

HEALTH OFFICER ORDER FOR THE CONTROL OF COVID-19 Managing Outbreaks of COVID-19 in Worksites

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.)

REASON FOR THE ORDER: The Los Angeles County Department of Public Health ("Public Health") has been notified of a current or probable COVID-19 outbreak at the Worksite (the "Worksite" or "Worksites"), identified as Outbreak Investigation Number: _____. The Health Officer orders the owners and operators of the Worksite (the "Employer") to follow the directives in this Order and all other related directions of the Health Officer or Health Officer's representative. The required measures are intended to control outbreaks, prevent further disease transmission, and protect personnel and customers from COVID-19.

DURATION OF THE ORDER: The Order is effective immediately and will remain in effect until rescinded, superseded, or amended in writing by the Health Officer.

REQUIREMENTS OF THE ORDER: The Health Officer hereby orders the Employer to immediately comply with the disease control measures specified in this Order. The following measures are required:

1. IDENTIFICATION OF CONFIRMED AND SUSPECTED CASES AND CLOSE CONTACTS

Line Lists: To better assess and understand the extent and risk of the COVID-19 infection at the Worksite and as directed by Public Health, the Employer must generate and submit to Public Health the following Line Lists* within 24 hours and updates to them per the frequency directed by Public Health†:

- A Confirmed or Suspected Case Line List of all employees, contracted staff (including personnel provided by third party entities), volunteers, vendors, customers, clients, visitors, and any other individuals who were identified as confirmed or suspected COVID-19 cases at the Worksite(s).
- A Potentially Exposed Line List of all employees, contracted staff (including personnel provided by third party entities), volunteers, vendors, customers, clients, visitors, and any other individuals who could have been potentially exposed (Close Contacts‡) to the confirmed or suspected COVID-19 cases at the Worksite(s), or who were determined by Public Health as potentially exposed to the confirmed or suspected COVID-19 cases at the site(s).

*A Line List is a spreadsheet with information about each individual, which includes first and last name, date of birth, gender, race/ethnicity, phone number, email address, symptom status, and test status, who may be associated with the outbreak. This line list will be used to monitor the outbreak and coordinate the outbreak investigation. A template and guidance for use will be provided by Public Health.

† If the Employer is unable to meet the submission timeline, it must immediately communicate with Public Health regarding a plan for submission.

‡ Close contacts of a confirmed or suspect COVID-19 case are defined as any of the following people who were exposed to a person diagnosed with or likely to have COVID-19 ("infected person") while they were infectious*:

- An individual who was within 6 feet of the infected person for at least 15 minutes, or

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- An individual who had unprotected contact with the infected person's body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment.
- * An infected person is anyone with COVID-19 or who, because of their symptoms, is suspected to have COVID-19. Infected persons are considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (as described in Public Health's "[Home Isolation Instructions for People with COVID-19](#)"). A person with a positive COVID-19 diagnostic (viral) test, but with no symptoms, is considered to be infectious 2 days before their test was taken until 10 days after that test was taken.

2. NOTIFICATIONS AND EXCLUSIONS

- a. Notification of Confirmed or Suspected Cases:** The Employer must notify (in writing within 24 hours) confirmed or suspect COVID-19 cases that, per the Los Angeles County Public Health [Emergency Isolation Order](#), they must:
 - Self-isolate at their residence until they meet criteria for release specified in the Order
 - Instruct their close contacts to self-quarantine at their residence until they meet criteria for release specified in the Order
 - b. Notification of Close Contacts of Confirmed or Suspected Cases:** The Employer must within 24 hours provide written notification to all persons who are identified as close contacts (as defined above in this Order) to a confirmed or suspected COVID-19 case of their possible exposure at the Worksite(s). The Employer must:
 - Inform close contacts to confirmed or suspected cases that, per the Los Angeles County Public Health [Emergency Quarantine Order](#), they must:
 - Self-quarantine at their residence until they meet criteria for release in the Order
 - Self-isolate at their residence if they develop COVID-19 symptoms
 - Encourage close contacts to confirmed or suspected cases to be tested for COVID-19 (even if they don't have symptoms) and provide them with information on COVID-19 testing resources.
- The Employer may also use telephone, text messaging, email, Robo-Calls, or other communications, in addition to these written notifications, if warranted.
- c. Public Notification:** If identities of close contacts are not known or close contacts cannot be reached, the Employer must issue a public notification, developed in consultation with Public Health, regarding possible exposures. Examples include, but are not limited to, posting a notice onsite, issuing a press release, using social media, and/or including information in communications for the public and/or customers.
 - d. Work Exclusions:** The Employer must exclude the following individuals from working in-person at the Worksite(s):
 - Confirmed or suspected COVID-19 cases, until they meet the criteria for release from self-isolation in the Los Angeles County Public Health [Emergency Isolation Order](#).

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- Close contacts to confirmed or suspected COVID-19 cases, until they meet the criteria for release from self-quarantine in the Los Angeles County Public Health [Emergency Quarantine Order](#). A negative COVID-19 test does not release a person from quarantine.

The Employer cannot require excluded personnel to provide a note from a healthcare provider to validate their illness or to return to work or the Worksite(s) if the person has met the respective criteria for release from self-isolation or from self-quarantine.

3. COVID-19 DIAGNOSTIC TESTING AND REPORTING

- Testing:** Testing will help better understand the extent of the outbreak at the Worksite and how best to control it. The Employer must provide suspected cases and close contacts with information regarding resources for testing (e.g., Employee/Occupational Health, personal healthcare provider, commercial testing services, and/or community testing sites: covid19.lacounty.gov/testing).
- Reporting:** The Employer must report to Public Health, as directed, any COVID-19 suspected or confirmed cases, hospitalizations, and deaths that are known to the Employer, of all employees, contracted staff (including personnel provided by third party entities), volunteers, vendors, customers, clients, visitors, and any other individuals who could have been potentially exposed at the Worksites(s).

4. ADDITIONAL CONTROL MEASURES DURING A WORKSITE OUTBREAK

As directed by Public Health and as applicable to the Worksite, the Employer must implement all required social (physical) distancing and infection control practices, as described in the following Public Health directives, Protocols, and guidance:

- Los Angeles County Department of Public Health Outbreak Notification Letter
- Los Angeles County Reopening Safer at Work and in the Community to Control COVID-19 Health Officer Order
 - Appendix A: Social Distancing Protocol
 - The current County of Los Angeles Reopening Protocol(s) that are applicable to the type of worksite (Posted at <http://www.publichealth.lacounty.gov/media/Coronavirus/>)
- Los Angeles County Protocol for Responding to COVID-19 in the Workplace.

Required outbreak control measures include, but are not limited to the following:

- Environmental Cleaning and Disinfection:** The Employer must follow Public Health cleaning and disinfection guidance, which includes providing a thorough cleaning and disinfection of equipment, the work environment, and frequently touched surfaces and objects following a possible COVID-19 exposure and increasing routine cleaning and disinfection of equipment, common spaces, high-touch surfaces and objects, and the work environment with an approved cleaning agent (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>).
- Universal Source Control:** The Employer must provide all employees who have contact with the public or other employees at the Worksite, at no cost, a cloth face covering to be worn at the Worksite unless not recommended due to age or underlying cognitive or medical conditions and follow all source control recommendations provided by Public Health. To address asymptomatic and pre-symptomatic transmission, the Employer must require all individuals entering and within

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the Worksite to wear a cloth face covering over both their nose and mouth upon entry to and when in shared areas, walkways, or where personnel, customers, and visitors may congregate, unless not recommended due to age or underlying cognitive or medical conditions. Cloth face coverings or masks are not required for personnel working alone in a closed area, unless it is a common area or when moving through common spaces where they may encounter others.

- c. **Social (Physical) Distancing:** The Employer must institute all social (physical) distancing measures in the current County of Los Angeles [Reopening Protocol\(s\)](#) as applicable to the specific type of Worksite experiencing an outbreak.
- d. **Entry Screening:** Entry screenings must be conducted before employees and others may enter the worksite. Checks must include questioning concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known or suspected to be infected COVID-19 in the last 14 days. 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. Personnel with COVID-19 symptoms or who screen positive may not enter the Worksite. The screening should follow the [Entry Screening Guide](#) provided. Emergency Medical Services workers responding to an urgent medical need are exempt from screening.

5. ADDITIONAL TERMS

- a. This Order does not, in any way, restrict: (i) First responder access to the site(s) named in this Order during an emergency or (ii) 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.
- b. 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.
- c. The violation of any provision of this Order constitutes an imminent threat and creates an immediate menace to public health, safety, and welfare. To protect the public's health, the County Health Officer may take additional action(s) for failure to comply with this Order.
- d. This Order is issued pursuant to California Health and Section Code Section 120175 and Section 101040.

Questions about this Order should be directed to the Los Angeles County Department of Public Health at the phone number provided in the Outbreak Notification Letter.

IT IS SO ORDERED:

Terence Napoli

Date

Deputy Health Officer,
County of Los Angeles

APPENDIX A: DEFINITIONS AND RESOURCES

DEFINITIONS

- **Confirmed or Suspected Case:** For purposes of this Order, a person is considered to a confirmed or suspected case based on one of more of the following criteria:
 - They received a positive lab test for COVID-19 and/or
 - They were informed by a physician that they are likely to have COVID-19 and/or
 - They have symptoms that are consistent with COVID-19 (i.e., fever, cough, or shortness of breath).

Infected persons are considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (as described in Public Health's "[Home Isolation Instructions for People with COVID-19](#)"). A person with a positive COVID-19 diagnostic (viral) test, but with no symptoms, is considered to be infectious 2 days before their test was taken until 10 days after their test was taken.

- **Close Contact:** For purposes of this Order, "close contact" is defined as any of the following people who were exposed to a person diagnosed with or likely to have COVID-19 ("infected person") while they were infectious*:
 - An individual who was within 6 feet of the infected person for at least 15 minutes, or
 - An individual who had unprotected contact with the infected person's body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment.[†]
- * An infected person is anyone with COVID-19 or who, because of their symptoms, is suspected to have COVID-19. Infected persons are considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (as described in Public Health's "[Home Isolation Instructions for People with COVID-19](#)"). A person with a positive COVID-19 diagnostic (viral) test, but with no symptoms, is considered to be infectious 2 days before their test was taken until 10 days after their test was taken.
- [†] At this time, CDC does not recommend [differential determination](#) of close contact for those using cloth face coverings. That is, individuals who were wearing a cloth face covering while in close contact with an infected person are considered to be close contacts.

For information regarding Healthcare-related contacts, please see: Los Angeles County Department of Public Health Guidance for Monitoring Healthcare Personnel: www.publichealth.lacounty.gov/acd/docs/HCWMonitoring.pdf and CDC Interim U.S. Guidance for Risk Assessment and Work Restrictions for Healthcare Personnel with Potential Exposure to COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>.

RESOURCES

Home Quarantine and Home Isolation Orders and Guidance

- Public Health Emergency Quarantine Order:
http://www.publichealth.lacounty.gov/media/Coronavirus/docs/HOO/HOO_Coronavirus_Blanket_Quarantine.pdf
- Public Health Emergency Isolation Order:
www.publichealth.lacounty.gov/media/Coronavirus/docs/HOO/HOO_Coronavirus_Blanket_Isolation.pdf
- Home Isolation Instructions for People with COVID-19:
<http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>
- Home Quarantine Instructions for Close Contacts to COVID-19:
<http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>
- COVID-19: What to Do if You're Sick: <http://publichealth.lacounty.gov/acd/ncorona2019/covidcare/>

Social (Physical) Distancing and Infection Control

- Reopening Safer at Work and in the Community to Control COVID-19 Health Officer Order:
<http://www.publichealth.lacounty.gov/media/Coronavirus>
- COVID-19 Website for Businesses and Employees:
<http://www.publichealth.lacounty.gov/media/Coronavirus/guidances.htm#business>
- Sign Notifying Employees and Customers to Practice Social (Physical) Distancing and Infection Control: <http://publichealth.lacounty.gov/media/Coronavirus/docs/business/NoticeToCustomers.pdf>
- Cleaning and Disinfection Matrix:
<http://www.publichealth.lacounty.gov/media/Coronavirus/docs/protection/CleaningMatrix.pdf>
- General Cleaning Guidance for Respiratory Illness in Group Setting:
<http://www.publichealth.lacounty.gov/media/Coronavirus/docs/protection/GuidanceCleaning-English.pdf>
- Entry Screening Recommendations:
<http://www.publichealth.lacounty.gov/media/Coronavirus/docs/business/EntryScreening.pdf>

Other Resources

- COVID-19 Website: www.publichealth.lacounty.gov/media/Coronavirus/
- FAQ for Workplace Managers:
<http://www.publichealth.lacounty.gov/media/Coronavirus/docs/business/FAQ-Managers.pdf>
- Responding to COVID-19 in the Workplace:
<http://www.ph.lacounty.gov/media/Coronavirus/docs/business/GuidanceWorkplaceResponse.pdf>