

## COVID-19 Response

### A Message from the General Manager

March 16, 2020

Thank you for your commitment to being at work during the COVID-19 event. I am proud to see so many of you at work supporting each other through this unusual time.

This bulletin is to provide you with an update on changes at our facilities and to give you current information on what your management team is doing to keep you safe.

#### **Non-Employee Visitors**

Non-LADWP and non-City employees will be restricted from entering LADWP facilities, including the John Ferraro Building (JFB), without an employee escort.

All visitors to the JFB will be announced to the office that they are visiting. If entry is to be permitted, an LADWP employee must meet and greet the visitors at the security officers' stations on either Level "A" or "L" and escort the visitors to their office. Visitors should also be escorted back to the security officers' stations once their visit is completed. If possible, all efforts shall be made to handle the business directly at the guard station, such as receiving a subpoena for services.

#### **Group Gatherings**

The CARS Office will not accept any requests for reservations in JFB to host large group gatherings, including retirement celebrations. If a reservation has already been made, please expect that it will be cancelled.

Reservations made in other JFB conference rooms or other LADWP facilities should also be cancelled.

#### **Cafeteria**

The cafeteria in JFB is temporarily closed. Please bring your own food to work. Alternately, Subway and other restaurants surrounding JFB are currently open for take-out and deliveries.

Please dispose of food waste in the trash cans in the community lunch rooms or cafeteria area. *Please do not dispose of food waste in your office.*

**Fitness Center**

Fitness Centers at JFB and all LADWP facilities have been temporarily closed. Please do not enter the Fitness Centers until further notice.

**Employees at Higher Risk**

Governor Newsom urged anyone 65 years of age or older and those with chronic conditions to isolate at home. In consideration of the Governor's announcement, I urge all managers and supervisors to remain flexible and work with staff to accommodate their requests to stay at home during this event. Such employees may use any personal time during this period, including no shift-no pay authorized.

**Parents with Child Care Issues Due to School Closures**

In a similar fashion, I urge all managers and supervisors to remain flexible and work with staff to accommodate their requests to stay at home for child care issues. Such employees may use any personal time during this period, including no shift-no pay authorized.

Thank you for continuing to focus on the critical work we all do to ensure water and electric service for our customers and for providing excellent customer service. These are challenging times, but we will get through them together. I will continue to keep you updated as information and additional procedures are developed.



Martin L. Adams  
General Manager and Chief Engineer