

# Bulletin



## **COVID-19 Update**

General Manager

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## COVID-19 Update

### Message from the General Manager's Office

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March 19, 2020

Below are the latest updates on our actions at the Department as we continue to deal with the evolving COVID-19 (novel coronavirus) pandemic. As the City and County continue to adopt stricter measures to contain the virus, the steps we are taking at LADWP are consistent with the goal of protecting our workforce as we provide for the needs of our customers.

#### **Existing Practices**

The policies we have put in place are working. Employees who are sick are staying home, those who come to work with symptoms are being sent home, and anyone with a reasonable risk of exposure to the virus is being placed on paid leave as a precaution until we know they are healthy. Our custodial staff is doing a remarkable job of sanitizing our work areas, especially the doorknobs and handles and buttons and such that we all commonly touch. And everyone is doing a great job of practicing Social Distancing and giving themselves a safe personal space.

#### **Telecommuting Plan**

Today we put in place the Emergency COVID-19 Telecommuting Plan to reduce the number employees in office workplaces. Effective March 20, 2020, those employees who are able to perform their core work away from the office are allowed to work from home through a simple agreement process. Under the plan, in addition to performing their regular work from home, employees typically will have assigned days to come to the office and must be available to report to their work locations if called in. Reducing the number of employees in office settings greatly reduces the risk of exposure to those whose jobs require that they be at work as usual.

#### **Modified Telecommute**

An alternative version of the telecommuting plan has been put in place to support a certain subset of our workforce whose normal job duties would otherwise make them ineligible to telecommute but who still need additional support. This applies to employees who are particularly vulnerable to COVID-19 (those 65 years and older, and those with serious underlying medical conditions), and employees whose children are affected by school closures and who are certified as being unable to arrange for adequate childcare.

These plans will help reduce the number of people "at work" while still providing a mechanism for our work to get done by allowing all employees a chance to be both safer and productive. It is built-in Social Distancing.

We are continuing to perform all our critical functions, both externally facing for our customers and internally facing for our employees. This is not business as usual, but the usual business is getting done! Great job to all, and you all should be proud and have great confidence in what we are capable of here.

Thank you for continuing to work hard to serve our customers and each other. I will continue to provide regular updates as things progress.



Martin L. Adams  
General Manager and Chief Engineer