

**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:**

---

**Facility Address:**

---

**Date Posted:**

---



**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:**

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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 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:

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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 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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