

March 13, 2020
EA – 136

TO: ALL CHIEF OFFICERS
ALL ADMINISTRATIVE SITES

FROM: FIRE CHIEF DARYL L. OSBY

SUBJECT: **CORONAVIRUS (COVID-19) EXPOSURE
MITIGATION STRATEGIES**

DISPOSITION: RETAIN IN BRIEFING MANUAL UNTIL FURTHER NOTICE

COVID-19 continues to expand throughout Los Angeles County, impacting our communities and the health and safety of our workforce. Earlier this week, five of our members responded to an emergency medical services (EMS) call and were exposed to a patient infected with COVID-19. As a result, per the direction of the Department of Public Health (DPH) and Center for Disease Control and Prevention (CDC), all exposed members were assigned to home to self-monitor for 14 days. Additionally, a number of other Department members were exposed to COVID-19 and are currently self-monitoring. All Department and Local 1014 resources have been made available to assist our members and their families during this difficult time.

The COVID-19 pandemic is still expanding and has the potential to impact more Department personnel. We, as Department members, are not in a position to start rumors and mistruths; however, we should be supporting our members, their families, and the Department. For approximately 80 percent of the population, COVID-19 will present with mild flu-like symptoms, but for the remaining 20 percent, it can be a serious and potential life-threatening illness.

During the past weeks, the Department along with Local 1014 disseminated a number of communiqués designed to increase awareness, provide safe operating procedures, and best practices to ultimately decrease the exposure to COVID-19.

With new information and direction from the DPH, CDC, and the California Department of Public Health, the Department is expanding its efforts to minimize risk to the entire workforce.

Effective immediately and for the next 60 days, the following actions shall be implemented:

SELF-MONITORING

- **Member Responsibility**
 - ALL Department members shall be responsible for self-monitoring daily prior to reporting to work. Department members exhibiting flu-like signs and symptoms shall stay home and seek medical attention as appropriate, and not report back to work until all signs and symptoms have resolved.

SOCIAL DISTANCING

- **Visitor / Public Access**

- Visitor/public access to ALL Department fire stations, community rooms, and other administrative sites shall be denied or cancelled.
- Business Operations locations (Fire Prevention Division, Human Resources Division, etc.) shall create a work around to meet COVID-19 guidelines in order to address required visitor/public interaction.

- **Meetings**

- Meetings shall be conducted via teleconference or in small groups, with no more than 10 people, whereby social distancing guidelines (six-foot separation) can be maintained.

- **Public Events / Interaction**

- Participation at all public events is cancelled.
- Fire station prevention inspection activity shall be temporarily suspended.
- Fire Prevention Division activity will be limited to essential functions as determined by the Fire Marshal.

- **Department Events**

- All Department events to include but not limited to retirements and open houses, flag ceremonies, promotional ceremonies, vendor days, Women's Fire Prep Academy, and Fire Explorer activities shall be cancelled.

- **Travel / Training**

- All Travel / Training is cancelled to include:
 - Department-sponsored training and daily multi-company drills
 - Travel to conferences, etc.
 - Department-sponsored onsite/offsite courses (ICS, CSFM, etc.)
- Daily company training shall be limited to company level and use of online training via TargetSolutions™.

- **County Telework Program (40-hour assigned personnel)**

- The Los Angeles County Department of Human Resources is currently reviewing the County Telework Program (CTP). Once the review is completed, it is the intent of the Fire Department to strategically implement the CTP to reduce employee exposure. A separate communiqué will be issued at that time.

- **Scheduled Benefit Time Use**

- Depending upon Department-member exposure and an increase in demand of Department resources, in consultation with our Labor group partners, scheduled benefit time may be cancelled.

All Department members are expected to continue practicing proper hygiene (washing hands), disinfectant procedures (wiping down surfaces), and limiting interpersonal interaction (greeting with elbow bump). As community spread of the COVID-19 virus continues, many of us through our social interactions will be exposed. To help answer many of the questions this may create, attached are frequently asked questions from DPH on "What to do If I am Exposed FAQs."

We recognize the significant impact to Department operations; however, it is crucial to implement the aforementioned strategies to limit the exposure and impact of COVID-19 yet maintain a level of service delivery for daily emergency response activity and business activities. Working together with the identified strategies and regular use of personal protective equipment, we are hopeful to minimize the impact throughout the entire organization.

If you have any questions, please contact the Health Programs Coordinator at (323) 267-7174, or Dr. Clayton Kazan, Medical Director, at (323) 267-7153.

DLO:drr

Attachment

ALL PERSONNEL SHALL READ AND INITIAL
"A" "B" "C"