

Bulletin



COVID-19 Resource Office

Chief Administrative Officer

Bulletin #2020-029
March 30, 2020

COVID-19 Resource Office A Message from the Chief Administrative Officer

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To ensure consistency across the organization and to provide greater clarity to our staff, the General Manager and Chief Engineer established the CAO's COVID-19 Resource Office to administer the Paid Administrative Leave and Modified Telecommuting Policies in response to the COVID-19 (novel coronavirus) event. The Resource Office will be responsible for responding to questions and providing guidance to employees and management on any of the leaves and policies that have been established in response to COVID-19.

Peter Suterko, Director of Facility Services, and Linda Ikegami, Manager of Employee Health and Benefits, will oversee the Resource Office, and will report directly to Linda P. Le, Chief Administrative Officer. Dr. Leslie Israel has also been tasked to provide an advisory role.

The following dedicated number has been established for the Resource Office. If you reach the voicemail, please leave your name and callback number. Staff from the office will call you back shortly.

(213) 367-4444

To ensure the safety and well-being of our employees, as well as maintaining the confidentiality of their medical information, all employees who have been tested for COVID-19, have been exposed to someone with COVID-19, or have an upper respiratory illness or other flu-like symptoms, are to contact the Resource Office **directly** to report their situation. They do not need to call their supervisory chain to make the initial report. The Resource Office will work with the reporting employee to retrace their steps to take all necessary actions required to protect our workforce, including identifying other LADWP employees impacted. The Resource Office will be responsible for notifying the employee's Division Director and System Head, while ensuring the confidentiality of the employee's medical information, and will provide instructions to the Division regarding the appropriate actions to take with all employees who may be impacted by the reported incident.

Supervisors and managers, **prior** to placing an employee on a Paid Administrative Leave of absence, are to refer the employee to the Resource Office for further assistance. If circumstances do not allow for the referral, supervisors and managers are to notify the Resource Office immediately after the employee has been placed on Paid Administrative Leave to determine what additional actions are necessary. **Supervisors are reminded to maintain the confidentiality of employees who are placed on Paid Administrative Leave!**

In addition, the Resource Office will be responsible for conducting reviews of all requests for Modified Telecommuting due to childcare issues. Employees, who are **not eligible for telecommuting** due to the nature of their work, and are requesting to stay at home for childcare issues because they have **no other options**, may call the Resource Office for further assistance.

Supervisors and managers, **prior** to placing employees on a Modified Telecommute due to childcare issues, are to notify the Resource Office to determine what actions are necessary.

Finally, the Resource Office will be responsible for maintaining a master list of employees who have been placed on Paid Administrative Leave or Modified Telecommuting. All Divisions are to provide a copy of the Paid Administrative Leave and Modified Telecommuting memos to the Resource Office once completed, including any that were completed prior to the creation of the Resource Office.

I want to thank you for your continued vigilance in helping the LADWP stay safe as we continue to provide essential services to the City of Los Angeles.



Linda P. Le
Chief Administrative Officer