

Bulletin



RETURN TO OFFICE – MAY 2022

General Manager

Bulletin #2022-127
April 11, 2022

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A Message from the General Manager and Chief Engineer

Date: April 11, 2022

*** The website links in the previous bulletin were not working properly. This bulletin contains working website links.**

As was communicated to the Board of Water and Power Commissioners at its meeting on February 22, 2022, the Department will implement a planned return to office for those employees that have been remote working.

Effective with the Payroll Period beginning on **Monday, May 2, 2022**, all employees who are currently remote working will commence reporting to their normal workplace based on their division's operational needs. Some employees may need to report more often in order to accomplish the full scope of their work duties. Those employees that are remote working will be contacted by their supervisor and informed about their reporting days and locations.

Safety Protocols: The various steps taken during the pandemic have been effective in keeping our workplace safe. We will continue to follow the established safety protocols under the Department's [Workplace Injury Illness Prevention Program](#) and [IIPP Addendum – COVID-19 Infection Control Plan](#). Employees will continue to observe the following safety protocols:

- Self-screening upon building entrances
- Wear face coverings in accordance with OSHA Emergency Temporary Standard for COVID-19, which are provided to all employees and visitors (vaccinated or unvaccinated)
- Physical distancing of 6 feet
- Limited elevator capacity

Safety Training: Employees are encouraged to take the "COVID Return to Work" training on Cornerstone at <https://ladwp.csod.com/>. The course description is as follows: "Learn the behaviors expected of you and all of your co-workers as you begin re-entering the work place and how your participation will contribute to keeping the work place safe and preventing the spread of COVID-19 at work as on-site population grows. Includes social distancing, facial coverings, administrative leave, COVID-19 hazard communications, and DWP resources."

Testing: If you choose to test, the Department will continue to provide testing kits at no cost to employees in accordance with the [COVID-19 Test Kit Distribution bulletin](#).

Vaccinations: To provide vaccination status to LADWP, please visit the [LADWP Employee COVID-19 Vaccination Status application](#) or schedule an appointment with the LADWP COVID-19 Resource Office via email at VaccineVerification@ladwp.com. Employees fully vaccinated through an LADWP sponsored LAFD vaccination clinic do not need to report any information at this time. LADWP has already reported this information as required, while maintaining employee confidentiality. Employees receiving a first or second dose in the primary series of their COVID-19 vaccination via St. John’s Well Child and Family Center events are strongly encouraged to verify reporting of their vaccination status by contacting the Resource Office at VaccineVerification@ladwp.com.

Employee Assistance Program (EAP) Resources: EAP resources can help employees face challenges, such as stress, anxiety, fear and being overwhelmed. The COVID-19 pandemic has likely brought many changes to how we live our lives including altered daily routines, financial pressures and social isolation. Our EAP provider, [Aetna Resources for Living](#) (Log-in: ladwp; Password: eap), provides confidential, 24-hour services for all aspects of your well-being including counseling services, emotional support, legal, financial, and work life assistance. EAP is also accessible by phone at any time - 24 hours a day, 365 days per year: (888) 439-7327 and TDD: (888) 879-8274.

Dedicated “Stress Less: Easing Your Transition Back Into The Office” sessions with EAP counselor JoAlla Gold have been scheduled as live webinars on the following dates:

Stress Less: Easing Your Transition Back Into The Office	
Session	Date/Time (click for Webex registration link, limited spaces)
#1	April 20, 2022 10:00 a.m. – 11:00 a.m.
#2	April 20, 2022 12:00 p.m. – 1:00 p.m.
#3	April 20, 2022 2:00 p.m. – 3:00 p.m.
#4	April 27, 2022 10:00 a.m. – 11:00 a.m.
#5	April 27, 2022 2:00 p.m. – 3:00 p.m.

In addition, the following COVID-19 related videos webinars can be accessed instantaneously by clicking on each link:

- Returning to work after COVID-19
- Tips for surviving school when school is at home
- Coping with loss during COVID-19
- Choosing your new normal
- How to help when you’re feeling helpless
- Finding Your Resilience During COVID-19
- Managing COVID-19 anxiety and stress
- When friends or family members lose their job
- Staying connected during COVID-19
- Challenges for parents during COVID-19
- Ways to relieve stress during COVID-19
- COVID-19 fears: Ways to keep calm

Childcare: EAP provides assistance with locating a childcare provider, including summer and full-time care. Employees may visit the [EAP website](#) (Log-in: ladwp; Password: eap), click on “Services” and “Find childcare”. EAP is also accessible by phone at any time - 24 hours a day, 365 days per year: (888) 439-7327 and TDD: (888) 879-8274.

Vanpool and Parking: Until further notice, Vanpool participants will continue to follow the standards as set forth in LADWP’s COVID Control Plan:

- Face coverings required at all times
- N95 face-masks are available and will be provided upon request
- Maintain a minimum of 3 feet of distance between occupants
- Maximum number of passengers in 6-7 passenger vans: 3
- Maximum number of passengers in 9-10 passenger vans: 4
- High contact surfaces must be cleaned and disinfected
- Members should wash hands before entering the van

Any employee commuting to work in a personal vehicle who is not signed up for parking or participating in the Rideshare program will be charged the daily rate for the facility.

You may contact the CARS office via email at CARS2@ladwp.com or by telephone at (213) 367-3150.

Fitness Centers: All fitness centers, including JFB, will continue to be closed until further notice.

Credit Union JFB Branch: The [Water and Power Community Credit Union](#) JFB (Hope Street) Branch re-opened in September 2021. JFB Branch hours are Monday through Friday, from 8:00 a.m. to 5:00 p.m. The main phone number is (213) 224-8881.

JFB Cafeteria Reopening: It is anticipated the JFB Cafeteria will reopen soon with a new vendor. More details will be provided at a later time once the new vendor agreement is finalized.

Thank you for your commitment and cooperation!



MARTIN L. ADAMS
General Manager and Chief Engineer