. This applies to all adults and to children over the age of 2. Only individuals with chronic respiratory conditions or other medical conditions that make the use of a face covering hazardous are exempted from this requirement.
    - Customers who refuse to wear a cloth face covering may be refused service and asked to leave.
  - Customers arriving at the site with children must ensure that their children stay next to a parent, avoid touching any other person or any item that does not belong to them, and are wearing face coverings if age permits.
  - Servers, bussers, and other employees moving items used by customers (dirty cups, plates, napkins, etc.) are to wear disposable gloves prior to handling.
  - Cashless transactions are encouraged. If reasonable for the food facility, customers are enabled to swipe their own credit/debit cards, and card readers are fully sanitized between each guest use.
  - Optional - Describe other measures (e.g. providing senior-only hours, incentivizing non-peak sales):
- 
- Contactless technology is implemented for check-in, payment, accessing rooms or making special requests, wherever possible.
    - Key cards are sanitized after use.
  - To the extent possible, guests to the hotel are registered in a guest log that includes the guest's name, phone number and email address which can also be done at the time of registration.
  - Phones, tablets, laptops, desks, pens and other work supplies are cleaned and disinfected before, during and after each shift or anytime the equipment is transferred to a new employee. This includes phones, radios, computers and other communication devices, payment terminals, kitchen implements, engineering tools, safety buttons, folios, housekeeping carts and cleaning equipment, keys, time clocks, and all other direct contact items.
  - Workstations, desks, and help counters are provided with proper sanitation products, including hand sanitizer and sanitizing wipes, and personal hand sanitizers to all staff directly assisting customers.

- Vacuum cleaners are equipped with HEPA filters. Employees are to use vacuum cleaners instead of sweeping floors with brooms, where possible.
  - Thorough cleaning in high traffic areas such as hotel lobbies, front desk check-in counters, bell desks, break rooms and lunch areas, changing areas, loading docks, kitchens, and areas of ingress and egress including stairways, stairwells, handrails, and elevator controls is performed.
  - Commonly used surfaces are cleaned and disinfected throughout the day and evening, including door handles, vending and ice machines, light switches, phones, washer and dryer doors and controls, baggage carts, shuttle door handles, toilet and handwashing facilities.
  - Workers are provided time to implement cleaning practices during their shift.
  - Manually operated ice machines are closed.
  - Restrooms are cleaned and disinfected regularly using EPA approved disinfectants according to the manufacturer's directions, on the following schedule:
- 
- Employees are directed to not open the doors of cars or taxis.
  - Valet service drivers, baggage handlers, and housekeepers are to wash their hands regularly during their shift and/or use proper hand sanitizer.
  - If valet service is provided, valet service drivers are required to wear face coverings, gloves and maintain social distancing guidelines.
    - Key fobs are to be placed into plastic bags.
    - Steering wheel, ignition button, door handles, shifters are wiped with an approved disinfecting wipe.
    - Customers are notified of valet cleaning and disinfection procedures.
  - If van or shuttle service is provided, they are to adhere to valet service requirements, including cleaning and disinfecting seating areas between guests.
  - Self-parking options are encouraged with guests.

### GUEST ROOMS

- Bellman/Porters are to wear face coverings and utilize gloves when handling guest baggage. Where possible, baggage deliveries are to be placed in the room by the guest.
- Housekeeping is to minimize contact with guests' personal belongings when cleaning.
- Housekeepers have ventilation system operating and/or open windows whenever possible to increase air circulation when servicing rooms.
- Housekeeping is allowed extra time to clean rooms to account for required precautions and to allow them to conduct more thorough cleaning and disinfection of rooms between guests, when required.
  - Housekeepers are provided appropriate protective equipment for cleaning.
- Surfaces within guest rooms are cleaned and disinfected daily during room cleanings. Exception for guests who request that housekeeping not provide daily room service/cleaning.
- Kitchen items, including pots, pans, and utensils are cleaned and sanitized between each guest stay.
- All dishes are washed, including the ones in cabinet between each guest stay. Consider replacing utensils with one-time use dinnerware, if feasible.
- Single-service coffee makers are provided with disposable cups, instead of glassware, coffee cups or multi-cup makers.
- Mini bars are not available to guests. All products are removed.
- Adequate dish soap and new, unused sponges, disinfecting wipes are provided for each guest upon arrival.
- All appliances and kitchen areas, including refrigerator shelving, the oven stovetop, coffeemakers, toasters, pantry shelves and other areas are cleaned between each guest stay.



- No reusable collateral, such as magazines, menus, local attraction details, coupons, etc. are available in guest rooms. Critical information is provided as single-use collateral and/or electronically posted.
- Housekeeping employees are provided with gloves when removing dirty linens. Dirty linen is placed in single-use, sealed bags.
- All towels and linens are removed and cleaned at the conclusion of each guest stay regardless of whether they appear to have been used or not.
- All bed linen and laundry is washed at a high temperature and cleaned according with [CDC guidelines](#).
- All nonessential maintenance is scheduled when room is not occupied. Handle only emergency or urgent issues as allowed by applicable law where possible.

### SHORT-TERM RENTAL CONSIDERATIONS

- Self or remote check-in and checkout is offered where possible.
- Standard check-in and checkout times are implemented to allow for enhanced cleaning processes between guest stays.
- The rental unit is thoroughly cleaned and disinfected after each guest stay. This includes wiping down and cleaning and disinfecting all high-touch areas, including bed rails, tables, TV remotes, headboards, countertops, kitchen appliances, refrigerator handles, stove knobs, mirrors, and other items.
- All recycling, garbage and trash is removed between guest stays. This includes removing and disposing of any food items that may have been left in the refrigerator, freezer, and pantry.
  - Trash cans are lined with disposable bags.
- Laundry hampers are to be cleaned and disinfected after each use.
  - Hampers are lined with a bag liner that is either disposable or can be laundered after each use.
- All linens are removed and laundered between each guest stay, including items that appear to not have been used.
  - Use gloves when removing dirty linens. Dirty linen is placed in single-use, sealed bags.
  - Wash hands with soap or use hand sanitizer immediately after gloves are removed.
- No extra linens are stored in the rental unit. Linens are provided only upon request.
- All bed linen and laundry is washed at a high temperature and cleaned according to [CDC guidelines](#).
- All soft surfaces are cleaned based on the manufacturer's instructions. This includes items like carpet, bedding, curtains, and upholstery.
- Kitchen items, including pots, pans, and utensils are cleaned and sanitized between each guest stay.
- All dishes are washed, including the ones in cabinet between each guest stay. Consider replacing utensils with one-time use dinnerware, if feasible.
- Vacuum cleaners are equipped with HEPA filters. A vacuum cleaner is used instead of sweeping floors with brooms, where possible.
- Bathroom toilets, showers, bathtubs, sinks, cabinets, and shelving are sprayed with a multi-surface cleaner approved for use against COVID-19. Mirrors and any glass are properly wiped. Bathroom floors are mopped and/or vacuumed.
- The rental unit is provided with additional hand soap, paper towels, toilet paper, disinfecting spray or wipes and hand sanitizer.
- External or professional cleaning companies, when used, provide periodic confirmation that cleaning and disinfection standards are being followed.
- Guests are notified of cleaning and safety measures both pre-stay and during stay, via the listing content and property information booklet.



- All nonessential maintenance is scheduled when the rental unit is not occupied. Handle only emergency or urgent issues as allowed by applicable law where possible.
- The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. High filtration efficiency filters are used and replaced regularly.

**D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- A copy of this protocol is posted at all public entrances to the facility.
- Guests are notified of the facility's policies and procedures prior to their arrival. This includes the right to cancel reservations for parties with symptomatic visitors and the new check-in procedures, physical distancing requirements, and cleaning and disinfecting schedules for accommodations, amenities, and common areas.
- Signage is posted that reminds guests and the public to maintain physical distancing of six feet, wear cloth face covering, wash hands or use sanitizer upon entry, and to stay home if they are ill or have symptoms consistent with COVID-19.
  - Guests will be provided face coverings upon entry to the hotel if they do not have one.
- Signage is posted at elevators that communicates to riders the maximum number of riders and that cloth face coverings must be worn.

**E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- Services that are critical to the customers/clients have been prioritized.
- Transactions or services that can be offered remotely have been moved on-line.
- Measures are instituted to assure access to goods and services for customers 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:**

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**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES AMENDING AND RESTATING THE EXECUTIVE ORDER FOR AN EVICTION MORATORIUM DURING EXISTENCE OF A LOCAL HEALTH EMERGENCY REGARDING NOVEL CORONAVIRUS (COVID-19)**

**WHEREAS**, on March 4, 2020, the Chair of the Los Angeles County Board of Supervisors ("Board") proclaimed, pursuant to Chapter 2.68 of the Los Angeles County Code, and the Board ratified that same day, the existence of a local emergency because the County of Los Angeles ("County") is affected by a public calamity due to conditions of disaster or extreme peril to the safety of persons and property arising as a result of the introduction of the novel coronavirus ("COVID-19") in Los Angeles County;

**WHEREAS**, also on March 4, 2020, the County Health Officer determined that there is an imminent and proximate threat to the public health from the introduction of COVID-19 in Los Angeles County, and concurrently declared a Local Health Emergency;

**WHEREAS**, ensuring that all people in the County continue to have access to running water during this public health crisis will enable compliance with public health guidelines advising people to regularly wash their hands, maintain access to clean drinking water, help prevent the spread of COVID-19, and prevent or alleviate illness or death due to the virus;

**WHEREAS**, ensuring that all customers in the County that receive power services from Southern California Edison and Southern California Gas Company (collectively, "Public Utilities") continue to have access to electricity so they are able to receive important COVID-19 information, keep critical medical equipment functioning, and utilize power, as needed, will help to prevent the spread of COVID-19 and prevent or alleviate illness or death due to the virus;

**WHEREAS**, on March 13, 2020, the Public Utilities announced that they will be suspending service disconnections for nonpayment and waiving late fees, effective immediately, for residential and business customers impacted by the COVID-19 emergency;

**WHEREAS**, on March 16, 2020, Governor Newsom issued Executive Order N-28-20 that authorizes local governments to halt evictions of renters, encourages financial institutions to slow foreclosures, and protects renters and homeowners against utility shutoffs for Californians affected by COVID-19;

**WHEREAS**, on March 19, 2020, the Chair of the Board issued an Executive Order ("Executive Order") that imposed a temporary moratorium on evictions for non-payment of rent by residential or commercial tenants impacted by COVID-19 ("Moratorium"), commencing March 4, 2020 through May 31, 2020 ("Moratorium Period");

**WHEREAS**, on March 21, 2020, due to the continued rapid spread of COVID-19 and the need to protect the community, the County Health Officer issued a revised Safer

at Home Order for Control of COVID-19 ("Safer at Home Order") prohibiting all events and gatherings and closing non-essential businesses and areas until April 19, 2020;

**WHEREAS**, on March 27, 2020, Governor Newsom issued Executive Order N-37-20 extending the period for response by tenants to unlawful detainer actions and prohibiting evictions of tenants who satisfy the requirements of Executive Order N-37-20;

**WHEREAS**, on March 31, 2020, the Board ratified the Chair's Executive Order and amended the ratified Executive Order to include a ban on rent increases in the unincorporated County to the extent permitted by State law and consistent with Chapter 8.52 of the County Code;

**WHEREAS**, on April 6, 2020, the California Judicial Council, the policymaking body of the California courts, issued eleven temporary emergency measures, of which Rules 1 and 2 effectively provide for a moratorium on all evictions and judicial foreclosures;

**WHEREAS**, on April 14, 2020, the Board further amended the Executive Order to: expand the County's Executive Order to include all incorporated cities with the County; include a temporary moratorium on eviction for non-payment of space rent on mobilehome owners who rent space in mobilehome parks; include a ban on rent increases in the unincorporated County to the extent permitted by State law and consistent with Chapters 8.52 and 8.57 of the County Code; and enact additional policies and make additional modifications to the Executive Order;

**WHEREAS**, COVID-19 is causing, and is expected to continue to cause, serious financial impacts to Los Angeles County residents and businesses, including the substantial loss of income due to illness, business closures, loss of employment, or reduced hours, impeding their ability to pay rent;

**WHEREAS**, displacing residential and commercial tenants who are unable to pay rent due to such financial impacts will worsen the present crisis by making it difficult for them to comply with the Safer at Home Order, thereby placing tenants and many others at great risk;

**WHEREAS**, while it is the County's public policy and intent to close certain businesses to protect public health, safety and welfare, the County recognizes that the interruption of any business will cause loss of, and damage to, the business. Therefore, the County finds and declares that the closure of these businesses is mandated for the public health, safety and welfare; the physical loss of, and damage to, businesses is resulting from the shutdown; and these businesses have lost the use of their property and are not functioning as intended;

**WHEREAS**, because homelessness and instability can exacerbate vulnerability to, and the spread of, COVID-19, the County must take measures to preserve and

increase housing security and stability for Los Angeles County residents to protect public health;

**WHEREAS**, a County-wide approach to restricting displacement is necessary to accomplish the public health goals of limiting the spread of the COVID-19 virus as set forth in the Safer at Home Order;

**WHEREAS**, based on the County's authority during a state of emergency pursuant to Government Code section 8630 et seq. and Chapter 2.68 of the County Code, the County may issue orders to all incorporated cities within the County to provide for the protection of life and property, where necessary to preserve the public order and safety;

**WHEREAS**, due to the continued, rapid spread of COVID-19 and the need to preserve life and property, the County has determined that continued evictions in the County and all of its incorporated cities during this COVID-19 crisis would severely impact the health, safety and welfare of County residents;

**WHEREAS**, loss of income as a result of COVID-19 may hinder County residents and businesses from fulfilling their financial obligations, including paying rent and making public utility payments, such as water and sewer charges;

**WHEREAS**, on May 12, 2020, the Board approved, and delegated authority to the Chair to execute, an Amended and Restated Executive Order that extends the Moratorium Period through June 30, 2020, unless further extended or repealed by the Board, and incorporates additional provisions, subject to approval as to form by County Counsel; and

**WHEREAS**, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, it is necessary for the Board to adopt this Resolution Amending and Restating the Executive Order for an Eviction Moratorium ("Resolution") related to the protection of life and property.

**WHEREAS**, the Board has determined that an emergency continues to exist within the County threatening the lives, property and welfare of the County and its constituents.

**NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES DOES HEREBY PROCLAIM, RESOLVE, DETERMINE AND ORDER AS FOLLOWS:**

- I. This Amended and Restated Executive Order incorporates all aspects, restrictions, and requirements of the Moratorium adopted by the Board, as ratified and amended on March 31, 2020, April 14, 2020, and May 12, 2020.
- II. The Moratorium Period is extended until June 30, 2020, unless further extended or repealed by the Board. The Board will reevaluate the need for further extensions every thirty (30) days.

III. A temporary moratorium on evictions for non-payment of rent by residential or commercial tenants, or space rent by mobilehome owners, impacted by the COVID-19 crisis is imposed as follows:

a. Commencing March 4, 2020 through June 30, 2020, unless further extended or repealed by the Board, no residential or commercial property owner or mobilehome park owner (individually as "Landlord" and collectively as "Landlords") shall evict a residential or commercial tenant or mobilehome space renter (individually as "Tenant" and collectively as "Tenants") in the unincorporated County, and all incorporated cities within the County, for: (1) nonpayment of rent, late charges, interest, or any other fees accrued if the Tenant demonstrates an inability to pay rent and/or such related charges due to financial impacts related to COVID-19, the state of emergency regarding COVID-19, or following government-recommended COVID-19 precautions, and the Tenant has provided notice to the Landlord within seven (7) days after the date that rent and/or such related charges were due, unless extenuating circumstances exist, that the Tenant is unable to pay; or (2) reasons amounting to a no-fault eviction under the County Code, unless necessary for health and safety reasons. Cities that have local eviction moratoria in place are exempt from this Moratorium, except that this Moratorium shall apply to residential tenants, mobilehome space renters, and commercial tenants, respectively, in incorporated cities within the County whose local eviction moratoria does not address residential tenants, mobilehome space renters, or commercial evictions.

1. "Financial impacts" means substantial loss of household income or loss of revenue or business for Tenants due to business closure, increased costs, reduced revenues, or other similar reasons impacting a business's ability to pay rent due, loss of compensable hours of work or wages, layoffs, or extraordinary out-of-pocket medical expenses.

2. A financial impact is "related to COVID-19" if it was a result of any of the following: (a) a suspected or confirmed case of COVID-19, or caring for a household or family member who has a suspected or confirmed case of COVID-19; (b) lay-off, loss of compensable work hours, or other reduction or loss of income or revenue resulting from business closure or other economic or employer impacts of COVID-19; (c) compliance with a recommendation from the County's Health Officer to stay at home, self-quarantine, or avoid congregating with others during the state of emergency; (d) extraordinary out-of-pocket medical expenses related to diagnosis and testing for and/or treatment of COVID-19; or (e) child care needs arising from school closures related to COVID-19.

- b. No Landlord shall initiate an eviction proceeding during the Moratorium Period for nuisance or for unauthorized occupants or pets whose presence is necessitated by or related to the COVID-19 emergency. A commercial tenant includes, but is not limited to, a Tenant using a property as a storage facility for commercial purposes.
- c. "No-fault eviction" refers to any eviction for which the grounds for terminating tenancy is not based on any alleged fault by the Tenant, including, but not limited to, those stated in Code of Civil Procedure section 1161 et seq., and Chapters 8.52 and 8.57 of the County Code.
- d. Consistent with the provisions of this Paragraph III, this Moratorium applies to nonpayment eviction notices, no-fault eviction notices, rent increase notices, and unlawful detainer actions, served and/or filed, on or after March 4, 2020.
- e. Commercial tenants with nine (9) employees or fewer, residential tenants, and mobilehome space renters shall have twelve (12) months to repay their Landlords for any amounts due and owing. Commercial tenants with ten (10) or more, but fewer than 100, employees shall have six (6) months to repay their Landlords for any amounts due and owing, in equal installments, unless the commercial tenant and Landlord agree to an alternate payment arrangement. This repayment shall begin at the conclusion of the Moratorium Period, as it may be further extended or repealed by the Board. Tenants and Landlords are encouraged to agree on a payment plan during this Moratorium Period, and nothing herein shall be construed to prevent a Landlord from requesting and accepting partial rent payments, or a Tenant from making such payments, if the Tenant is financially able to do so.
- f. Commercial tenants with nine (9) employees or fewer, residential tenants, and mobilehome space renters may provide, and Landlords must accept, a self-certification of inability to pay rent, and are required to provide notice to the Landlord to this effect within the time-frame specified in this Paragraph III.
- g. Landlords, and those acting on their behalf, are prohibited from harassing or intimidating Tenants for acts or omissions by Tenants permitted under this Moratorium.
- h. This Moratorium addresses the County's public policy and intent to close certain businesses to protect public health, safety and welfare, and the County recognizes that the interruption of any business will cause loss of, and damage to, the business. Therefore, the County finds and declares that the closure of these businesses is mandated for the public health, safety and welfare, the physical loss of, and damage to, businesses is resulting



from the shutdown, and these businesses have lost the use of their property and are not functioning as intended.

- i. Commencing on June 1, 2020, commercial tenants that are multi-national, publicly-traded, or have more than 100 employees, are excluded from the protections of this Moratorium.
  - j. The Director of the Department of Consumer and Business Affairs ("DCBA"), or his designee, shall issue guidelines to aid in the implementation of the Moratorium, including but not limited to guidance regarding the ways in which Tenants can certify they are entitled to protection under the Moratorium, appropriate supporting documentation for Tenants not entitled to self-certify under the Moratorium, notice requirements, and procedures for utilizing dispute resolution services offered by DCBA, among other clarifications.
- IV. Landlords shall not increase rents for residential units and mobilehome spaces in the unincorporated County during the Moratorium Period, to the extent otherwise permitted under State law and consistent with Chapters 8.52 and 8.57 of the County Code.
  - V. Landlords shall not impose any new pass-throughs otherwise permitted under Chapters 8.52 and 8.57 of the County Code, or charge interest or late fees on unpaid rent or other amounts otherwise owed, during the Moratorium Period. Landlords are prohibited from retroactively imposing or collecting any such amounts following the termination of the Moratorium.
  - VI. The Los Angeles County Development Authority ("LACDA"), acting in its capacity as a local housing authority for the County, shall extend deadlines for housing assistance recipients and applicants to deliver records or documents related to their eligibility for programs, to the extent those deadlines are within the discretion of the LACDA.
  - VII. The Director of DCBA, in collaboration with the Chief Executive Office ("CEO"), shall offer assistance to the State Department of Business Oversight to engage financial institutions to identify tools to be used to afford County residents relief from the threat of residential foreclosure and displacement, and to promote housing security and stability during this state of emergency.
  - VIII. Grocery stores, gas stations, pharmacies and other retailers are requested to institute measures to prevent panic buying and hoarding essential goods, including, but not limited to, placing limits on the number of essential items a person can buy at one time, controlling entry to stores, and ensuring those at heightened risk of serious complications from COVID-19 are able to purchase necessities.

- IX. The Director of DCBA, in collaboration with the CEO and the Acting Director of Workforce Development, Aging, and Community Services ("WDACS"), shall convene representatives of utility and other service providers to seek a commitment from the providers to waive any late fees and forgo service disconnections for Tenants and small businesses who are suffering economic loss and hardship as a result of the COVID-19 pandemic.
- X. The Director of DCBA, the Acting Director of WDACS, and the Acting Executive Director of LACDA shall jointly establish an emergency office dedicated to assisting businesses and employees facing economic instability as a result of the COVID-19 pandemic. The joint emergency office shall be provided all of the necessary resources by DCBA and WDACS, and should include opening a dedicated hotline to assist businesses and employees, web-based and text-based consultations, and multilingual services. The County shall provide technical assistance to businesses and employees seeking to access available programs and insurance, and shall work directly with representatives from the State and federal governments to expedite, to the extent possible, applications and claims filed by County residents.
- XI. The Director of DCBA and the Acting Executive Director of LACDA shall assist small businesses in the unincorporated areas in applying for U.S. Small Business Administration ("SBA") loans that the President announced on March 12, 2020. SBA's Economic Injury Disaster Loans offer up to \$2 million in assistance for a small business. These SBA loans can provide vital economic support to small businesses to help overcome the temporary loss of revenue they are experiencing.
- XII. The Acting Executive Director of LACDA, or his designee, are hereby delegated authority to amend existing guidelines for any of its existing federal, State or County funded small business loan programs, including the Community Development Block Grant ("CDBG") matching funds, and to execute all related documents to best meet the needs of small businesses being impacted by COVID-19, consistent with guidance provided by the U.S. Economic Development Administration in a memo dated March 16, 2020 to Revolving Loan Fund ("RLF") Grantees for the purpose of COVID-19 and temporary deviations to RLF Administrative Plans, following approvals as to form by County Counsel.
- XIII. The Acting Director of WDACS shall work with the State of California, Employment Development Department, to identify additional funding and technical assistance for dislocated workers and at-risk businesses suffering economic hardship as a result of the COVID-19 pandemic. Technical assistance shall include, but not necessarily be limited to: assistance for affected workers in applying for unemployment insurance, disability insurance and paid family leave; additional business assistance for lay-off aversion and rapid response; and additional assistance to mitigate worker hardship as a result of reduced work hours or job loss due to the COVID-19 pandemic.

- XIV. The Director of DCBA and the Acting Director of WDACS, in collaboration with the CEO and the Acting Executive Director of LACDA, shall create a digital toolkit for small businesses and employees to assist them in accessing available resources, including, but not limited to, disaster loans, unemployment insurance, paid family leave, disability insurance, and layoff aversion programs.
- XV. The CEO's Center for Strategic Partnerships, in collaboration with the DCBA and its Office of Immigrant Affairs, and the Acting Director of WDACS, shall convene philanthropic partners to identify opportunities to enhance resources available to all small business owners and employees who may be unable or fearful to access federal and State disaster resources, including immigrants.
- XVI. The Executive Director of the Office of Immigrant Affairs, the CEO's Women + Girls Initiative, and the Department of Public Health's Center for Health Equity shall consult on the above directives to provide an immigration, gender, and health equity lens to inform the delivery of services and outreach.
- XVII. The Director of DCBA, the Acting Director of WDACS, and the Acting Executive Director of LACDA, or their respective designees, shall have the authority to hire and execute contracts for consultants, contractors, and other services, as needed, to provide consumer protection and support small businesses during the stated emergency to accomplish the above directives.
- XVIII. Violation of Paragraphs III, IV, or V of this Amended and Restated Executive Order shall be punishable as set forth in Chapter 2.68 of the County Code. In addition, this Amended and Restated Executive Order grants an affirmative defense in the event that an unlawful detainer action is commenced in violation of said Paragraphs.
- XIX. That this Resolution shall take effect immediately upon its passage. All provisions stated herein shall apply commencing March 4, 2020, and shall remain in effect until June 30, 2020, unless extended or repealed by the Board of Supervisors, or its designee.

XX. This Resolution Amending and Restating the Executive Order supersedes all previously issued resolutions and executive orders concerning an eviction moratorium or rent freeze within the County. It shall be superseded only by a duly enacted ordinance or resolution of the Board or a further executive order issued pursuant to Section 2.68.150 of the County Code.

The foregoing Resolution Amending and Restating the Executive Order for an Eviction Moratorium was adopted on the 3 day of June 2020, by the Board of Supervisors of the County of Los Angeles.

Board of Supervisors of the  
County of Los Angeles

By Kathryn Berger  
Chair

APPROVED AS TO FORM:

MARY C. WICKHAM  
County Counsel

By: Behnaz Tashakorian  
Deputy

**Public Comment 6/17/2020 City Council CLOSED**  
**SESSION Meeting**

**AGENDA ITEM 'A'**  
**LABOR NEGOTIATIONS**

1. South Pasadena Youth for Police Reform
2. Catherine Flores
3. Alan Ehrlich
4. Anthony George
5. Anthony George

[REDACTED]

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**From:** SP Youth [REDACTED]  
**Sent:** Tuesday, June 16, 2020 5:25 PM  
**To:** City Council Public Comment  
**Subject:** Comment on closed session 6/17 item 1

**CAUTION:** This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear City Manager and any parties involved with labor negotiations,

Considering the word count limitations, there is no need to elaborate on the complete erosion of trust that has developed between South Pasadena's budget process and the public. What we know for sure about the facts is uncertain, but we know a few things. Firstly, that SPPD's budget is set to approach \$10M and has risen rapidly during the last four years. Secondly, the city's released draft budget includes dramatic cuts to community services. Third, that a finance commission study found citizens feel SPPD should be a much lower priority than it currently is.

Our petition to freeze SPPD's budget has garnered over 1,000 signatures. Our list of 21 demands is public. We have called for transparency, oversight and a policy overhaul to unreceptive ears. Police Chief Joe Ortiz's response to national unrest has been an asterisk of mourning for George Floyd beside a monumental increase in police patrols to a threat that never materialized in our city.

We ask SPPD absorb cuts incurred by the COVID recession. Otherwise, we will be looking at whether or not UUT should be renewed in November.

- South Pasadena Youth for Police Reform



[REDACTED]

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**From:** cat flores [REDACTED] >  
**Sent:** Tuesday, June 16, 2020 5:41 PM  
**To:** City Council Public Comment

**CAUTION:** This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello my name is Catherine Flores.

I would like to speak on agenda item #1 about the negotiation between the city and the police officers' association and I request that my comment be read.

Dear City Manager and any parties involved with labor negotiations,

I ask that SPPD absorb cuts incurred by the COVID recession. There is no need for a \$10M budget. This money could much better be distributed in other ways such as social and community programs. I also ask that there be more transparency between SPPD and the public.

[REDACTED]

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**From:** Alan Ehrlich [REDACTED]  
**Sent:** Tuesday, June 16, 2020 6:10 PM  
**To:** City Council Public Comment  
**Subject:** Public Comment for both Open (1) & Closed Session (B), Lease Negotiations  
**Attachments:** Public Comment Open & Closed, Towerpoint Lease Negotiations.docx

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City Clerk,  
Please read this same comment during both the closed session, agenda item B, and open session, agenda item 1

Thank you,  
Alan

Public Comment to Closed Sessio  
South Pasadena City Council Meeting 7/17/2020  
**Agenda Item B Conference with Real Property Negotiators**

Honorable Mayor, Councilmembers,

I continue to oppose this negotiation, selling the rights to the city's property leases for cellular towers.

- 1) To sell public property, the city must either declare it surplus and sell to the highest bidder or have an independent appraisal done by a licensed appraiser with expertise in the type of property being sold. I direct you to MC 2.99 subsection 29A paragraphs (a)(b)(c)(d)(e)
- 2) Staff have no expertise in complex cell phone tower rights and are being blindly lead by Towerpoint Acquisitions, who is not a neutral party to this transaction.
- 3) 99 year leases are extremely rare under any circumstance, but given the rapidly evolving world of telecommunications, unwise for our city to enter into without neutral parties, who have no financial stake in the outcome, advising the city
- 4) Towerpoint has a record of underpaying cities as much as 30% below market value. If the city proceeds, the city will be leaving as much as \$500,000 on the table, that is an illegal gift of public funds.
- 5) The city has still failed to inform the community of how any 'windfall' proceeds, if the sale closes, would be used, nor has the city, explained how the loss of income will be made up for in future budgeting cycles.
- 6) I'll reiterate my demand that if the city foolishly moves forward with this transaction, 100% of the proceeds be deposited into a reserve account until residents have an opportunity to determine how the funds will be utilized.

I would like this comment read aloud during both the closed session and public sessions on 6/17/2020

Alan Ehrlich

June 15, 2020

CITY OF SOUTH PASADENA  
**City Manager Stephanie DeWolfe**  
**Mayor Robert S. Joe**  
**Honorable City Council Members**  
1414 Mission Street  
South Pasadena, CA 91030

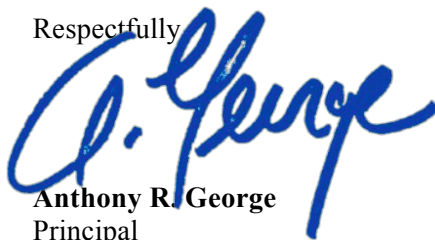
Re: June 17 City Council Hearing  
Closed Session Item A  
Labor Negotiations  
South Pasadena Public Service Employees' Association

Dear City Manager DeWolfe, Mayor Joe, Mayor Pro Tem Mahmud, and Honorable Council Members Khubesrian, Cacciotti, and Snyder;

I'm writing this letter supporting the recent hiring of Planning Director Joanna Hankamer and Senior Planner Kanika Kith—both of whom have had a substantial and positive impact on our Planning Department. Since opening my architectural practice in South Pasadena in 2004, I can sincerely say I have never seen the department operate so smoothly, fairly, efficiently, and transparently, all while offering exceptional professional quality, consistency, and thoroughness. They are responsive, fast, incredibly dedicated (to both the City and their clientele), and a pleasure to work with. I have seen them both handle numerous projects simultaneously—some small, others large and very complex—giving each such dedicated attention and focus that we applicants feel like we are 'their only project.' I've seen them working the counter with individual walk-ins, and leading large development teams through the entitlement process; they are proving indispensable assets to the Planning Department.

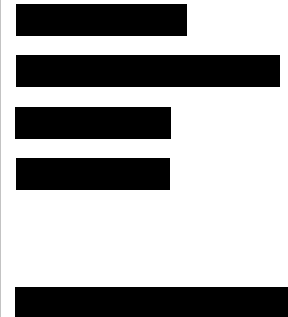
In short, Joanna and Kanika are two highly skilled, talented, and dedicated employees who have, in my opinion, turned-around the Planning Department into a *fair and efficient* monitor of Planning (and Historic) policy, while at the same time generating a stable revenue source for the City. Their retention is key to the future success of the department.

Respectfully



**Anthony R. George**  
Principal

**Anthony R. George**, Architect  
Principal



[www.georgearchitecture.com](http://www.georgearchitecture.com)

June 15, 2020

Anthony R. George, Architect  
Principal

CITY OF SOUTH PASADENA  
City Manager Stephanie DeWolfe  
Mayor Robert S. Joe  
Honorable City Council Members  
1414 Mission Street  
South Pasadena, CA 91030

[Redacted]

Re: June 17 City Council Hearing  
Closed Session Item A  
Labor Negotiations  
Police Officers' Association

[Redacted]

[www.georgearchitecture.com](http://www.georgearchitecture.com)

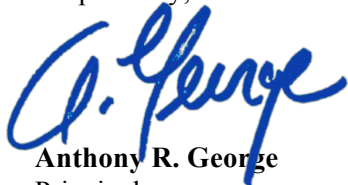
Dear City Manager DeWolfe, Mayor Joe, Mayor Pro Tem Mahmud, and Honorable Council Members Khubesrian, Cacciotti, and Snyder;

I'm writing this letter in support of honoring your current contract with the Police Officers' Association, which (as is my understanding) includes a 2% pay increase effective in July 2020. It is my understanding that this increase, as previously negotiated and agreed-to, is just a portion of a continuing commitment to *merely compensate our department at just below the 50% median* for police pay, and for that matter, the median as of *three years ago*. I strongly believe that maintaining and honoring this agreement will allow the City to continue to retain the excellent officers and staff to which we have so thankfully grown accustomed.

There are many in the department who have dedicated years—if not decades—to understanding, and passing on, the nuances that makes policing, and interacting with, our City unique. Our police are actively engaged in the community—meeting with leaders, business owners, and citizens, as well as their duties enforcing laws and maintaining order. I find our department responsive, dedicated, and highly professional.

Our Police Department does not ask for much. I believe the best way to thank them for their excellent service is to merely honor the commitments you have already (and wisely) made with them.

Respectfully,

  
Anthony R. George  
Principal

**Public Comment 6/17/2020 City Council CLOSED**  
**SESSION Meeting**

**AGENDA ITEM 'C'**  
**ANTICIPATED LITIGATION**

1. Ron Rosen

## Maria Ayala

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**From:** Ron Rosen [REDACTED]  
**Sent:** Wednesday, June 17, 2020 11:29 AM  
**To:** City Council Public Comment  
**Subject:** Closed Session Public Comment

CAUTION: This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Ron Rosen  
Closed Session - June 17  
Agenda Item C.  
Please read aloud either as a general comment or in connection with Item C.  
If it is not read, please provide a copy to each Councilmember.

Anticipated Litigation, Pursuant to Government Code Section 54956.9(d)(2) Number of Potential Cases: 1”

As I stated in a public comment last week and in an email to you all, I believe Item C. on tonight’s closed session agenda is inadequate under the Brown Act. Under the recent case *Fowler v. City of Lafayette*, the Court of Appeals found that when litigation is anticipated or threatened, it may be discussed in closed session only if a record of the threat is made before the meeting that is available for public inspection pursuant to section 54957.5. Also, the agenda must give some idea of the subject matter of the anticipated litigation or threat. Your agenda for tonight uses the same boiler-plate language that has been found lacking under *Fowler* and other Brown Act precedents. There also does not appear to be an agenda packet where further information about the anticipated litigation can be found. Please let me know how the city plans to correct this practice in the future. Furthermore, you should be aware that you may not use “anticipated litigation” as a cover to discuss the underlying subject matter in closed session. Let’s take a hypothetical: Let’s say there is an anticipated threat of litigation about the city budget. You may discuss that threat and what you’re going to do about it, but you may not get into a discussion of the budget and what you’re going to do about that. The latter discussion must be conducted in open session.



## **Public Comment 6/17/2020 City Council Meeting**

### **GENERAL PUBLIC COMMENT**

1. Casey Law
2. Betty Emirhanian
3. Alan Ehrlich
4. Paula Scott
5. Wende Lee
6. Martin Dattola
7. Larry Abelson
8. Ron Rosen
9. Delaine, Russell, and Sara Shane (additional 25 individuals signed)
10. Kimberley Hughes
11. Libby Rainey
12. Elizabeth Bagasao
13. Jason Wallace

**From:** Casey Law [REDACTED]  
**Sent:** Sunday, June 14, 2020 5:10 PM  
**To:** City Council Public Comment  
**Subject:** General Public Comment for June 17 2020 meeting

**CAUTION:** This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This is a general public comment to be read aloud at the June 17, 2020 city council meeting.

Dear Council Members,

My name is Casey Law and I am a new resident of South Pasadena. I moved here for many of the reasons that we all know well: walkable neighborhoods, lovely homes, and good public services. I have been saddened to find that not everyone thinks of these things when they think of our home city. Instead, many see it as a product of classist and racist policies. Some such policies are national issues, such as the redlining that excluded some neighborhoods — though none in South Pasadena — from federal loans and other kinds of investment.

Other examples of these policies are more symbolic, but no less racist. The barrier that separates Via Del Rey from Van Horne Avenue is one of these. As is well known, these streets were once connected, but closed by our city in the 70s. It was asserted that the decision was intended to reduce dangerous traffic, but it was widely seen as a way to exclude our poorer neighbors in El Sereno. On a recent walk, I noted that there are more traffic control measures (speed bumps, stop signs) on Van Horne Avenue in El Sereno than on Via Del Rey in South Pasadena.

It is clear that the barrier has been the subject of intense and painful debate. We must revisit that debate. Many of us here have protested against violence and injustices experienced by Black Americans. Can we confront the injustice of excluding our neighbors in redlined El Sereno?

Sincerely,  
Dr. Casey Law

[REDACTED]

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**From:** Betty Emirhanian [REDACTED]  
**Sent:** Tuesday, June 16, 2020 12:16 PM  
**To:** City Council Public Comment  
**Subject:** Letter to the City Council for 6-17-20 meeting

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Please read the following at the meeting during the general comments. Thank you.

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Dear Mayor and City Council Members,

I watched every minute of the city council meeting on June 10, 2020. It was excruciating to watch. The budget presentation was way too long and didn't cover what the public really wanted to know: **What are the cuts being made and how do they affect our residents?** The sound quality on Spectrum was horrendous. I hope that the city will address this with Spectrum because it was unwatchable on TV. The city should get its money back.

My main point however is I noticed that at least one council member was receiving information via texts on the phones. This is very concerning. The public is required to write their comments to the city council the day before the meeting yet there are some residents who seemingly have direct access to the city council members in real time. Perhaps the comments were quite innocuous such as the meeting is too long or the sound quality is bad. But the public doesn't know that because these comments are not made public. It is not transparent or fair that some residents have an inside line during the meeting. I hope you will address this and stop this practice or allow everyone to make public comments as the meeting progresses.

Thank you,

Betty Emirhanian

[REDACTED]

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**From:** Alan Ehrlich [REDACTED]  
**Sent:** Tuesday, June 16, 2020 6:10 PM  
**To:** City Council Public Comment  
**Subject:** Public Comment for both Open (1) & Closed Session (B), Lease Negotiations  
**Attachments:** Public Comment Open & Closed, Towerpoint Lease Negotiations.docx

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City Clerk,  
Please read this same comment during both the closed session, agenda item B, and open session, agenda item 1

Thank you,  
Alan

Public Comment to Closed Sessio  
South Pasadena City Council Meeting 7/17/2020  
**Agenda Item B Conference with Real Property Negotiators**

Honorable Mayor, Councilmembers,

I continue to oppose this negotiation, selling the rights to the city's property leases for cellular towers.

- 1) To sell public property, the city must either declare it surplus and sell to the highest bidder or have an independent appraisal done by a licensed appraiser with expertise in the type of property being sold. I direct you to MC 2.99 subsection 29A paragraphs (a)(b)(c)(d)(e)
- 2) Staff have no expertise in complex cell phone tower rights and are being blindly lead by Towerpoint Acquisitions, who is not a neutral party to this transaction.
- 3) 99 year leases are extremely rare under any circumstance, but given the rapidly evolving world of telecommunications, unwise for our city to enter into without neutral parties, who have no financial stake in the outcome, advising the city
- 4) Towerpoint has a record of underpaying cities as much as 30% below market value. If the city proceeds, the city will be leaving as much as \$500,000 on the table, that is an illegal gift of public funds.
- 5) The city has still failed to inform the community of how any 'windfall' proceeds, if the sale closes, would be used, nor has the city, explained how the loss of income will be made up for in future budgeting cycles.
- 6) I'll reiterate my demand that if the city foolishly moves forward with this transaction, 100% of the proceeds be deposited into a reserve account until residents have an opportunity to determine how the funds will be utilized.

I would like this comment read aloud during both the closed session and public sessions on 6/17/2020

Alan Ehrlich

[REDACTED]

---

**From:** Paula Scott [REDACTED]  
**Sent:** Tuesday, June 16, 2020 7:13 PM  
**To:** City Council Public Comment  
**Subject:** Ending political decals on official police vehicles and uniforms

**CAUTION:** This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear City Council:

On June 11, 2020, as I was doing an errand near the corner of Huntington and Fremont, I observed a member of the South Pasadena Police Department -- a uniformed motorcycle police officer -- whose official police motorcycle was decorated with a prominent Blue Lives Matter decal. The back of the officer's helmet (presumably part of his uniform) also had a Blue Lives Matter decal affixed to it.

My concern, that I hope the City Council will take up, is that city taxpayers fund our police department and it is therefore *inappropriate* for official police vehicles (motorcycles, cars, vans etc.) or equipment (uniforms, helmets etc.) to display political messages *of any kind*. By allowing Blue Lives Matter decals on vehicles or uniforms, the city gives the impression that it endorses Blue Lives Matter. Blue Lives Matter was started as a counter-movement to the Black Lives Matter movement and, as such, represents the opinions of only some South Pasadenans. The display of such political statements is divisive and has no place on publically-funded resources. Other cities have acted to stop such political displays by their police departments and I hope South Pasadena will follow suit. I look forward to hearing from you on this issue.

Paula Scott  
Camden Ave  
South Pasadena

## Maria Ayala

---

**From:** Wende Lee [REDACTED]  
**Sent:** Wednesday, June 17, 2020 9:23 AM  
**To:** City Council Public Comment  
**Subject:** Fwd: Delivery Status Notification (Failure)

**CAUTION:** This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

(Your memo has the wrong email address!! How can we respond when the information is incorrect??)

Name: Wende Lee  
Agenda Item for Comment: Item #2, General Comments

I have lived at [REDACTED] for 28 years, which is about three properties from Oak street. There must be a three-way stop at this intersection, and, unfortunately, the signs were not installed in 2000 when the city staff's committee first recommended it. Twenty years of unsafe conditions are too long, and the time is now.

This part of Meridian is a hazardous intersection. It presents safety problems for pedestrians crossing at Oak Street even though there are flashing lights that have not been functioning correctly for four years.

My neighbors and I have witnessed all kind kinds of problems from cars not stopping at the flashing crosswalk, speeding excessively, passing cars illegally to an abundance of now-deceased animals. What will it take to have our street be recognized as a safety hazard? Death of a child? I sincerely hope that is not when my city will take action.



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Watch us on YouTube!

<https://www.youtube.com/watch?v=4ND9whE0SEo>

----- Forwarded message -----

**From:** Mail Delivery Subsystem [REDACTED]  
**Date:** Wed, Jun 17, 2020 at 9:02 AM  
**Subject:** Delivery Status Notification (Failure)  
**To:** [REDACTED]





## Address not found

Your message wasn't delivered to [cpubliccomment@southpasadenaca.gov](mailto:cpubliccomment@southpasadenaca.gov) because the address couldn't be found, or is unable to receive mail.

The response from the remote server was:

550 5.1.1 User unknown

----- Forwarded message -----

From: Wende Lee [REDACTED] >

To: [cpubliccomment@southpasadenaca.gov](mailto:cpubliccomment@southpasadenaca.gov)

Cc:

Bcc:

Date: Wed, 17 Jun 2020 09:01:02 -0700

Subject: Meridian Stop Signs

Name: Wende Lee

Agenda Item for Comment: Item #2, General Comments

I have lived at 1709 Meridian for 28 years, which is about three properties from Oak street. There must be a three-way stop at this intersection, and, unfortunately, the signs were not installed in 2000 when the city staff's committee first recommended it. Twenty years of unsafe conditions are too long, and the time is now.

This part of Meridian is a hazardous intersection. It presents safety problems for pedestrians crossing at Oak Street even though there are flashing lights that have not been functioning correctly for four years.

My neighbors and I have witnessed all kind kinds of problems from cars not stopping at the flashing crosswalk, speeding excessively, passing cars illegally to an abundance of now-deceased animals. What will it take to have our street be recognized as a safety hazard? Death of a child? I sincerely hope that is not when my city will take action.

[REDACTED]

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Watch us on YouTube!

< ----- Message truncated -----

## Maria Ayala

---

**From:** Martin Dattola [REDACTED]  
**Sent:** Wednesday, June 17, 2020 9:52 AM  
**To:** City Council Public Comment  
**Subject:** DEFUNDING POLICE

CAUTION: This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I have heard that the city Council in South Pasadena wants to defund their police department. I hope this information is incorrect because I believe you're making a serious mistake. With all the criminals being let out of jail early this is the wrong time to be wanting to defund the police department. We need protection in our community and because of an extremely small percentage of bad officers you're willing to take away all the good officers off the street to do what's politically correct. All lives matter!! When we have to say that were African-American ,Asian American Mexican American, this is the beginning of racism. We are all Americans! We should have people protesting the unfair treatment of our Police Department who has done nothing wrong. What happened in Minneapolis is horrible but it does not define the police department. They are risking their lives every day for a small amount of money. It's wrong to even think of taking money away from the police department. The real problem is the special interest groups that are trying to corrupt the nation. I hope the city Council wakes up and reads between the lines and see what's really going on out there!

Sent from my iPhone

## Maria Ayala

---

**From:** Abelson, Lawrence <[REDACTED]>  
**Sent:** Wednesday, June 17, 2020 10:32 AM  
**To:** City Council Public Comment  
**Subject:** 6/17/20 City Council Meeting - General Public Comment - PLEASE READ ALOUD AT MEETING

**CAUTION:** This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Mayor Joe and Members of the City Council,

I am disheartened to advise you and the public of problems I have experienced while on the former Public Works and current Mobility and Transportation Infrastructure Commissions. Over the past year or so, we have seen an increasing lack of transparency and resistance to our efforts to learn the status of long outstanding projects and initiatives, most importantly the projects we spent countless hours developing and the City Council approved for implementation with Measures M and R funds from Metro, many of which had already been added to the City's CIP list.

At our meeting last night, we confirmed that, while we were being kept in the dark and then during the hiatus in meetings due to the commission restructure and onset of COVID-19, staff unilaterally and without any citizen, commission or City Council input altered the project lists, dropping and delaying a number of approved projects and submitting to the Joint Powers Authority new, vaguely described and frankly flawed projects never considered by any citizen body. Details were unavailable, as the Public Works Director was again absent.

In addition, reasonable citizen requests for assistance today are put off. Obfuscation has now morphed into hostility to public desire. I ask that you direct those responsible to start working openly and cooperatively with the public to address its needs. I encourage all to watch the recording of last night's meeting, especially items 4 and 10.

Thank you,

Larry Abelson  
[REDACTED]

Classification: Public

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## **Maria Ayala**

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**From:** Ron Rosen [REDACTED]  
**Sent:** Wednesday, June 17, 2020 10:53 AM  
**To:** City Council Public Comment  
**Subject:** Comment Non-Agenda Items - June 17 Open Session

CAUTION: This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Ron Rosen  
Non-Agenda Item - June 17 Open Session  
To be read aloud

In light of recent events and information that's become known about the questionable condition our city budget, I join with many others in insisting that the city engage an independent auditor, not hired by the city manager or city staff, to do a full and independent analysis of the city's budget. It appears that some on city staff and some on the City Council oppose an independent audit. Why would they do that? If everything is above-board and correctly done, why wouldn't they want an independent audit to confirm that? Failure to conduct an independent audit would further confirm what many of us have been observing for the past few years: That this city is not being open and honest with its citizens. The city is under a cloud of suspicion and mistrust in so many areas that it would be very foolish not to start by making sure the budget is reviewed independently.

## Maria Ayala

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**From:** D. Shane <[REDACTED]>  
**Sent:** Wednesday, June 17, 2020 11:47 AM  
**To:** City Council Public Comment; Maria Ayala  
**Cc:** ezneimer; WISPPA; Margaret Lin  
**Subject:** June 17 2020 CITY COUNCIL MEETING: PUBLIC COMMENTS (Agenda Item No. 2 General Public Comments): MARIA: PLEASE READ THE FOLLOWING EMAIL PETITION OUTLOUD DURING THE CITY COUNCIL MEETING--THANK YOU  
**Attachments:** Summary on Stop Sign Approval at Meridian and Oak in 1999-2000.pdf; 081600 Council Agenda Packet\_Stop Signs at Meridian and Oak-2000.pdf; Council Meeting Minutes-Page 86 of August 16 2000.JPG  
**Importance:** High

**CAUTION:** This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and City Council:

We residents (17 families) need IMMEDIATE relief from the dangerous traffic on Meridian Avenue. Our street has been compromised due to decades of 710 planning and City neglect. Thankfully the 710 is dead and South Pasadena Public Works has done enough studies. In 2000, the City approved a 3-way stop for Meridian/Oak. TSAC recommended approval, but for political reasons, it was never installed (see attachments). That same Council asked for follow up if the problems persisted and would support TSAC's recommendation.

Residents spoke on January 15, 2020, at a Council meeting and Mayor Joe requested Mr. Abbas conduct studies on Meridian/Oak and Meridian/Maple to which he agreed. Ms. Courdy confirmed in an email dated February 26, 2020, that the two studies were in progress and a request to paint red on Meridian/Bonita curbing was under review. An MTIC Commissioner notes that traffic studies should only take two months.

We request these items be added to the Council agenda for its next meeting:

- Authorize release of completed traffic studies and approve installation of stop signs at Meridian/Oak and Meridian/Maple prior to start of school in the fall.
- Instruct Public Works to complete analysis and paint red to the curb at Meridian/Bonita.
- Instruct Public Works to paint the inside of the crosswalk red to prevent parked cars from blocking the crosswalk at Meridian/Maple.

With 20+ years of worsening traffic, we cannot wait. Your inaction will be a recipe for disaster for our children and community. Time is of the essence, ACT NOW!

Thank you.

Delaine, Russell, and Sara Shane  
[REDACTED]

Susan Sulsky  
[REDACTED]

Denise Philley, Paul Wood, and Linus Wood

[REDACTED]

Wende and Robert Lee

[REDACTED]

Margot Healey

[REDACTED]

Talia and Rolando Marin

[REDACTED]

Nancy Michler

[REDACTED]

Stephanie Stein and Johan Garcia

[REDACTED]

Ron Rosen

[REDACTED]

Sally and Sean Takada Teer

[REDACTED]

Kim Carlson

[REDACTED]

Ava and Ed Herrera

[REDACTED]

Joanne and Tom Nuckols

[REDACTED]

Amber and Patrick Haley

[REDACTED]

Jeff Tran

[REDACTED]

Joanne Heyler

[REDACTED]

Alan, Stephanie, and Justin Ehrlich, and Banjong Muninnopmas

[REDACTED]



The following excerpts are taken from the official report of the City Council on August 16, 2000:

### **Recommendation**

It is recommended that the City Council adopt the attached resolution approving:

1. the installation of all-way stop signs at the intersections of:
  - a. Meridian Avenue & Oak Street
  - b. Oakhill Avenue & Pinecrest Drive
  - c. Oxley Street and Brent Avenue; and
  
2. the prohibition of parking for approximately 40 feet on the north side of the 2000 block of Hanscom Drive.

### **Background**

The Traffic Safety Advisory Committee (TSAC) has reviewed a number of requests for additional traffic controls and parking limitations in recent months. Following public input and discussion by the committee, the TSAC has made recommendations for implementation of the changes enumerated herein.

#### **Proposed All-Way Stop Signs at Meridian Avenue & Oak Street**

Meridian Avenue is a heavily traveled collector street that has limited sight distance due to curves and cross streets that intersect at a sharp angle in the vicinity of Oak Street. This City has received numerous complaints about the difficulty of making a right turn from westbound Oak Street onto northbound Meridian Avenue, and about the danger posed to school children crossing this intersection. TSAC initially reviewed this proposal on May 20, 1997, and the request was denied because the numeric warrants were not met. Upon reevaluation by TSAC, it was determined that greater consideration should have been given to the great number of students of all ages on their way to and from school that must cross Meridian Avenue at this intersection. In light of these factors, the TSAC unanimously recommended the installation of all-way stops signs and the installation of crosswalks on both sides of the intersection in yellow because of the proximity to the school.

AGENDA ITEM 13

Council denied this determination, due to political reasons, because the vehicles should not be impeded, rather than to give significant weight to the public safety of school children crossing the intersection.

The commission of that time in October 1999 stated in its notes:

that would be request items for next year's budget.

#### **PROPOSED 4-WAY STOP SIGNS**

Dr. Van Winkle provided a memo to all members with background information on this item. The main complaint regarding the intersection is the difficulty drivers experience making right turns from Oak onto northbound Meridian and the large number of students who cross at this location. After some discussion, all members agreed to the installation of all-way stops signs and the installation of crosswalks on both sides of the intersection in yellow because of the proximity to the school. This improvement, it was agreed, will calm traffic and provide a safer crossing for children.

The minutes to the City Council meeting on August 16, 2000 stated:

**RESOLUTION NO. 6627  
INSTALLATION OF ALL-WAY  
STOP SIGNS AT: MERIDIAN/  
OAK; OAKHILL/PINECREST;  
AND OXLEY/BRENT; AND  
PROHIBITION OF PARKING  
AT 2000 BLOCK OF  
HANSCOM DR.**

Councilmember Saeta expressed concern that the proposed stop sign at the intersection of Meridian Avenue and Oak Street would impede the flow of traffic on Meridian. Councilmembers Knapp and Zee concurred with this opinion.

Council unanimously (5 ayes) adopted Resolution No. 6627, entitled A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA AUTHORIZING THE INSTALLATION OF ALL-WAY STOPS AT THE INTERSECTIONS OF OAKHILL AVENUE AND PINECREST DRIVE, AND OXLEY STREET AND BRENT AVENUE, AND THE PROHIBITION OF PARKING ON PORTIONS OF HANSCOM DRIVE. A stipulation to this approval is that, should the Traffic Safety Advisory Committee still determine that the all-way stops at the intersection of Meridian and Oak are necessary, the Council would defer to their recommendation.

(Saeta, Rose)

**WARRANTS APPROVED**

By roll call vote (5 ayes), the general City warrants in the amount of \$877,294.42 were approved.

(Rose, Zee)

# City of South Pasadena Official Report

*Dorothy M. Cohen, Mayor*  
*David Rose, Mayor Pro Tem*  
*Harry Kaapp, Councilmember*  
*David Saeta, Councilmember*  
*Paul Lee, Councilmember*

*Jeannine Gregory, City Clerk*  
*Victor Robinette, City Treasurer*

COUNCIL AGENDA: August 16, 2000  
TO: City Council  
VIA: Sean Joyce, City Manager *SS*  
FROM: James R. Van Winkle, Public Works Director *JW*  
SUBJECT: **Installation of all-way stop signs and parking limitations at various locations.**

## **Recommendation**

It is recommended that the City Council adopt the attached resolution approving:

1. the installation of all-way stop signs at the intersections of:
  - a. Meridian Avenue & Oak Street
  - b. Oakhill Avenue & Pinecrest Drive
  - c. Oxley Street and Brent Avenue; and
2. the prohibition of parking for approximately 40 feet on the north side of the 2000 block of Hanscom Drive.

## **Background**

The Traffic Safety Advisory Committee (TSAC) has reviewed a number of requests for additional traffic controls and parking limitations in recent months. Following public input and discussion by the committee, the TSAC has made recommendations for implementation of the changes enumerated herein.

### **Proposed All-Way Stop Signs at Meridian Avenue & Oak Street**

Meridian Avenue is a heavily traveled collector street that has limited sight distance due to curves and cross streets that intersect at a sharp angle in the vicinity of Oak Street. This City has received numerous complaints about the difficulty of making a right turn from westbound Oak Street onto northbound Meridian Avenue, and about the danger posed to school children crossing this intersection. TSAC initially reviewed this proposal on May 20, 1997, and the request was denied because the numeric warrants were not met. Upon reevaluation by TSAC, it was determined that greater consideration should have been given to the great number of students of all ages on their way to and from school that must cross Meridian Avenue at this intersection. In light of these factors, the TSAC unanimously recommended the installation of all-way stop signs and the installation of crosswalks on both sides of the intersection in yellow because of the proximity to the school.

### **Proposed All-Way Stop Signs at Oakhill Avenue & Pinecrest Drive**

The Public Works Department has been monitoring speeds on Oakhill Avenue in response to complaints from local residents, and in conjunction with studies concerning the impact of the large residential development being planned in Los Angeles, immediately adjacent to South Pasadena. Much of the traffic from this new 91 unit single family development will be attempting to exit by way of Pinecrest Avenue. The other access points to the development are restricted and not convenient for motorists wishing to access points in South Pasadena, Pasadena and other cities to the north and east of the development. The volume and speed of traffic on Oakhill Avenue is not high at this time, however there are some extreme site conditions that would make this intersection a difficult one to travel through. The grade on Oakhill Avenue is very steep at this point and the northbound traffic has just cleared a blind turn at the top of a hill with very limited sight distance as they approach the intersection with Pinecrest Drive.

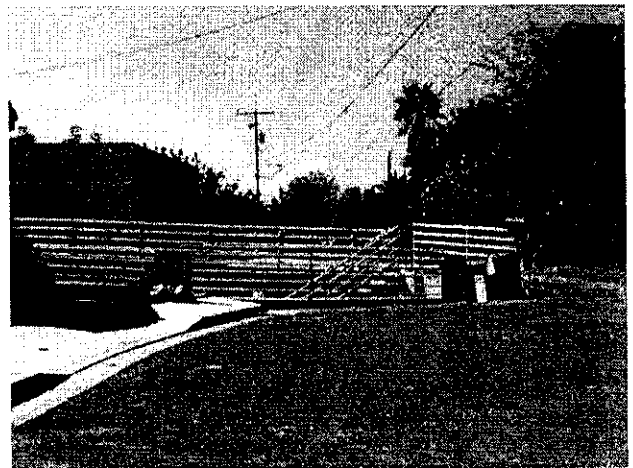
Although this intersection would not meet the numerical warrants for an all-way stop, the unusual site conditions, and the anticipated large increase in traffic to the neighborhood would warrant the installation of an all-way stop to improve the safety of this intersection. For this reason, TSAC unanimously recommended that an all-way stop is justified at this intersection.

### **Proposed All-Way Stop at Brent Avenue and Oxley Street**

The installation of an all-way stop was considered in 1997 but did not meet the State's numeric warrants. The TSAC reconsidered this decision at its June 27, 2000 meeting after receiving numerous complaints from adjacent residents, and following the receipt of information providing a more complete accident history than had been available in 1997. Brent Avenue, unlike a typical residential street, functions as a "by-pass" street around congestion sometimes experienced on Fair Oaks Avenue, and the resulting heavier traffic on Brent Avenue makes it difficult for traffic and pedestrians to safely cross at Oxley Street. For these reasons, TSAC unanimously recommended that a 4-way stop be installed at this intersection.

### **Proposed Parking Prohibition on a portion of the 2000 Block of Hanscom Drive**

The southerly portion of 2000 block of Hanscom Drive is severely narrowed by a protruding fence and stairway at 2048 Hanscom Drive that was allowed to be constructed in 1989. When vehicles are parked on the northerly side of the road there is insufficient road width for cars and emergency vehicles to pass and for the Fire Department to access the existing fire hydrant in that area. The TSAC unanimously recommended that parking be prohibited for a distance of 20' to the east of the protruding stairs and railing to 2048 Hanscom Drive to the west to provide required clearance for the existing fire hydrant.



### **Legal Action**

None requested.

### **Fiscal Impact**

The recommended actions will require minimal expenditure of operational funds of the Street Maintenance Division (230-6116-8020), which have been anticipated in the preparation of the current budget.

### **Attachments**

TSAC Minutes of 12/13/99  
TSAC Minutes of 6/27/00  
Resolution

**DRAFT MINUTES  
TRAFFIC SAFETY ADVISORY COMMITTEE  
JUNE 27, 2000**

**ROLL CALL**

The meeting was called to order at 3:30 p.m. Present were members: Jim Van Winkle, Director of Public Works; Martha Van Rooijen, Transportation Manager; Mike Ward, Police Captain and Diana Tompkins, Public Works Assistant.

**MINUTES**

Minutes of the meeting of March 8, 2000 were approved, and all members were in favor 3-0.

**PUBLIC COMMENTS AND SUGGESTIONS-** None.

**REQUEST FOR FULL 4-WAY STOP AT THE INTERSECTION OF BRENT AVENUE AND OXLEY STREET**

The installation of a 4-way stop was considered in 1997 but did not meet State warrants. The Committee discussed mitigating circumstances that may warrant the installation due to Police Department accident records on file that were not reported to SWITRS. The committee has received no communication opposing the installation of a 4-way stop at the intersection. The Committee finds Brent Avenue to be less of a typical residential street, and more of a "by-pass" street and close to commercial areas. Ward made a motion to approve the installation of a 4-way stop at Brent and Oxley, the motion was seconded by Van Rooijen, and all members were in favor 3-0. Van Winkle will prepare the staff report to City Council for the first meeting in August. The installation, if approved, could be scheduled before school starts in September. Three residents attended the meeting regarding this item and expressed their concerns regarding safety and speed. They were all in favor of the installation of 4-way stop signs at the intersection.

**REQUEST FOR A STOP SIGN ON CRESTLAKE AVENUE AT THE INTERSECTION OF ELM PARK STREET AND CRESTLAKE**

Van Winkle received three e-mail responses all opposed to the proposed installation of a stop sign at Elm Park and Crestlake. Further investigation found no accidents at the intersection and no commercial activity on the streets. The intersection does not meet the minimum standards to warrant installation of stop signs. Van Rooijen made a motion to reject the installation, the motion was seconded by Ward, and all members were in favor 3-0.

**REQUEST FOR ELIMINATION OF PARKING ALONG PORTIONS OF THE 2000 BLOCK OF HANSCOM DRIVE**

Van Winkle explained how the street was awkwardly built creating a "throat" at the end of the street. He explained that site distance along the street was an issue at every bend. Ward identified a fire hydrant off the roadway at the area in question. Discussion ensued. Van Rooijen made a motion for the installation of 20' of red curb to the east of the protruding stairs and railing to 2048 Hanscom Dr. and enough red curb to the west of this area to provide required clearance for the fire hydrant. The motion was seconded by Ward, and all members were in favor 3-0.

**TRAFFIC SAFETY ADVISORY COMMITTEE  
DECEMBER 13, 1999**

**ROLL CALL**

The meeting was called to order at 3:30 p.m. Present were members: Jim Van Winkle, Director of Public Works; Martha Dale, Transportation Manager; Mike Ward, Police Captain and Diana Tompkins, Public Works Assistant.

**MINUTES**

Minutes of the meeting of October 12, 1999 were approved, and all members were in favor 3-0.

**PUBLIC COMMENTS AND SUGGESTIONS-** None.

**PROPOSED TRAFFIC SIGNAL AT GARFIELD AVENUE AND OAK STREET**

Dr. Van Winkle provided a memo to all members with background information on this item. Attachments included support memos, speed analysis on Oak Street, and traffic warrants. The City of San Marino has proposed that a traffic signal be installed at this intersection, with each City paying half of the cost. Dr. Van Winkle indicated his support for the installation of traffic signals as it marginally meets State warrants. After some discussion, the general consensus of members was to recommend that a traffic signal be installed at the intersection of Garfield Avenue and Oak Street, provided that it were coordinated with the signal system at Garfield-Atlantic-Huntington Drive. Dr. Van Winkle indicated that he would make a recommendation to City Council next month and request funds for next year's budget.

**PROPOSED 4-WAY STOP SIGNS**

Dr. Van Winkle provided a memo to all members with background information on this item. The main complaint regarding the intersection is the difficulty drivers experience making right turns from Oak onto northbound Meridian and the large number of students who cross at this location. After some discussion, all members agreed to the installation of all-way stops signs and the installation of crosswalks on both sides of the intersection in yellow because of the proximity to the school. This improvement, it was agreed, will calm traffic and provide a safer crossing for children.

Residents in both South Pasadena and Los Angeles requested the city consider the installation of stop signs at Oakhill Avenue & Pinecrest Drive, as they anticipate increased traffic congestion with the construction of a 96-unit condominium development in their area. Dr. Van Winkle explained that vehicle traffic speeds through the intersection were only about 15 miles per hour and slow due to the street configuration and hillside where they meet. While speed is not a factor, the increase in traffic due to the condo development and unusual site conditions would warrant the installation of stop signs to improve safety. After some discussion, all members were in favor of recommending the installation of stop signs for added safety at Oakhill & Pinecrest, 3-0.

**ADJOURNMENT** - The meeting adjourned at 4:30 p.m.

Respectively submitted,

---

Diana Tompkins, Public Works Assistant

**REQUEST FOR ELIMINATION OF PARKING ALONG THE 1800 AND 1900 BLOCKS OF MERIDIAN AVENUE**

After some discussion regarding the width of the street and driving conditions along Meridian Avenue, Ward made a motion for no action at this time pending further investigation. Plans are to take speed counts and solicit further public input from affected residents. The motion was seconded by Van Rooijen, and all members were in favor 3-0.

**SUGGESTIONS FOR FUTURE AGENDA ITEMS**

Consider installation of stop signs at Meridian & Oak  
Consider traffic issues surrounding the Arroyo Vista School

**ADJOURNMENT** - The meeting adjourned at 4:35 p.m.

Respectively submitted,

---

Diana Tompkins, Public Works Assistant

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA  
AUTHORIZING THE INSTALLATION OF ALL-WAY STOPS AT THE INTERSECTIONS  
OF MERIDIAN AVENUE AND OAK STREET, OAKHILL AVENUE AND PINECREST  
DRIVE AND, OXLEY STREET AND BRENT AVENUE, AND THE PROHIBITION OF  
PARKING ON PORTIONS OF HANSCOM DRIVE

WHEREAS, local residents have petitioned the City to evaluate the traffic conditions at the intersections of Meridian Avenue and Oak Street, Oakhill Avenue and Pinecrest Drive, and Oxley Street and Brent Avenue; and

WHEREAS, local residents have petitioned the City to evaluate the parking conditions on the 2000 block of Hanscom Drive; and

WHEREAS, the Public Works Director has conducted an investigation and completed an analysis of warrants for a 4-way stop at these intersections; and

WHEREAS, the Public Works Director has conducted an investigation into the parking and traffic access conditions in the 2000 block of Hanscom Drive; and

WHEREAS, the Traffic Safety Advisory Committee has reviewed and approved of the Director of Public Work's recommendations with respect to these requests;

NOW THEREFORE, the City Council of the City of South Pasadena does hereby resolve as follows:

Section 1: That the installation of an all-way stop at the intersection of Meridian Avenue and Oak Street is hereby approved.

Section 2: That the installation of an all-way stop at the intersection of Oakhill Avenue and Pinecrest Drive is hereby approved.

Section 3: That the installation of an all-way stop at the intersection of Oxley Street and Brent Avenue.

Section 4: That parking be prohibited on the north side of Hanscom Drive, 20 feet east of the prolongation of the easterly line of Lot 12 of Tract 2672, and 20 west of said easterly line of Lot 12.

Section 5: This resolution shall become effective immediately upon its adoption.

Section 6: That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

APPROVED AND ADOPTED this 16th day of August, 2000.

\_\_\_\_\_  
Dorothy M. Cohen, Mayor  
City of South Pasadena



ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Jeannine A. Gregory,  
City Clerk

\_\_\_\_\_  
City Attorney

I HEREBY CERTIFY that the foregoing resolution was duly adopted by the City Council of the City of South Pasadena at a regular meeting held on the 16th day of August, 2000, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

\_\_\_\_\_  
City Clerk

On a roll call vote (5 ayes), Council approved the plans and specifications for the resurfacing of Mission Street from Pasadena Avenue to Fair Oaks Avenue; authorized staff to seek competitive bids for the project; approved the Program Supplement Agreement No. M002 to Administering Agency-State Agreement for Federal Aid Projects No. 07-5071, with a request to delay the project until January of 2001 as long as the financing is not jeopardized.

(Rose, Knapp)

**RESOLUTION NO. 6626  
ADMINISTERING AGENCY-  
STATE AGREEMENT AND  
PROGRAM SUPPLEMENT  
AGREEMENT FOR FEDERAL  
AID PROJECT - RESURFAC-  
ING MISSION STREET**

By roll call vote (5 ayes), Council adopted Resolution No. 6626, entitled A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA AUTHORIZING THE MAYOR OF THE CITY OF SOUTH PASADENA TO EXECUTE THE ADMINISTERING AGENCY-STATE AGREEMENT AND PROGRAM SUPPLEMENT AGREEMENT FOR THE FEDERAL AID PROJECT FOR THE RESURFACING OF MISSION STREET FROM PASADENA AVENUE TO FAIR OAKS AVENUE.

(Rose, Knapp)

**RESOLUTION NO. 6627  
INSTALLATION OF ALL-WAY  
STOP SIGNS AT: MERIDIAN/  
OAK; OAKHILL/PINECREST;  
AND OXLEY/BRENT; AND  
PROHIBITION OF PARKING  
AT 2000 BLOCK OF  
HANSCOM DR.**

Councilmember Saeta expressed concern that the proposed stop sign at the intersection of Meridian Avenue and Oak Street would impede the flow of traffic on Meridian. Councilmembers Knapp and Zee concurred with this opinion.

Council unanimously (5 ayes) adopted Resolution No. 6627, entitled A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA AUTHORIZING THE INSTALLATION OF ALL-WAY STOPS AT THE INTERSECTIONS OF OAKHILL AVENUE AND PINECREST DRIVE, AND OXLEY STREET AND BRENT AVENUE, AND THE PROHIBITION OF PARKING ON PORTIONS OF HANSCOM DRIVE. A stipulation to this approval is that, should the Traffic Safety Advisory Committee still determine that the all-way stops at the intersection of Meridian and Oak are necessary, the Council would defer to their recommendation.

(Saeta, Rose)

**WARRANTS APPROVED**

By roll call vote (5 ayes), the general City warrants in the amount of \$877,294.42 were approved.

(Rose, Zee)

## Maria Ayala

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**From:** Hughes, Kimberley [REDACTED]  
**Sent:** Wednesday, June 17, 2020 12:02 PM  
**To:** City Council Public Comment  
**Subject:** General Public Comment  
**Attachments:** scanner@ladwp.com\_20200617\_135659.pdf

**CAUTION:** This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Honorable Mayor and South Pasadena City Council:

I wanted to share some concerns regarding the current state of street and roadway projects being overseen by the City and our Public Works Department. I am so disappointed that it appears that the work that the commissions have done seems to be meaningless. Last night at the second meeting of the Mobility and Transportation Infrastructure Commission, we were told about changes to the City's proposed Measure R and M planned projects. We were also presented three new street plan concepts and basically told that there was no time to really review, as there was a deadline for the City to submit the suggested plan to the Arroyo Verdugo Communities Joint Power Authorities (AVCJPA). The outline of the three proposed projects contained no specifics, no cost estimates and they are for years 6 and 7. We haven't really begun the first five year projects. I don't understand the rush and why would the joint organization be in such a hurry for the information, especially when funding for Measure M and R could be in flux, due to the current economic situation.

Again, it appears that the planned list of Measure M and R projects is being altered. So much time was spent on developing our Metro project list and I recall how the City worked to meet the project submission deadline and then learned that Pasadena had not met the deadline and was granted more time. Much time was put in to the development of our project list and to earmark projects that would really make a difference in traffic as it is being experienced in the City. We know that some of the proposed projects were on the border of the city and would require multi-city corporation. This was a key point, as much of the traffic travels thru the neighboring cities and we showed our collaborative effort in working with our neighboring cities in defeating the SR710. We were told that the projects that would require other city corporation were taken off the list. This is very disconcerting, because as we look to the future and the possible development of neighboring city's "stubs," we should be collaborating now and more in the future.

It was also troubling to learn that we still can't just get a proper rendering of the "loop ramp" concept. We were told last night that there are now bidding and other issues that are holding up just getting a proper drawing.

Lastly, we asked if the commission should review and make recommendation as to street project priorities should budget reductions be needed. This suggestion was just brushed away in that operating costs are being reviewed first. I would think it would be prudent to have a plan in place for capital street project cuts if needed. It would be just another beneficial tool for the City.

The environment has changed, more people will continue to work from home and there will be less driving. Our proposed planned projects are important, but if funds become very limited, I believe that people are going to want the City's budget to go to more immediate services, such as the library, senior meals, the child care programs. I believe the public will be comfortable with putting off some individual street repairs if needed, especially when right now they take 2-3 years to even being realized.

Commissions are to be part of our representative form of government and I do believe that they play a vital role in the proper governance of the City.

I have attached a list of the projects for Measure M and R from last year for reference.

Thank you for your time and consideration.

Warmest Wishes,

**Kim Hughes**  
**Advertising and Placement Manager**  
**LADWP Communications and Public Affairs**  
**Los Angeles Department of Water and Power**  
**111 North Hope Street, Room 1531**  
**Los Angeles, CA 90012**



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**Public Works Commission**  
**Status of Recommendations - Summary List**  
 As of September 2019

Category	Item Date	Agenda Item	Status or Reference	Update
		<b>Implementation of Projects Approved by the City Council</b>		
		<b>Measure M: MSP Project List</b>		
Street & Street Scapes	10/10/18	Columbia St @ Pasadena Ave: turn lanes striping	CIP FY 2020-24: Street & Street Scapes, Priority #10, FY 2020-21	\$150,000 with Columbia St @ Orange Grove Ave projects
Street & Street Scapes	10/10/18	Columbia St @ Orange Grove Ave: striping	CIP FY 2020-24: Street & Street Scapes, Priority #10, FY 2020-21	\$150,000 with Columbia St @ Pasadena Ave projects
Street & Traffic Light	10/10/18	Garfield Ave @ Monterey Rd: signal	CIP FY 2020-24: Street & Traffic Lighting, Priority #3, FY 2020-21	\$400,000;
Street & Traffic Light	10/10/18	Garfield Ave @ Oak St: signal	CIP FY 2020-24: Street & Traffic Lighting, Priority #4, FY 2020-21	\$400,000;
Street & Street Scapes	10/10/18	Huntington Dr @ Fremont Ave: add signs	CIP FY 2020-24: Street & Street Scapes, Priority #11, FY 2022-23	\$140,000
Street & Street Scapes	10/10/18	Huntington Dr @ Fremont Ave: adjust signals	CIP FY 2020-24: Street & Street Scapes, Priority #8, FY 2020-22	projects included under Regional Traffic Corridor Improvements
Street & Street Scapes	10/10/18	Fair Oaks Ave @ Grevelia St: striping, adjust signal	CIP FY 2020-24: Street & Street Scapes, Priority #12, FY 2022-23	\$50,000
Street & Street Scapes	8/28/17	Garfield Ave @ Mission St: adjust signal	not included in CIP FY 2020-24	see email of 8/28/17 from Larry Abelson to Margaret Lin; could be included under Regional Traffic Corridor Improvements \$1,290,000
		<b>Measure R: TSMITDM Early Action Project List</b>		
Street & Street Scapes	10/11/17	Arroyo Seco Parkway Loop Ramp to southbound SR-110 from Fair Oaks Ave & related intersection improvements on Fair Oaks Ave @ State St & Grevelia St	CIP FY 2020-24: Street & Street Scapes, Priority #7, FY 2020-22	from DEIR excerpts PWC Minutes 10/11/17; see email of 8/28/17 from Larry Abelson to Margaret Lin; minutes from April 2019 meeting with Intervest Consulting; original estimate for construction only \$43M, revised estimate for CIP FY 2020-24 is \$67M
Street & Street Scapes	10/11/17	Fremont Ave from Columbia St to Alhambra Rd: street improvements	not included in CIP FY 2020-24	could be included under Regional Traffic Corridor Improvements
Street & Street Scapes	10/11/17	Fair Oaks Ave: striping, street improvements, removal of selected bulbouts	not included in CIP FY 2020-24	could be included under Regional Traffic Corridor Improvements
Street & Traffic Light	10/11/17	Fair Oaks Ave: signal synchronization	CIP FY 2020-24: Street & Traffic Lighting, Priority #2, FY 2019-20	\$665,400
Street & Street Scapes	10/11/17	Fremont Ave @ Monterey Rd & Huntington Dr: intersection improvements	CIP FY 2020-24: Street & Street Scapes, Priority #8, FY 2020-22	projects included under Regional Traffic Corridor Improvements
Street & Street Scapes	10/11/17	Fair Oaks Ave @ Monterey Rd & Huntington Dr: intersection improvements	CIP FY 2020-24: Street & Street Scapes, Priority #8, FY 2020-22	projects included under Regional Traffic Corridor Improvements
Street & Street Scapes	8/28/17	Garfield Ave @ Huntington Dr: intersection improvements	CIP FY 2020-24: Street & Street Scapes, Priority #8, FY 2020-22	see email of 8/28/17 from Larry Abelson to Margaret Lin; projects included under Regional Traffic Corridor Improvements
Street & Street Scapes	8/28/17	Orange Grove Ave @ Columbia St: adjust signal, intersection improvements	CIP FY 2020-24: Street & Street Scapes, Priority #10, FY 2020-21	see email of 8/28/17 from Larry Abelson to Margaret Lin; \$150,000 with Columbia St @ Pasadena Ave projects
Street & Street Scapes	8/28/17	Columbia St @ Pasadena Ave: adjust signal, intersection improvements	not included in CIP FY 2020-24	see email of 8/28/17 from Larry Abelson to Margaret Lin; could be included under Regional Traffic Corridor Improvements
Street & Street Scapes	8/28/17	Columbia St @ Fremont Ave: striping, adjust signal, intersection improvements	not included in CIP FY 2020-24	see email of 8/28/17 from Larry Abelson to Margaret Lin; could be included under Regional Traffic Corridor Improvements
Street & Street Scapes	8/28/17	Fletcher Dr from Huntington Dr to Alhambra Rd: traffic calming devices	CIP FY 2020-24: Street & Street Scapes, Priority #4, FY 2020-24	see email of 8/28/17 from Larry Abelson to Margaret Lin; \$75,000/FY; resident complaints to PWC 6/14/17



Public Works Commission  
 Status of Recommendations – Summary List  
 As of September 2019

Category	Item Date	Agenda Item	Status or Reference	Update
Street & Street Scapes	6/14/17	Speed Hump Policy	<b>Motions to be implemented by the Public Works Department</b> Bring back after General Plan is adopted	motion to bring back to PWC 6/14/17
Street & Street Scapes	12/13/17	Grevelia St & Fremont Ave NW corner pedestrian access & safety issues	CIP FY 2020-24: Street & Street Scapes, Priority #5; CalTrans & Metro will look into improvements in this area; staff to investigate possible crosswalk locations; status?	residents have complained about pedestrian access due to the closed sidewalk on the east side of the 110-fwy bridge; motion to staff investigate 9/13/17
Street & Street Scapes	6/13/18	Via Del Rey south of Monterey Rd roadway edge striping, other devices for safety	CIP FY 2020-24: Street & Street Scapes, Priority #4; bring back status report with costs in Aug 2018	motion for status update 6/13/18; related to Monterey Road Paving Project Phase 3
Street & Street Scapes	3/14/18	Crosswalks, stop signs Oak St at various intersections for pedestrian safety (route to Marengo School)	CIP FY 2020-24: Street & Street Scapes, Priority #5; traffic study requested in July 2018	see this location under Measure M projects
Street & Street Scapes	11/14/18	Fair Oaks Ave @ Grevelia St: modify striping & signal timing, northbound off-ramp reconfiguration		
Street & Street Scapes		Monterey Road Paving Project Phase 3	CIP FY 2020-24: Street & Street Scapes, Priority #3	\$1.18M; Measure R funding; package is out for bids
Street & Traffic Light	11/14/18	5 Objectives to Address Traffic Delays @ Gold Line Crossings	request PWD to provide status of timing improvements; not included in CIP FY 2020-24	
		1) reducing long pre-emption times for north bound trains	1) to 5) \$80,000 previously allocated for consultant	
		2) provide longer recovery cycle after pre-emption to clear Mission St traffic		
		3) provide exclusive pedestrian phase during pre-emption across Mission St		
		4) provide a leading pedestrian interval, when actuated, prior to each circular green so that pedestrians are well into the intersection and can be seen by vehicles turning right		
		5) correct a programming error when the signal can dwell in a solid all-red statu for up to 25-seconds before pre-emption begins		
Street & Street Scapes	5/8/19	Fair Oaks Ave @ Grevelia St: curb & ramp modifications	not included in CIP FY 2020-24	
Street & Street Scapes		CalTrans to improve safety of existing railings on (7) bridges over SR-110	some may be replaced as part of Measure R Arroyo Seco Loop Ramp project	from 2013 correspondence between SPPW & CalTrans
			<b>Commissioner or Public Issues &amp; Concerns</b>	
Street & Street Scapes		Measure R Project: removal of certain Bulbouts on Fair Oaks Ave		PWC suggested projects to Ad Hoc Technical Advisory Committee, see 9/13/17 PWC minutes
Street & Traffic Light		proposed traffic signal at Monterey Rd & Orange Grove Ave	public & commissioner concerns related to Orange Grove Ave & intersection problems	coupled with Monterey Rd Phase 3 paving project; project is out for bids;
Street & Street Scapes		Stop Sign Study including the intersections. - Arroyo Dr @ Hermosa St, Arroyo Square, Arroyo Vista Pl, Magnolia St - Oak St @ Fletcher Ave, Milan Ave - Chelton Ave @ Fletcher Ave - Lohman Ln @ Stoney Dr		PWC motion 2/10/16
Street & Street Scapes		Neighborhood Traffic Management	CIP FY 2020-24: Street & Street Scapes, Priority #4	residents request & school route 3/14/18 PWC minutes residents request & school route 3/14/18 PWC minutes request by Comm Abelson 3/13/19 PWC minutes
Traffic	8/14/19	Meridian Ave Issues	including traffic, safety	resident complaint
	8/14/19	Fremont Ave Issues	including traffic, safety, pedestrian	resident complaint
		Grand Ave Issues	including traffic, safety	resident complaint, Commissioner request
	2/13/19	Orange Grove Ave Issues	including traffic, safety, congestion, turning	resident complaint, Commissioner request
	6/13/18	Via Del Rey Issues	including traffic, safety, pedestrian	resident complaint

## Maria Ayala

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**From:** Libby Rainey [REDACTED] >  
**Sent:** Wednesday, June 17, 2020 12:01 PM  
**To:** City Council Public Comment  
**Subject:** Public Comment for Meeting tonight

**CAUTION:** This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This is Libby Rainey - I am a resident and graduate of South Pasadena schools. Please host an open town hall on policing in South Pasadena. It's urgent that all residents be allowed to share their views in this time of reckoning about racial justice in America. Thank you.

## Maria Ayala

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**From:** Elizabeth Anne Bagasao [REDACTED]  
**Sent:** Wednesday, June 17, 2020 12:29 PM  
**To:** City Council Public Comment  
**Subject:** Public Comment Non Agenda Item - Open Session June 17, 2020 PLEASE READ ALOUD AND INTO PUBLIC RECORD

**CAUTION:** This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This City Council authorized the City Manager to make inflammatory and dangerous public statements about two professional audit firms that have open the City of South Pasadena up to potential lawsuits from said firms.

By allowing this action to on behalf of the Council to go forward without impunity, City Attorney Highsmith has failed in her Constitutional obligation.

Why has this Council chosen to respond to the findings of the Betta Report the Rossi Report the Kelley Report and the investigative efforts of the South Pasadenan.com not with an independent audit or committee but with unsupported public statements regarding the integrity and quality of work of our city's auditing firms?

What was said by City Manager at the direction of the Council has been said. It's been published and it can't be unsaid.

I am making my public comment as a citizen which is in my Constitutional right to do so even though a member of this council may have used her social and political influence to silence my voice and my viewpoint to the community.

This insidious behavior must stop and must not continue to be tolerated by any member of this Council who values their legacy and reputation.

We may be a small town, but others outside of this town are watching.

Anne Bagasao  
[REDACTED]



**Kenia Lopez**

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**Subject:** FW: RECEIVED: General Public Comment for 6/17 City Council Meeting

**From:** Jason J Wallace [REDACTED] >  
**Sent:** Wednesday, June 17, 2020 11:14 AM  
**To:** City Council Public Comment <[ccpubliccomment@southpasadenaca.gov](mailto:ccpubliccomment@southpasadenaca.gov)>  
**Cc:** Dr. Richard Schneider - Personal [REDACTED]  
**Subject:** General Public Comment for 6/17 City Council Meeting

**CAUTION:** This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear City Council,

My name is Jason Wallace. This is a general public comment for the City Council Meeting on June 17, 2020. I wish for this comment to be read aloud during the meeting.

By almost all metrics, South Pasadena is the safest it has been in the last 35 years -- possibly ever. This is a testament to the hard work, past and present, of the South Pasadena city government, its public servants, and the community. My family chooses to live in South Pasadena in part due to the safe environment it affords us. So, a heartfelt thank you from us for creating such a remarkable place in Southern California.

But the hard work is not over. There is tremendous outcry over discrimination, inequality, and police violence. We can no longer accept the status quo and continue doing things the same way they have always been done. That time is over. We can do better, and we must do better.

Directing the Public Safety Commission to set up a subcommittee to review policing reform is a step in the right direction, but the community needs to see that this City Council cares about real, fundamental change.

Police reform must be addressed and discussed in this City Council meeting. A plan must be made. A timeline must be set. And a public statement must be released.

South Pasadena can choose to be an example and be proactive on these issues. Or it can be forced into reform by regional, state, and federal regulations. Which of those options do you think sends the right message to our black and people of color communities?

Take this seriously, take action now, and show us you care.

Jason

**Public Comment 6/17/2020 City Council Meeting**

**AGENDA ITEM NO. 14**

**Consideration of Rescinding Council Action  
Authorizing Professional Services Agreement with  
True North Research, Inc., for a Professional Poll**

1. Ella Hushagen
2. Sally Kilby
3. Amber Haley
4. Madeline DiGiorgi
5. William Kelly
6. Ron Rosen

**From:** Ella Hushagen [REDACTED]  
**Sent:** Tuesday, June 16, 2020 1:18 PM  
**To:** City Council Public Comment  
**Subject:** Public Comment Re: Agenda Item No. 14

**CAUTION:** This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**Please read this comment regarding Agenda Item 14 (Consideration of Rescinding Council Action Authorizing Professional Services Agreement with True North Research, Inc., for a Professional Poll) aloud into the record.**

Councilmembers,

I support polling to assess South Pasadenans' views about how to best increase affordable housing in our community. South Pasadena is required to plan to add more than 1,100 housing units that are affordable for very low and low-income residents in its 2021 housing element update. The City should embrace the requirement and become part of the solution to the affordable housing crisis, which threatens the diversity and vibrancy of our community and causes homelessness numbers to climb year after year.

The poll should ask residents for their views on measures to increase affordable housing stock in the City, including but not limited to: lifting the 45' height restriction; development of multi-family units in areas zoned for single-family residences; incentivizing landlords to convert vacant units to affordable housing; and adoption of a comprehensive inclusionary zoning ordinance.

Polling may be part of a meaningful stakeholder process to move the City away from reflexive, NIMBY positions on density housing to a more collaborative process that recognizes the City's duty to meet the acute need for more affordable housing.

Ella Hushagen

[REDACTED]

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**From:** Sally Kilby [REDACTED]  
**Sent:** Tuesday, June 16, 2020 2:31 PM  
**To:** City Council Public Comment  
**Subject:** Public comment 6/17/20

**CAUTION:** This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Public Comment Item #14 6/17/20

Please do not rescind your approval of a survey of voters that is scheduled to be conducted before the November 3 election. Especially now, it is essential to assess voters' priorities and their likelihood of supporting the Utility Users' Tax renewal and other measures that could preserve the city and generate revenue. Without voter support, the city could face financial ruin.

Sally Kilby

(Please read at the council meeting 6/17 #14)

**From:** Amber Haley [REDACTED]  
**Sent:** Tuesday, June 16, 2020 3:05 PM  
**To:** Amber Haley; City Council Public Comment  
**Subject:** Fwd: City council comment

**CAUTION:** This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I support the council action to rescind the True North contract for a poll. Also, I want to give you my opinion on one of the subjects of the poll which was eliminating the voter imposed 45' building height limit in town. I am against eliminating that height limit for the following reasons:

1. I am a Set Decorator working in film and TV. We often choose S Pas to film in for its ability to look like anywhere USA. Start adding tall buildings and you'll lose that.
2. We could live in any part of LA and chose S Pas for its charm. Tall office buildings do not work here. Plus the traffic and congestion for all the people working at those buildings.
3. Those buildings were rather UGLY weren't they? Sorry those simply won't look good here in S Pas.

Amber Haley  
Set Decorator

[REDACTED]

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**From:** Madeline Di Giorgi [REDACTED]  
**Sent:** Tuesday, June 16, 2020 3:51 PM  
**To:** City Council Public Comment  
**Subject:** Item 14

**CAUTION:** This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Public comment for Item 14, please read out loud:

During this unprecedented time, it is imperative that we use the resources we have to make sure not just the few, but ALL the voices are heard in South Pasadena. I ask that you do NOT rescind the council action to authorize a professional poll. So much has changed from the covid crisis, and conducting this survey is a great idea, since we can expand the scope of the survey to cover more questions and let our residents know that they are being included in the decision making process. It is necessary that we understand voter preferences and to make sure that everyone's voice is heard in the community. Polling can make that happen. Thank you!

Best,

Madeline Di Giorgi

[REDACTED]  
[REDACTED]

[REDACTED]

---

**From:** William Kelly [REDACTED]  
**Sent:** Tuesday, June 16, 2020 3:55 PM  
**To:** City Council Public Comment  
**Cc:** Maria Ayala  
**Subject:** Public Comment on Item 14 on June 17 Council Agenda

**CAUTION:** This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**Re: Item 14, Polling Contract. Please Read Aloud:**

Just as Kobe Bryant's helicopter crashed while its pilot effectively flew blind in a fog, it's important for the city to operate at a level that allows good visibility of community sentiment and interests. Just as it's important for the city to benefit from full public participation, a financial audit, and full documentation when preparing its budget, it's equally important to know the preferences and sentiments of the community before placing one or more measures on the ballot this November. That's why I urge you not to rescind the polling contract, but keep it in place to gauge public opinion on the utility use tax and other potential measures recently discussed in South Pasadena, such as the transit occupancy tax, determining how to best build additional housing, and the possibility of a real estate transfer tax. Times have changed quickly and dramatically and it's important for the city to show it will be guided by the current desires of the residents when it comes to any ballot measures. This requires a steady hand on the controls and a long-term view among city leaders, not a knee-jerk reaction to admittedly unprecedented economic conditions, as understandable as that may seem. Please don't fly blind regarding the upcoming election. Keep the polling contract in place and use its findings as a guide. Cutting it would be like flying in the fog, a risky move that could well result in a crash.

Thanks,  
Bill Kelly

[REDACTED]



## Maria Ayala

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**From:** Ron Rosen [REDACTED]  
**Sent:** Wednesday, June 17, 2020 10:36 AM  
**To:** City Council Public Comment  
**Subject:** Public Comment - June 17 Open Session - Item 14 - Read Aloud

CAUTION: This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Ron Rosen

Item 14 - June 17 Open Session  
Please Read Aloud

I support rescinding the action to authorize the Professional Services Agreement with True North Research for a professional poll regarding height limits. The need to do away with height limits at this time has not been sufficiently demonstrated. We're only now beginning to look at the housing element. Further, the city needs make a greater effort explore ways to push back against the state's housing mandate, as other unique cities have done; unless of course we now have city driven by developers and high-density advocates, as many suspect. I take issue with some of the public comments from last week that implied that those opposing this polling research are opposed to learning the will of the people. The exact opposite is true. True North engages in "push polling" where the interest is not merely in objective polling, but in assisting a city in getting a ballot measure passed. The city's request for a poll from True North carries with it an assumption about how the city wants that ballot measure to come out. Is a request for polling from True North seeking a result that is slanted to the will of city management and some council members? Or is it going to be truly seeking neutral information? Push polling is big-city back-door politics, not suited to our small town.

**Public Comment 6/17/2020 City Council Meeting**

**AGENDA ITEM NO. 15**

**Approval of Protocols for Re-Opening and Maintaining a  
Safe and Healthy Workplace in Light of COVID-19**

1. Anonymous

[REDACTED]

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**From:** name withheld <[REDACTED]>  
**Sent:** Tuesday, June 16, 2020 4:37 PM  
**To:** City Council Public Comment  
**Subject:** Item 15 at City Council Meeting June 17, 2020

**CAUTION:** This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Name: **withheld** under Government Code section 54953.3

Agenda Item: **15** (re-opening plan)

Instruction: **Read aloud** at the meeting.

Word Count: **144**

I urge you to take a close look at the policies for reopening City Facilities and give direction to the City Manager to not open things too soon. The current draft seems to give completely unchecked discretion to the City Manager. However, the County's Health Order for office worksites specifically requires that before opening offices, quote, "Everyone who can carry out their work duties from home has been directed to do so." You should direct the City Manager to follow that limitation and encourage telecommuting and prioritizing online communication with the public. You should be preparing for the approaching next wave of this pandemic before it hits. There is no need to put your community and employees at risk, if the services can be accomplished online or by some other remote method without any risk. Please be proactive and make public safety the priority.

**Public Comment 6/17/2020 City Council Meeting**

**AGENDA ITEM NO. 16**

**Public Hearing to Approve the Appropriation of  
Community Development Block Grant Funds-  
Coronavirus (CDBG-CV) to Prevent, Prepare, and  
Respond to the COVID-19 Pandemic**

1. Helen Tran, Elizabeth Anne Bagasao, Jan Marshall, and John Srebalus

[REDACTED]

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**From:** Helen Tran <[REDACTED]>  
**Sent:** Tuesday, June 16, 2020 4:47 PM  
**To:** City Council Public Comment  
**Cc:** Ella Hushagen  
**Subject:** Comment for Agenda Item 16, Community Development Block Grant Funds–  
Coronavirus (CDBG-CV)

**CAUTION:** This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**Please read this comment into the record.**

Dear Councilmembers,

We request the City Council to postpone voting on Agenda Item 16 (CDBG-CV funding allocation) to the next council meeting. Further, we request reconsideration of allocation of non-coronavirus CDBG funds—totaling \$241,565—which have been dedicated primarily to sidewalk and ramp improvements. We request a more robust process for public input about how the City spends this significant funding stream to meet the community's needs.

The City has not provided sufficient notice and opportunity to meaningfully comment on the expenditure of these funds. Between May 13 and this meeting, the City Council had not indicated when it would re-introduce this item for further public hearings or council voting. We know of at least 100 community members who are interested in a more thorough deliberation of this matter. Along these lines, we would like more transparency in the public participation process as required under federal CDBG rules.

Public participation cannot be reasonably accomplished with the city's current public comment process, which is limited to 250 words per person or group. And public notice cannot be fulfilled by burying this item within a 500-page meeting packet and announcing it in one newspaper. We request that the City allow more extensive public comments on this matter, ideally without a word limit, and provide better notice of this future hearing.

Recently, the City stated it is committed to “fight against systems of racism and oppression.” Opaque processes to participate in our local government, like what is presented here, help sustain racist and oppressive systems. This rings especially true if the City approves CDBG expenditures as proposed tonight. The CDBG program is intended to help low- to moderate-income individuals, which by proxy, are often people of color, yet the City has not provided the public with a fair opportunity to participate.

Lastly, our recommendation here to give more time to CDBG spending decisions makes sense in light of recent community demand to pause the adoption of the budget for Fiscal Year 2020-21 until the City accounts for several deficiencies in the proposed budget.

Sincerely,

Elizabeth Anne Bagasao  
Ella Hushagen  
Jan Marshall

John Srebalus  
Helen Tran

**Public Comment 6/17/2020 City Council Meeting**

**AGENDA ITEM NO. 17**

**Designation of Rollin Craftsman Cluster Historic District**  
**(Project No. 2114-LHD)**

1. Joseph Cryer



**From:** Joseph Cryer [REDACTED]  
**Sent:** Tuesday, June 16, 2020 5:48 PM  
**To:** City Council Public Comment  
**Subject:** Comment for Item #17 6/17/2020 City Council Meeting

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Dear City Clerk,

I have the following comment to submit for the City Council meeting tomorrow.

- 1) Joseph Cryer
- 2) #17. Designation of Rollin Craftsman Cluster Historic District (Project No. 2114-LHD)
- 3) Please read my comment during the meeting

Comment:

Given the current and expected budget shortfalls, the City Council should consider continuing this item to a later date. The houses proposed for historic status range in value from \$1,309,383 to \$2,031,672 according to the real estate website Zillow. The staff report did not present a case for an immediate need to designate a historic district, and given the value of these houses they likely are not in threat of being lost. What will be lost is between 40% to 60% of property tax revenues on these houses, a significant amount based on the value of these houses, just at the time when the City is expecting major budget shortfalls.

End comment

Thank you,  
Joseph

**Public Comment 6/17/2020 City Council Meeting**

**AGENDA ITEM NO. 18**

**Approval of the Fiscal Year 2020-21 Water Conservation  
Rebate Program in the Amount of \$115,000**

1. Josh Albrektson

[REDACTED]

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**From:** Josh Albrektson [REDACTED]  
**Sent:** Saturday, June 13, 2020 4:41 AM  
**To:** City Council Public Comment  
**Subject:** June 17th, Item 18

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Please read aloud.

We are not in a drought. We might be in the future, but right now we are not. The latest maps published June 9th shows that there is not a single place in South California that is even "Abnormally dry." Lake Arrowhead is at a 20 year high. We do not have a water shortage.

Some people over the past months have criticized city spending. This \$115,000 would be better spent somewhere else that it is actually needed. If City Council is not willing to spend money to be sure that the UUT passes, then it shouldn't be spending \$115,000 to conserve water when there is no need to conserve water this year.

There are so many more things that this \$115,000 should be used for.

--  
Josh Albrektson MD  
[REDACTED]  
Neuroradiologist by night  
Crime fighter by day

**Public Comment 6/17/2020 City Council Meeting**

**AGENDA ITEM NO. 19**

**Al Fresco Dining and Retail Pilot Program to Temporarily Relax Temporary Use Permit, Encroachment Permit and Parking Requirements to Support Local Businesses**

1. Josh Albrektson
2. Anonymous

[REDACTED]

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**From:** Josh Albrektson [REDACTED]  
**Sent:** Saturday, June 13, 2020 4:50 AM  
**To:** City Council Public Comment  
**Subject:** 6/17 meeting Item 19

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Why do half measures? We should permanently close Meridian street from El Centro to Mission (as stated in our Downtown plan) and put out tables. Allow Nicoles, La Monarca, Bistro, Aro, the Indian place I cannot pronounce, Bluefin, and the two Boba shops to "deliver" food to these tables with disposable plates and silverware.

Maybe allow two rotating food trucks during the day.

Being in the open air is one of the safest places people can be together and eat.

Having places like this closed to cars is happening across the country and allowing dining there is more important than allowing some cars to drive North/South on Meridian.

We already do this every Thursday and it is very successful. I promise you this would be successful a long time after COVID has died out or we have died out.

--  
Josh Albrektson MD  
Neuroradiologist by night  
Crime fighter by day

[REDACTED]

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**From:** name withheld [REDACTED] >  
**Sent:** Tuesday, June 16, 2020 4:50 PM  
**To:** City Council Public Comment  
**Subject:** Comment on Item 19 at City Council June 17, 2020

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Name: **withheld** under Government Code section 54953.3

Agenda Item: **19** (al fresco program)

Instruction: **Read aloud** at the meeting.

Word Count: **240**

Dear Councilmembers. You have an amazing opportunity here to create something great in this City. In the draft Downtown Specific Plan there is an “Al Fresco” dining location that should be implemented. On pages 28, 30, 72, 73, and 78, the Plan specifically calls for closing Meridian Avenue between Mission and El Centro for a permanent walkable plaza. This is not just a passing reference in the plan. It is a core component of the community’s vision for this area. Doing this would create a much needed lively walkable plaza next to the Metro station. This is a great location for a shared outdoor dining experience for the restaurants in the area. At your last meeting, someone instead suggested temporarily shutting down Diamond Avenue. But, that would be a waste. Closing Diamond will not make this area more walkable. You have an opportunity to implement the community’s longstanding vision for this area, now. Please, do not let that go to waste. Closing Meridian at Mission is the right idea. It will allow the many great restaurants in this hub to use a beautiful plaza for outdoor dining. It implements the downtown specific plan’s vision. It creates an amazing walkable feature for our mass transit gateway to the City. It brings in more business. It provides a safer environment for holding the farmers market. Please implement what the community has asked for in the Downtown Specific Plan by creating this plaza.

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