

DEPARTMENT OF PUBLIC WORKS
City of Los Angeles
BUREAU OF CONTRACT ADMINISTRATION

J O B M E M O R A N D U M

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To: **NORMAN SALTER**Job Title: **5550 W PICO BLVD**Job Number: **A2022-001087 C**Contractor/Permittee: **NORMAN SALTER 3355 OVERLAND AVE LOS ANGELES, CA 90034**Subject: **COVID-19 SAFETY GUIDELINES FOR CONSTRUCTION SITES**Permit: ☒Capital Proj: ☐

Construction industry employers are advised to develop a comprehensive COVID-19 exposure control plan, which includes control measures such as social distancing; symptom checking; hygiene; decontamination procedures, and training. An exposure control plan and the following recommended practices may help to prevent any on-site worker from contracting COVID-19 as many people with COVID-19 are asymptomatic and can potentially spread disease.

1. Practice social distancing by maintaining a minimum 6-foot distance from others.
2. Preclude gatherings of any size, and anytime two or more people must meet, ensure a minimum 6-foot separation.
3. Provide personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed.
4. The owner/contractor is advised to designate a site-specific COVID-19 Supervisor to follow this exposure control plan guidance. The COVID-19 Supervisor can be an on-site worker who is designated to carry out this role.
5. When necessary for workers to work near others or in close quarters to perform a specific task, it is recommended to wear respiratory protection, eye protection, and other appropriate PPE.
6. Identify "choke points" and "high-risk areas" where workers are forced to stand together, such as hallways, hoists, and elevators, break areas, and buses, and control them so social distancing is maintained.
7. Minimize interactions when picking up or delivering equipment or materials, ensure minimum 6-foot separation.
8. Stagger the trades as necessary to reduce density and maintain minimum 6-foot separation social distancing.
9. Discourage workers from using other workers' phones, desks, offices, work tools, and equipment. If necessary, clean and disinfect them before and after use.
10. Post, in areas visible to all workers, hygienic practices including not touching face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use of hand sanitizer with at least 60% alcohol, cleaning AND disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the CDC.
11. Place wash stations or hand sanitizers in multiple locations to encourage hand hygiene.
12. Require anyone on the project to stay home if they are sick, except to get medical care.
13. Have employees inform their supervisor if they have a sick family member at home with COVID-19.
14. Maintain a daily attendance log of all workers and visitors.
15. For vaccination requirements see LA City Ordinance No.187219.
16. For control plan guidance see Emergency Orders related to COVID-19 "SAFER L.A."

For more information visit our website <https://coronavirus.lacity.org/>

Any questions regarding these requirements contact your BCA inspector or call BCA at (213) 485-5080.

District Office: **ADMINISTRATION**Phone: **213-485-5080****THIS MEMO DELIVERED TO**

BUREAU OF CONTRACT ADMINISTRATION
INSPECTOR OF PUBLIC WORKS

NORMAN SALTER

NAME

By

INSPECTOR'S SIGNATURE

GARY HOBBS

INSPECTOR'S NAME PRINTED

ON **5/14/2022 9:25 am**

DATE & TIME

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