

# LIVE VIRTUAL BOARD MEETING



TO VIEW VIA WEB



TO PROVIDE PUBLIC COMMENT

You may submit a request to speak during Public Comment or provide a written comment by emailing [PublicComment@lacera.com](mailto:PublicComment@lacera.com). If you are requesting to speak, please include your contact information, agenda item, and meeting date in your request.

**Attention:** Public comment requests must be submitted via email to [PublicComment@lacera.com](mailto:PublicComment@lacera.com) no later than 5:00 p.m. the day before the scheduled meeting.

LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION  
300 N. LAKE AVENUE, SUITE 650, PASADENA, CA

# AGENDA

## A SPECIAL JOINT MEETING OF THE BOARD OF RETIREMENT

## AND THE BOARD OF INVESTMENTS

### LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION

300 NORTH LAKE AVENUE, SUITE 810, PASADENA, CALIFORNIA 91101

9:00 A.M., THURSDAY, APRIL 29, 2021

This meeting will be conducted by the Board of Retirement and Board of Investments by teleconference under the Governor's Executive Order No. N-29-20.

Any person may view the meeting online at

[https://members.lacera.com/lmpublic/live\\_stream.xhtml](https://members.lacera.com/lmpublic/live_stream.xhtml).

*The Boards may take action on any item on the agenda,  
and agenda items may be taken out of order.*

### I. CALL TO ORDER

### II. APPROVAL OF MINUTES

A. Approval of the Minutes of the Special Joint Meeting of the Board of Retirement of January 27, 2021

B. Approval of the Minutes of the Special Joint Meeting of the Board of Investments of January 27, 2021

### III. PUBLIC COMMENT

(\*You may submit written public comments by email to [PublicComment@lacera.com](mailto:PublicComment@lacera.com). Please include the agenda number and meeting date in your correspondence. Correspondence will be made part of the official record of the meeting. Please submit your written public comments or documentation as soon as possible and up to the close of the meeting.

You may also request to address the Boards. A request to speak must be submitted via email to [PublicComment@lacera.com](mailto:PublicComment@lacera.com) no later than 5:00 p.m. the day before the scheduled meeting. Please include your contact information, agenda item, and meeting date so that we may contact you with information and instructions as to how to access the Board meeting as a speaker.)

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#### IV. NON-CONSENT ITEMS

- A. Recommendation as submitted by Alan Bernstein, Board of Retirement Chair; Vivian H. Gray, Board of Retirement Vice Chair; Keith Knox, Board of Investments Chair; and Joseph Kelly, Board of Investments Vice Chair: That the Boards approve a 2.0% merit increase for the Chief Executive Officer, Santos Kreimann, effective October 1, 2020; and approve a 2.5% cost of living adjustment (COLA) for the Chief Executive Officer, Santos Kreimann, effective January 1, 2021.  
(Memo dated April 20, 2021)

#### V. REPORTS

- A. For discussion purposes as submitted by James Beasley, Supervising Administrative Assistant II and Roberta Van Nortrick, Training Coordinator/Project Manager, regarding the Plan for Board Trustees Return to the Boardroom. (Memo dated April 15, 2021)

#### VI. ITEMS FOR STAFF REVIEW

#### VII. GOOD OF THE ORDER

#### VIII. ADJOURNMENT

***Documents subject to public disclosure that relate to an agenda item for an open session of the Board of Retirement and Board of Investments that are distributed to members of the Boards less than 72 hours prior to the meeting will be available for public inspection at the time they are distributed to a majority of the Board Members at LACERA's offices at 300 N. Lake Avenue, Suite 820, Pasadena, CA 91101, during normal business hours of 9:00 a.m. to 5:00 p.m. Monday through Friday.***

***\*Requests for reasonable modification or accommodation of the telephone public access and Public Comments procedures stated in this agenda from individuals with disabilities, consistent with the Americans with Disabilities Act of 1990, may call the Board Offices at (626) 564-6000, Ext. 4401/4402 from 8:30 a.m. to 5:00 p.m. Monday through Friday or email [PublicComment@lacera.com](mailto:PublicComment@lacera.com), but no later than 48 hours prior to the time the meeting is to commence.***

MINUTES OF THE BOARD OF RETIREMENT FROM  
A SPECIAL JOINT MEETING OF THE BOARD OF RETIREMENT  
AND THE BOARD OF INVESTMENTS

LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION  
300 NORTH LAKE AVENUE, SUITE 810, PASADENA, CALIFORNIA 91101

9:00 A.M., WEDNESDAY, JANUARY 27, 2021

This meeting was conducted by the Board of Retirement and Board of Investments  
by teleconference under the Governor's Executive Order No. N-29-20.

PRESENT: Alan Bernstein, Chair

Vivian Gray, Vice Chair

Gina Zapanta, Secretary (Joined at 9:02 a.m.)

JP Harris, Alternate Retiree Member

Herman Santos

Shawn Kehoe

Keith Knox

Wayne Moore

Ronald Okum

Les Robbins

ABSENT: William Pryor, Alternate Safety Member

BOARD OF INVESTMENT

PRESENT: Keith Knox, Chair

BOARD OF INVESTMENT(Continued)

Joseph Kelly, Vice Chair

Alan Bernstein, Secretary

David Green

Shawn Kehoe

Ronald Okum

Gina Sanchez

Herman Santos

ABSENT: Elizabeth Greenwood

I. CALL TO ORDER

The meeting was virtually called to order by Mr. Bernstein at 9:00 a.m.

II. APPROVAL OF MINUTES

A. Approval of the Minutes of the Special Joint Meeting of the Board of Retirement of December 16, 2020

Mr. Okum made a motion, Mr. Knox seconded, to approve the Minutes of the Special Joint Meeting of the Board of Investments of December 16, 2020. The motion passed (roll call) with Messrs. Knox, Santos, Kehoe, Okum, Robbins, Moore, Bernstein, Ms. Gray and Ms. Zapanta voting yes.

B. Approval of the Minutes of the Special Joint Meeting of the Board of Investments of December 16, 2020

No action was taken on this item by the Board of Retirement.

II. PUBLIC COMMENT

There were no requests from the public to speak.

III. ITEMS FOR STAFF REVIEW

There were no items to report.

IV. GOOD OF THE ORDER

There was nothing to report.

V. EXECUTIVE SESSION

In open session, before going into Executive Session, it was stated that the Executive Session item related to a claim by James Brekk.

A. Conference with Legal Counsel – Anticipated Litigation  
Significant Exposure to Litigation (Pursuant to Paragraph (2) of  
Subdivision (d) of California Government Code Section 54956.9)

Number of Cases: 1

On a motion by Mr. Santos, seconded by Mr. Okum, the Board approved the Joint Organizational Governance Committee recommendation from that committee's January 21, 2021 meeting to reject the Government Claim of James Brekk. On a motion by Mr. Kehoe, seconded by Mr. Knox, the Board approved the recommendation of the Joint Organizational Governance Committee from that committee's January 21, 2021 meeting to engage the law firm of Sheppard Mullin to represent LACERA in connection with matters relating to the Government Claim of James Brekk. On each motion, Messrs. Knox, Santos, Kehoe, Okum, Robbins, Moore, Bernstein, Ms. Gray and Ms. Zapanta voted yes.

January 27, 2021

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VI. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:33 a.m.

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GINA ZAPANTA, SECRETARY

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ALAN BERNSTEIN, CHAIR

MINUTES OF THE BOARD OF INVESTMENTS FROM  
A SPECIAL JOINT MEETING OF THE BOARD OF RETIREMENT  
AND THE BOARD OF INVESTMENTS

LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION  
300 NORTH LAKE AVENUE, SUITE 810, PASADENA, CALIFORNIA 91101

9:00 A.M., WEDNESDAY, JANUARY 27, 2021

This meeting was conducted by the Board of Retirement and Board of Investments  
by teleconference under the Governor's Executive Order No. N-29-20.

PRESENT: Keith Knox, Chair

Joseph Kelly, Vice Chair

Alan Bernstein, Secretary

David Green

Shawn Kehoe

Ronald Okum

Gina Sanchez

Herman Santos

ABSENT: Elizabeth Greenwood

BOARD OF RETIREMENT

PRESENT: Alan Bernstein, Chair

Vivian Gray, Vice Chair



BOARD OF RETIREMENT (Continued)

Gina Zapanta, Secretary

JP Harris, Alternate Retiree Member

Herman Santos

Shawn Kehoe

Keith Knox

Wayne Moore

Ronald Okum

Les Robbins

ABSENT: William Pryor, Alternate Safety Member

I. CALL TO ORDER

The meeting was virtually called to order by Mr. Bernstein at 9:00 a.m.

II. APPROVAL OF MINUTES

- A. Approval of the Minutes of the Special Joint Meeting of the Board of Retirement of December 16, 2020

No action was taken on this item by the Board of Investments.

- B. Approval of the Minutes of the Special Joint Meeting of the Board of Investments of December 16, 2020

Mr. Kelly made a motion, Ms. Sanchez seconded, to approve the Minutes of the Special Joint Meeting of the Board of Investments of December 16, 2020. The motion passed (roll call) with Messrs. Knox, Santos, Kehoe, Okum, Kelly, Bernstein and Ms. Sanchez voting yes.

II. PUBLIC COMMENT

There were no requests from the public to speak.

III. ITEMS FOR STAFF REVIEW

There were no items for staff review.

IV. GOOD OF THE ORDER

There was nothing to report during Good of the Order.

V. EXECUTIVE SESSION

In open session, before going into Executive Session, it was stated that the Executive Session item related to a claim submitted by James Brekk.

- A. Conference with Legal Counsel – Anticipated Litigation  
Significant Exposure to Litigation (Pursuant to Paragraph (2) of  
Subdivision (d) of California Government Code Section 54956.9)

Number of Cases: 1

On a motion by Ms. Sanchez, seconded by Mr. Kelly, the Board approved the Joint Organizational Governance Committee recommendation from that committee's January 21, 2021 meeting to reject the Government Claim of James Brekk. On a motion by Mr. Kelly, seconded by Ms. Sanchez, the Board approved the recommendation of the Joint Organizational Governance Committee from that committee's January 21, 2021 meeting to engage the law firm of Sheppard Mullin to represent LACERA in connection with matters relating to the Government Claim of James Brekk. On each motion, Messrs. Knox, Santos, Kehoe, Okum, Kelly, Bernstein and Ms. Sanchez voted yes.

January 27, 2021

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ALAN BERNSTEIN, SECRETARY

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KEITH KNOX, CHAIR



DATE: April 20, 2021

TO: Each Trustee  
Board of Retirement  
Board of Investments

FROM: Board of Retirement  
Alan Bernstein, Chair  
Vivian H. Gray, Vice Chair

Board of Investments  
Keith Knox, Chair  
Joseph Kelly, Vice Chair

FOR: April 29, 2021 Joint Board of Retirement Meeting and Board of Investments Meeting

SUBJECT: **Chief Executive Officer Compensation**

### **RECOMMENDATIONS**

The Board of Retirement and the Board of Investments approve a 2.0% merit increase for the Chief Executive Officer, Santos Kreimann, effective October 1, 2020.

The Board of Retirement and the Board of Investments approve a 2.5% cost of living adjustment (COLA) for the Chief Executive Officer, Santos Kreimann, effective January 1, 2021.

### **LEGAL AUTHORITY**

Los Angeles County Salary Ordinance Section 6.127.030 B

2. Salary Adjustment. Notwithstanding Section 6.08.330 E, adjustments to the base salary of a person designated to act as retirement administrator pursuant to Section 6.127.020 of this code may be made by the boards of retirement and investments and shall take effect when designated by the boards. Such adjustments need not fall within the designated person's Salary Range.

The Brown Act provides in Government Code Section 54953(c) (3) that action on senior executive compensation must be taken in open session and that a summary of the terms of the compensation, including benefits, must be orally announced before final action is taken.

## **DISCUSSION**

The discussions regarding the performance evaluation for Santos H. Kreimann, Chief Executive Officer, occurred during the Board of Investments closed session on January 13, 2021, and during the Board of Retirement closed session on January 14, 2021. The evaluation period was July 1, 2020 through December 31, 2020. At that time, Mr. Kreimann provided his self-evaluation.

Mr. Kreimann's performance during the evaluation period exceeded Board performance standards. Therefore, a merit increase is appropriate. LACERA's Tier I MAPP Participants whose performance exceeded standards received a 2.0% merit increase. The Board Chairs and Vice Chairs feel Mr. Kreimann's merit increase should be commensurate with the increase received by staff. Similarly, all LACERA staff received a 2.5% cost of living adjustment effective January 1, 2021. The Board Chairs and Vice Chairs consider it equitable that Mr. Kreimann also receive this salary adjustment.

This, in addition to Mr. Kreimann's leadership and service, is the foundation of our recommendations.



April 15, 2021

**TO:** Trustees,  
Board of Retirement  
Board of Investments

**FROM:** James Beasley *B*  
Supervising Administrative Assistant II

Roberta Van Nortrick *kw*  
Training Coordinator, Project Manager

**FOR:** April 29, 2021 Joint Board of Retirement and Board of Investments Meeting

**SUBJECT: PLAN FOR BOARD TRUSTEES RETURN TO THE BOARDROOM**

## **BACKGROUND**

It was just over a year ago that LACERA found itself moving at a rapid pace to cope with the COVID-19 Pandemic and its potential effect on LACERA's day-to-day business operations. Since then, many changes have taken place to assist us in continuing to fulfill our mission to our members. As we transitioned staff to teleworking and provided access to the necessary technology, the Executive Office, and the Business Continuity Team (BCT) continued to monitor the momentum of the virus and the effects it had on staff, members, and communities. During this time, it was deemed necessary for our Trustees to meet remotely to adhere to the Los Angeles County's Public Health Orders and California State Health agencies' protocols that placed restrictions on the number of attendees permitted in meeting rooms, aimed to protect those who were attending the meetings and to curb the spread of the virus. To adhere to these orders and protocols, LACERA's Board and Committee meetings commenced remotely on March 27, 2020.

Although Los Angeles County (L.A.) moved into the less restrictive and moderate Orange Tier of the "Blueprint for a Safer Economy" on April 5, 2021, the focus is on caution and continued adherence to the established safety protocols. Entrance into the Orange Tier does not mean that the COVID-19 virus is no longer a threat but indicates moderate virus transmission. The curve for COVID cases has flattened, but we are still in the midst of a pandemic in L.A. County. As LACERA's Executive Officers and BCT continually review the announcements and protocols provided by L.A. County's and the State's health agencies and experts, we are reminded that the COVID-19 virus has not been alleviated and that LACERA staff must continue to observe and practice all the COVID-19 physical distancing and protective equipment requirements.

With L.A. County in the Orange Tier and in the hope that the number of virus transmissions will continue to decline, the Executive Officers and the BCT have turned their attention to the preparation of the LACERA Boardroom for the return of our Trustees to the LACERA campus. Even though L.A. County is currently in the Orange Tier, protocols established by the Los Angeles County Department of Public Health (LACDPH) remain in place. These protocols were reinforced in the LACDPH, "Protocols for Office Worksites" (Attachment A), which was updated and published with an effective date of April 5, 2021, which states, "In-person meetings are strongly discouraged in favor of virtual meetings. If in-person meetings are absolutely necessary, these meetings must be limited to 15 or fewer participants and all participants must wear cloth face masks, no eating or drinking during the meeting, and the meeting must be held in a room that is large enough for participants to easily maintain physical distancing of 6 feet or greater from other participants" (see attachment). As well, the protocol states that just because certain activities are now allowed does not mean that those activities are "safe and without risk," and the LACDPH encourages teleworking as much as possible during the Pandemic to promote the continued decline of the virus transmission.

## **RECOMMENDATIONS**

Considering the Los Angeles County Department of Public Health's Health Order of April 5, 2021, we are cautiously moving forward with the preparation of LACERA's Boardroom for the return of our valued Trustees, staff, members, and members of the public with the following recommendations.

### **Boardroom Preparation**

#### Physical Space

In preparation for the Board Trustees to return to LACERA's Boardroom, the BCT will prepare the physical space to adhere to the LACDPH requirements for meeting spaces. We have created three options of habitable maps (Attachments B-D) that indicate how the Boardroom could be configured to allow for physical distancing of six (6) feet from other participants (Attachment B). Seating will be spaced apart to support the physical distancing requirements and the extra chairs will be removed from the room. The placement of the chairs will allow for six (6) seats around the dais for the Trustees or five (5) Trustees and one Board Assistant. The desk in front of the dais will allow for two (2) staff to sit, with our recommendation for the Chief Executive Officer (CEO) and Chief Counsel or Chief Investment Officer (CIO) to be seated there, depending on which Board/Committee is meeting. To support physical distancing in the audience, there will be a maximum of five (5) seats available after accommodating the one (1) Systems support staff who will need to be present to assist with access to the meeting and any technical issues. There will be one (1) seat for the Sheriff Deputy on duty placed near the main entrance.

Directional floor decals will be placed to direct the flow of traffic into and out of the Boardroom, and that will provide direction to indicate which door is to be used as the entrance and exit from the Boardroom. Signage reminding the use of face coverings, social distancing, hand washing, and noting the maximum occupancy for the room will be posted at the entrance and in various locations within the Boardroom. Two HEPA air purifiers will be installed in the Boardroom.

We will prepare the physical space by adding a wall-mounted, self-check thermometer outside of the Boardroom with the appropriate signage in addition to a hands-free hand sanitizer. A sign will also be posted outside of the Boardroom, including the questions that each person entering the meeting should ask themselves before entering the room. In adherence to the LACDPH protocols, there will not be any eating or drinking allowed in the Boardroom.

#### Cleaning Protocols

The desktops, chairs, and common areas will be sanitized before and at the end of each Board/Committee meeting. We will provide disinfecting wipes and hand sanitizer at each Board Trustees station and in high traffic areas. We will set up a sanitation station in the audience area with gloves, masks, disinfectant wipes, and hand sanitizer.

#### Technology

Due to the lack of habitable space to accommodate all Trustees, the Board meetings will be required to be hybrid meetings, meaning that some Trustees will be physically in the Boardroom and the others will continue to participate offsite. Those in the Boardroom will participate in the meeting using Zoom and the camera in the Boardroom will capture the Trustees participating in person as a group or will be focused on the Trustee speaking. This means that the “tiles” that are viewed on the Zoom meeting call will only have one tile showing the Boardroom. If a Trustee would like to be seen individually on the screen in the Zoom application during the Board/Committee meeting as they do when connecting remotely, the Systems support staff will set up an iPad for each Trustee in attendance to view the meeting and you may bring your own device to view the meeting documents if you choose. Recording of the Board/Committee meetings is currently done in Zoom, and this process will not be affected.

#### **Personnel**

Due to space limitations around the dais for Trustees, we recommend that the Board Chairs attend their meeting onsite and then a rotational system be implemented for those Trustees who opt to attend in person to fill the balance of the seats available. This rotational system will involve the Board Assistants surveying the Trustees to determine who would like to attend the meetings in person. If the number of Trustees confirming their desire to attend the onsite meeting is more than the number of seats available, then the decision will be made based on whether those Trustees have attended other Board or Committee meetings. If so, then those Trustees who have not attended will be given



priority to participate in the Board meeting onsite at LACERA. This will permit all Trustees who would like to attend the meetings in person to be able to do so on a rotational basis.

We also recommend that the CEO or CIO and Chief Counsel be in the seats at the desk facing the dais, depending on the meeting. We recommend that staff scheduled to address the Board continue to do so remotely as this will allow for those required to be onsite in the Boardroom to be present while still maintaining the mandated limit of 15 people in the meeting room. If there is a desire for staff to present to the Boards in person, then they will queue up in the hallway outside of the Boardroom to await their turn to present and be invited to the podium in the boardroom to make their presentation. At the conclusion of their presentation, they will exit the Boardroom.

The attendance of specific LACERA staff will be required to provide support during the Board/Committee meetings. This will include at least two Systems staff in the Boardroom and Audio-Visual Room and at least one other in the first-floor workshop to support the Zoom meeting for public comment. At least one other staff member will be required in the first-floor workshop to manage the public and with the Deputy, escort those with public comment to the Boardroom should the Boards decide that is the course of action to be made.

#### Public Comment

To ensure that LACERA is compliant with the Brown Act, LACERA's Chief Counsel, Steven P. Rice, provided input as to whether it is required that the members of the public must be allowed to address the Board/Committee in person if the Board/Committee meeting is conducted in a hybrid manner where some of the Trustees are onsite in the Boardroom and some are attending remotely.

It was determined that as long as the Governor's Executive Order No. N-29-20 (Attachment E) remains in effect (which will be so long as state and local health officials recommend or require social distancing or until the order is otherwise rescinded), LACERA's Boards and Committees may hold teleconference meetings at which members of the public must simply be able to listen and participate electronically. Under the Order, all Brown Act requirements "expressly or impliedly requiring the physical presence of [Board] members, the clerk, or other personnel of the body, or of the public as a condition of participation in or a quorum for a public meeting are hereby waived."

We recommend that those who would like to make public comment at the Board/Committee meetings continue to be encouraged to do so virtually. There are three (3) options that may be implemented to manage public comment. It can be done with the public accessing the meeting through Zoom outside of LACERA as they do now, they can come to LACERA and make their comments in the first-floor workshop (workshop) via Zoom (Attachment C), or they may be escorted to the Boardroom by the Sheriff Deputy and queue outside of the Boardroom and then be invited in one at a time to address the Board/Committee in person. If public comment is conducted in the Boardroom, the individual will be directed to the podium, which will be placed in the back corner of the

room near the large screen and near the window bench (Attachment D). The speaker will be instructed that after they have made their comment, they will have the option to be escorted back to the first-floor workshop or they may leave if they so desire. They will not be allowed to stay in the Boardroom due to physical distancing protocols.

In preparation to stage those wishing to make a public comment, the first-floor workshop will be prepared for physical distancing by spacing out the seating (Attachment F) and equipped with a self-check thermometer, hands-free sanitizer, and appropriate signage. The signage will include questions for them to answer related to COVID symptoms before they enter the first-floor workshop, address the requirement for face coverings, list the maximum number of occupants in the room, and directional signage on the floor to direct traffic into and out of the workshop. This will require that the Sheriff Deputy is posted in the workshop and will escort the members of the public with comment to the Boardroom and then escort them back to the first floor workshop staging area or they may choose to leave the building. If the public will be addressing the Trustees using Zoom from the first-floor workshop, then the podium and the surrounding area will need to be disinfected between speakers. If not, the first-floor workshop will be disinfected at the conclusion of the Board/Committee meeting.

#### Presenters

We recommend that all staff and consultants who are presenting continue to do so remotely using Zoom. This includes disability applicants and their attorneys; or, if the Trustees choose, we may offer them the same options as those making public comments for the other Board meetings as previously stated.

As the L.A. County health officials continue to monitor the number of confirmed COVID-19 cases and the number of cases continue to decrease, we can expect that there will be additional revisions made to the LACDPH protocols to lift more of the restrictions on office worksites. The LACERA Executive Office and the BCT will continue to monitor the health orders and protocols while preparing the Boardroom for the return of in-person meetings. The health and well-being of LACERA's Trustees, staff, and members is our focus as we seek to protect and support them by requiring physical distancing of at least six (6) feet from others, requiring the use of personal protective equipment to reduce the transmission of the COVID-19 virus, and implement other precautions to reduce the risk to them.

#### **CONCLUSION**

Staff seeks the Boards feedback and direction on how to proceed with returning to the Boardroom.

Attachments

## Protocols for Office Worksites: Appendix D

### Effective Date: 12:01am on Monday, April 5, 2021

**Recent Updates:** (Changes are highlighted in yellow)

**4/2/21:** Updates protocol for Orange Tier to allow non-essential offices to reopen at 50% occupancy, although telework is strongly encouraged.

COVID-19 case rates, hospitalizations, and deaths continue to fall, but community spread still remains moderate. COVID-19 continues to pose a high risk to communities and requires all people and businesses to take precautions and modify operations and activities to reduce the risk of spread.

Due to Los Angeles County entering the “Orange Tier” of the State’s Blueprint for a Safer Economy framework, this protocol has been updated to lift some local activity-specific restrictions. Office Worksites should proceed with caution and adhere to the requirements in this protocol to reduce the potential spread of COVID-19 within their business operations.

This protocol outlines public health modifications to assist office worksites to remain in compliance with the County of Los Angeles Health Officer Order. The following issues are critical and must be addressed to ensure that workers and consumers remain reduce the risk of spread as we transition to a more open phase:

- (1) Protecting and supporting employee and customer health
- (2) Ensuring appropriate physical distancing
- (3) Ensuring proper infection control
- (4) Communicating with the public
- (5) Ensuring equitable access to services

These five key areas must be addressed as your facility develops any reopening protocols.

Note that Office-Based Worksites that operate retail establishments, restaurants or gyms and fitness establishments should adhere to the following protocols, as appropriate:

- DPH Protocols for [Retail Establishments](#)
- DPH Protocols for [Restaurants](#)
- DPH Protocols for [Gyms and Fitness Establishments](#)

**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 Building Code:**

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**Approximate total square footage  
of space open to the public:**

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**Date Posted:**

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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.
- 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.
- Additional protections like shifts in job duty that allow employees that are vulnerable to work from home have been provided whenever possible.
- 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.
- Entry screenings are conducted before employees, vendors, delivery personnel, and other visitors may enter the workspace, in compliance with LACDPH [Entry Screening Guidance](#). Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and whether the individual is currently under isolation or quarantine orders. These checks can be done upon the employees' arrival or through alternative methods such as on-line check in systems or through [signage](#) posted at the entry of the facility stating that employees with these symptoms must not enter the premises. A temperature check should also be done at the worksite if feasible.
  - **Negative Screen (Cleared).** If the person has no symptom(s) and no contact with a known COVID-19 case in the last 14 days, they can be cleared to enter and work for that day.
  - **Positive Screen (Not Cleared):**
    - If the person was not fully vaccinated<sup>1</sup> against COVID-19 and had contact with a known COVID-19 case in the last 14 days or is currently under quarantine orders, they may not enter or work in the field and must be sent home immediately to quarantine at home. Provide them with the quarantine instructions found at [ph.lacounty.gov/covidquarantine](http://ph.lacounty.gov/covidquarantine).
    - If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter or work in the field and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at [ph.lacounty.gov/covidisolation](http://ph.lacounty.gov/covidisolation).
- Workers are provided 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 COVID-19](#).
- 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. See the public health guidance on [responding to COVID-19 in the workplace](#).

<sup>1</sup> People are considered fully vaccinated against COVID-19 two (2) weeks or more after they have received the second dose in a 2-dose series (e.g., Pfizer-BioNTech or Moderna), or two (2) weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J]/Janssen).

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH**  
**ORDER OF THE HEALTH OFFICER**



- In the event that 3 or more cases are identified 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 or on-line at [www.redcap.link/covidreport](http://www.redcap.link/covidreport). If a cluster is identified at a worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response. The Department of Public Health will need the facility's immediate cooperation to determine whether the cluster of cases constitutes an outbreak of COVID-19.
- Employees who have contact with others are offered, at no cost, an appropriate face mask that covers the nose and mouth. For more information, see LAC DPH COVID-19 Mask webpage at <http://publichealth.lacounty.gov/acd/ncorona2019/masks>. The face mask 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 who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used. All employees must wear face masks at all times except when working alone in private offices with closed doors or when eating or drinking. The exception made previously for employees working in cubicles with solid partitions exceeding the height of the employee while standing is overridden until further notice.
- 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. At all times when eating or drinking, employees must maintain at least a six-foot distance from others. When eating or drinking, it is preferred to do so outdoors and away from others, if possible. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between workers.
- Occupancy is reduced and space between employees is maximized in any room or area used employees for meals and/or breaks. This has been achieved by:
  - Posting a maximum occupancy that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for breaks; and
  - Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
  - Placing tables at least eight feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions is encouraged to further prevent spread but should not be considered a substitute for reducing occupancy and maintaining physical distancing.
- Employees are instructed to wash, if applicable, or replace their face masks daily.
- All occupied desks, individual workstations or individuals on production lines are separated by at least six feet unless there are extenuating circumstances that require closer contact for brief periods of time.
- All employees, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the use face masks when around others.
- Break rooms, restrooms and other common areas are disinfected hourly, 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):  
\_\_\_\_\_
- Soap and water are available to all employees at the following location(s):  
\_\_\_\_\_
- Employees are allowed frequent breaks to wash their hands.
- Workers are provided time during their shifts to implement cleaning practices. Cleaning assignments should be assigned during working hours as part of the employee's job duties.
- Each worker is assigned their own tools, equipment and defined workspace whenever possible. Sharing of workspaces and held items is minimized or eliminated. Where items must be shared, they are disinfected between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc. with a cleaner appropriate for the surface.
- Copies of this Protocol have been distributed to all employees.
- Optional—Describe other measures:  
\_\_\_\_\_

## B. MEASURES TO ENSURE PHYSICAL DISTANCING

- Office-based businesses that must open indoors for business operations that cannot be done remotely must limit indoor occupancy as follows. Unless staff at all office-based businesses are fully vaccinated<sup>2</sup> against COVID-19, the number of employees in the office-based business worksite is limited at any one time such that employees can easily maintain at least a six-foot distance from one another at all practicable times but in no case more than 50% of the maximum occupancy of the office-based business worksite.  
Maximum number of customers in the facility limited to: \_\_\_\_\_  
Maximum number of employees in facility per floor is limited to: \_\_\_\_\_
- Essential office-based businesses that are open for indoor essential operations that cannot be done remotely must limit indoor capacity to 75% of maximum occupancy.
- Tape or other markings have been placed at least six feet apart anywhere where individuals may have to line up, both inside the workplace and outside its public entrances, with signs directing employees and visitors to use the markings to maintain distance.
- Employees have been instructed to maintain at least six feet distance from customers, guests and from each other; employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Elevator capacity is limited to the number of people that can be accommodated while maintaining a 6-foot physical distance between riders; during peak building entry and exit times, this number can be adjusted 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 face masks. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.

<sup>2</sup> People are considered fully vaccinated for COVID-19 2 weeks or more after they have received the second dose in a 2-dose series (e.g. Pfizer-BioNTech or Moderna), or 2 weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J/Janssen].)

- To ease elevator traffic, stairwells have been opened for “up” or “down” traffic with increased cleaning of stairwells.
- Furniture in areas that are open to the public (e.g., lobby, reception areas, or waiting rooms) is separated to support physical distancing.
- Customer service windows or reception counters have been separated by 6 feet to allow for physical distancing.
- Workspaces, cubicles, etc. are redesigned to ensure for six feet between employees.
- Common areas (e.g., break rooms and kitchenettes) are closed or restricted, using barriers, or by increasing physical distance between tables/chairs in breakrooms and kitchenettes where personnel are likely to congregate and interact.
- Employees are discouraged from congregating in any area, but especially common areas or high traffic areas such as break rooms, bathrooms, hallways and stairwells.
- To the extent possible, flow of traffic within the workplace is modified to minimize contacts (e.g., doors for entry or exit only; directional hallways or passageways have been established for foot traffic in a way that prevents employees from passing by one another).
- Employees have been instructed to discontinue handshakes or other forms of greeting that break physical distance.
- In-person meetings are strongly discouraged in favor of virtual meetings. If in-person meetings are absolutely necessary, these meetings must be limited to 15 or fewer participants and all participants must wear cloth face masks, no eating or drinking during the meeting, and the meeting must be held in a room that is large enough for participants to easily maintain physical distancing of 6 feet or greater from other participants.
- Nonessential travel is discontinued.

### C. MEASURES FOR INFECTION CONTROL

- The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. Effective ventilation is one of the most important ways to control small aerosol transmission. 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. See California Department of Public Health [Interim Guidance for Ventilation, Filtration and Air Quality in Indoor Environments](#) for detailed information.
  - Please Note: Ventilation and other indoor air quality improvements are an addition to, and not a replacement for, mandatory protections including wearing face masks (except in certain high-risk environments that require using proper respiratory protection), maintaining at least six feet of distance between people, washing hands frequently, and limiting activities that bring together people from different households.
- [Entry screening](#) is conducted before visitors may enter any of the establishment’s indoor or outdoor areas. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills, and whether the individual is currently under isolation or quarantine orders. (See County [Entry Screening](#) guidance.) These checks can be done in person or through alternative methods such as on-line check in systems or through [signage](#) posted at the entrance of a facility stating that visitors with these symptoms should not enter the premises.
  - Negative Screen (Cleared). If the person has no symptom(s) and no contact with a known COVID-19 case in the last 14 days, they can be cleared to enter for that day.
  - Positive Screen (Not Cleared):

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH  
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- If the person has had contact with a known COVID-19 case in the last 14 days or is currently under quarantine orders, they may not enter and must be sent home immediately to quarantine at home. Provide them with the quarantine instructions found at [ph.lacounty.gov/covidquarantine](https://ph.lacounty.gov/covidquarantine).
  - If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at [ph.lacounty.gov/covidisolation](https://ph.lacounty.gov/covidisolation).
- Visitors arriving at the establishment are reminded to wear a face mask at all times (except while eating or drinking, if applicable) while in the establishment or on the grounds of the establishment. This applies to all adults and to children 2 years of age and older. Individuals who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used. To support the safety of your employees and other visitors, a face mask should be made available to visitors who arrive without them.
- Shared materials or objects (e.g., staplers, three-hole punches pens, coffee mugs etc.) have been eliminated, to the greatest extent possible.
- [Enhanced cleaning](#) of entire office space is completed on a regular basis.
- To the extent possible, doors, trash cans, etc. are contactless.
- Common areas and frequently touched object such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, and handrails are disinfected hourly using EPA approved disinfectants and following the manufacturer's instructions for use.
- Disinfectant and related supplies are available to all employees at the following location(s):  
\_\_\_\_\_
- Contactless payment systems are in place or, if not feasible, payment systems are sanitized hourly. Describe:  
\_\_\_\_\_
- If possible, customer service or reception areas have plastic barriers installed to limit contact between employees and visitors.
- To the extent possible, visitors to the worksite are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor children) their information is captured in the visitor log.
- To the extent possible, movement of visitors to the worksite is limited to designated areas such as the reception or lobby area, customer service area, conference or meeting rooms, and public rest rooms.
- If necessary, staff are available to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.
- Visitors arriving at the worksite 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.
- Restrooms normally open to the public remain open to the public if the public can enter the facility.
- Hand sanitizer, soap and water, tissues and trash cans are available to the public at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.
- Use of digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas) is encouraged.



- Break rooms, restrooms, and other common areas are being disinfected hourly, on the following schedule:
  - Break rooms: \_\_\_\_\_
  - Restrooms: \_\_\_\_\_
  - Other: \_\_\_\_\_
- Building infrastructure that supports bike commuting is open and capacity for bike storage increased if possible.
- Sharing of communal food is prohibited.
- Optional - Describe other measures (e.g. providing senior-only hours, incentivizing non-peak sales):  
\_\_\_\_\_

**D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- A copy of this protocol, or if applicable, the facility's printed Los Angeles County COVID-19 Safety Compliance Certificate is posted at all public entrances to the facility. For more information or to complete the COVID-19 Safety Compliance self-certification program, visit: <http://publichealth.lacounty.gov/eh/covid19cert.htm>. Facilities must keep a copy of the Protocols onsite at the facility for review, upon request.
- Signage has been posted to provide clear guidance to the public about how to maintain safety within the facility (e.g., maintaining physical distance, wear face mask, etc.). See the County DPH COVID-19 Guidance: <http://publichealth.lacounty.gov/media/Coronavirus/guidances.htm#business> for additional resources and examples of signage that can be used by businesses.
- Signage is posted at each public entrance of the facility to inform all employees and visitors that they should: Avoid entering the facility if they have a cough or fever.
- Online outlets of the workplace (website, social media, etc.) provide clear information about hours, required use of face masks, policies in regard to making appointments, 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 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:**

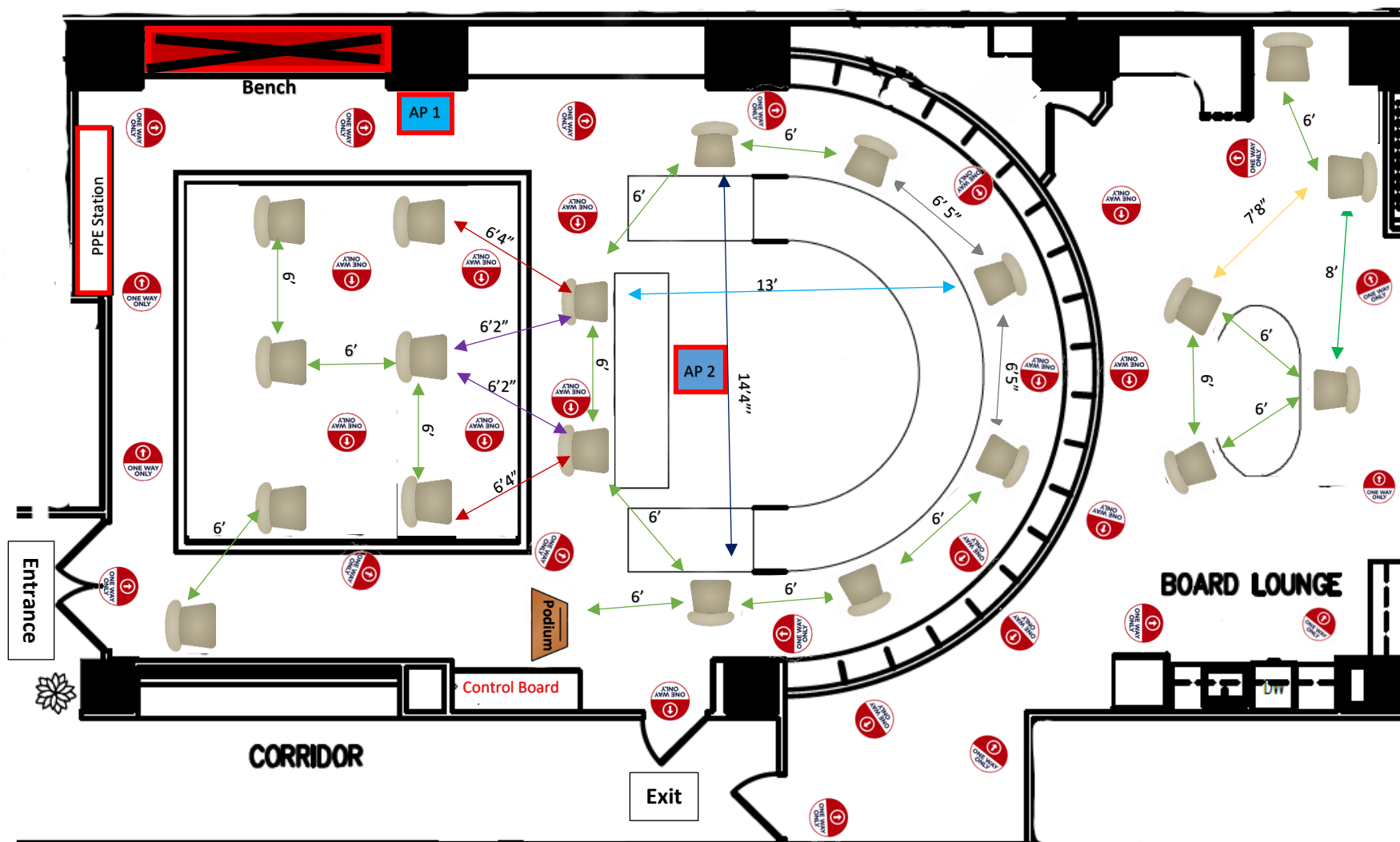
**Business Contact Name:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Date Last Revised:** \_\_\_\_\_

# LACERA Boardroom Social Distancing Map

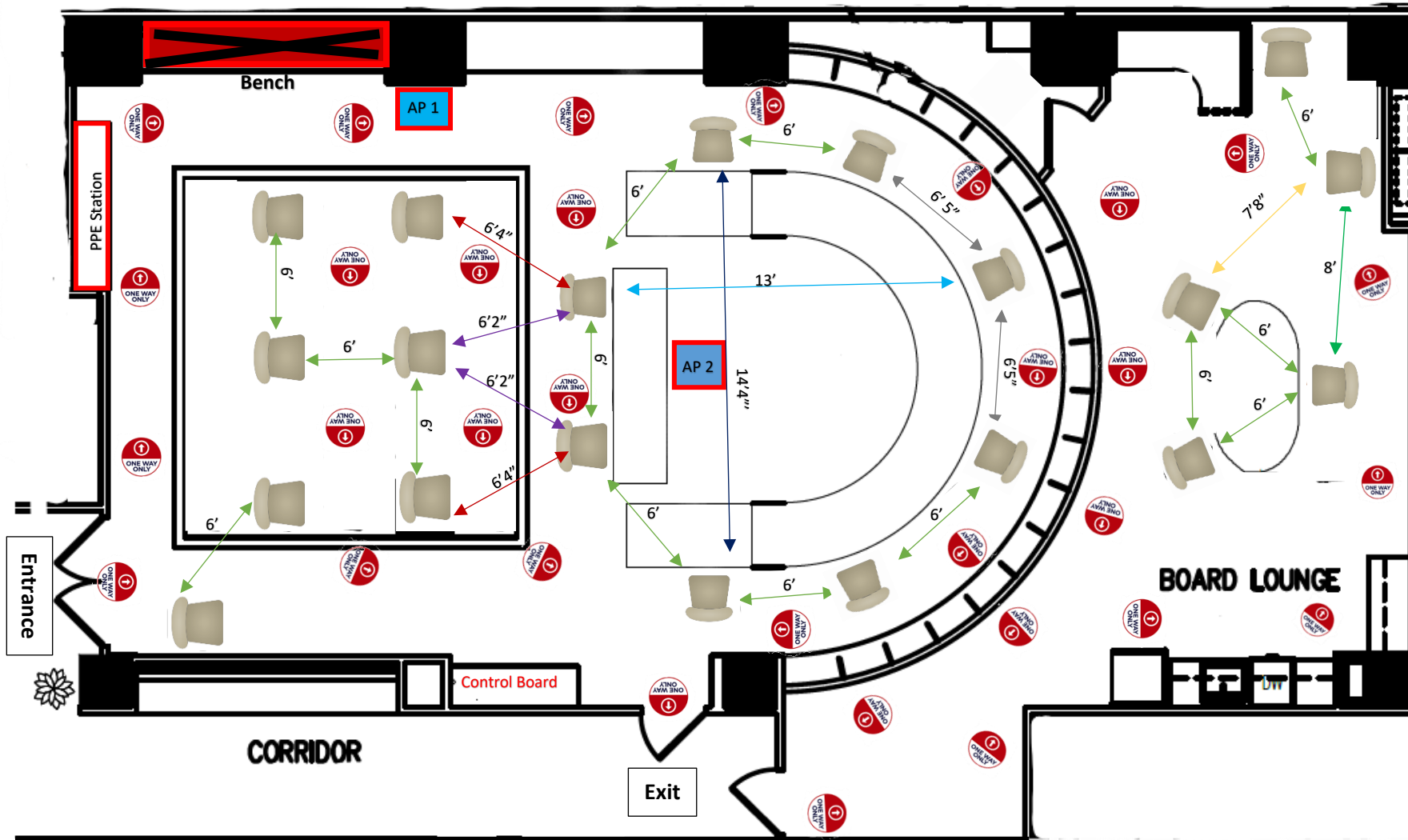
Podium Near the Dais



AP 1 & 2 = Air Purifiers  
Chair locations and measurements are not to scale

# LACERA Boardroom Social Distancing Map

No Podium/No In-Person Public Comment

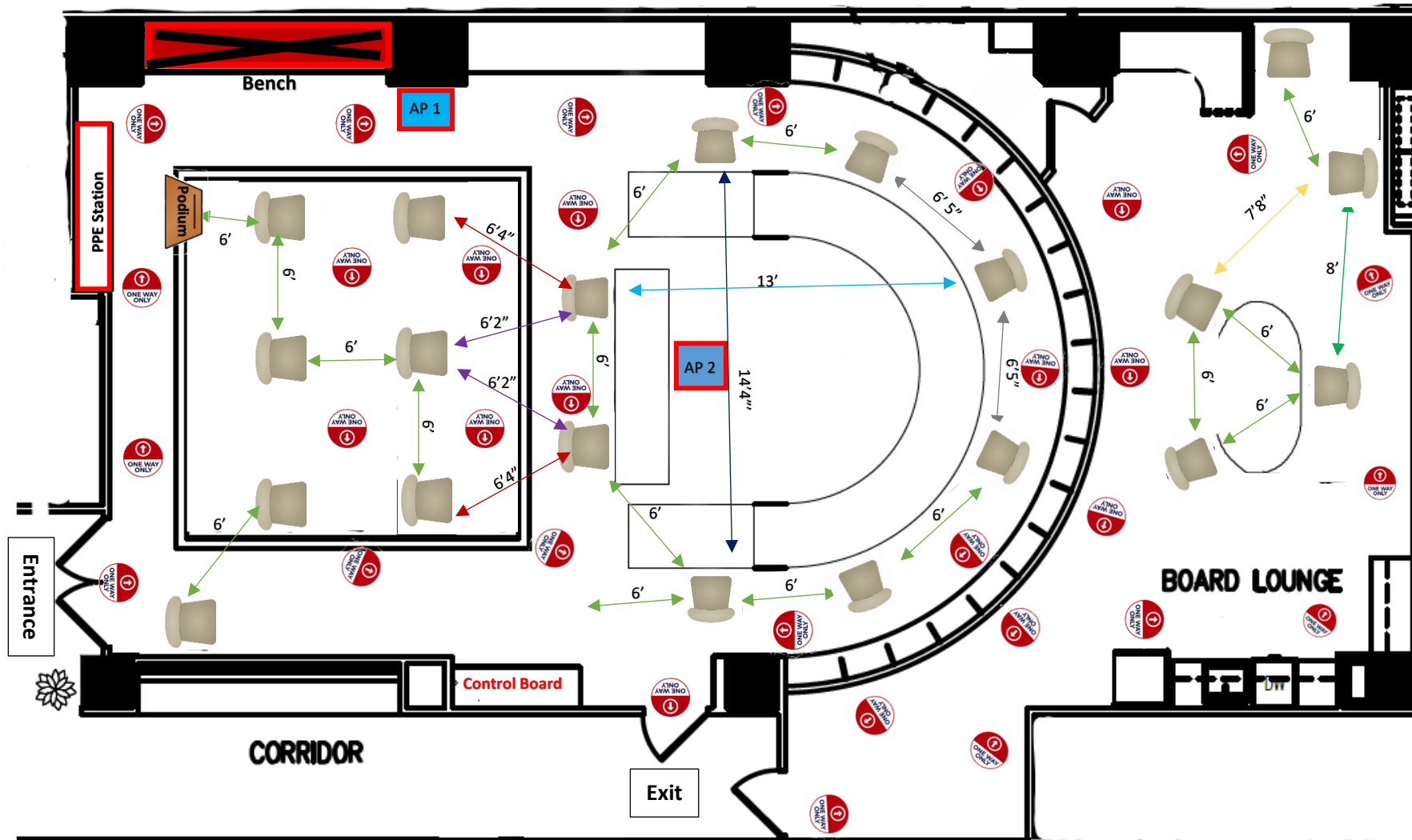


AP 1 & 2 = Air Purifiers

Chair locations and measurements are not to scale

# LACERA Boardroom Social Distancing Map

Podium in the Back for Public Comment



AP 1 & 2 = Air Purifiers

Chair locations and measurements are not to scale

**EXECUTIVE ORDER N-29-20**

**WHEREAS** on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

**WHEREAS** despite sustained efforts, the virus continues to spread and is impacting nearly all sectors of California; and

**WHEREAS** the threat of COVID-19 has resulted in serious and ongoing economic harms, in particular to some of the most vulnerable Californians; and

**WHEREAS** time bound eligibility redeterminations are required for Medi-Cal, CalFresh, CalWORKs, Cash Assistance Program for Immigrants, California Food Assistance Program, and In Home Supportive Services beneficiaries to continue their benefits, in accordance with processes established by the Department of Social Services, the Department of Health Care Services, and the Federal Government; and

**WHEREAS** social distancing recommendations or Orders as well as a statewide imperative for critical employees to focus on health needs may prevent Medi-Cal, CalFresh, CalWORKs, Cash Assistance Program for Immigrants, California Food Assistance Program, and In Home Supportive Services beneficiaries from obtaining in-person eligibility redeterminations; and

**WHEREAS** under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

**NOW, THEREFORE, I, GAVIN NEWSOM**, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567 and 8571, do hereby issue the following order to become effective immediately:

**IT IS HEREBY ORDERED THAT:**

1. As to individuals currently eligible for benefits under Medi-Cal, CalFresh, CalWORKs, the Cash Assistance Program for Immigrants, the California Food Assistance Program, or In Home Supportive Services benefits, and to the extent necessary to allow such individuals to maintain eligibility for such benefits, any state law, including but not limited to California Code of Regulations, Title 22, section 50189(a) and Welfare and Institutions Code sections 18940 and 11265, that would require redetermination of such benefits is suspended for a period of 90 days from the date of this Order. This Order shall be construed to be consistent with applicable federal laws, including but not limited to Code of Federal Regulations, Title 42, section 435.912, subdivision (e), as interpreted by the Centers for Medicare and Medicaid Services (in guidance issued on January 30, 2018) to permit the extension of

otherwise-applicable Medicaid time limits in emergency situations.

2. Through June 17, 2020, any month or partial month in which California Work Opportunity and Responsibility to Kids (CalWORKs) aid or services are received pursuant to Welfare and Institutions Code Section 11200 et seq. shall not be counted for purposes of the 48-month time limit set forth in Welfare and Institutions Code Section 11454. Any waiver of this time limit shall not be applied if it will exceed the federal time limits set forth in Code of Federal Regulations, Title 45, section 264.1.
3. Paragraph 11 of Executive Order N-25-20 (March 12, 2020) is withdrawn and superseded by the following text:

Notwithstanding any other provision of state or local law (including, but not limited to, the Bagley-Keene Act or the Brown Act), and subject to the notice and accessibility requirements set forth below, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body or state body. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.

In particular, any otherwise-applicable requirements that

- (i) state and local bodies notice each teleconference location from which a member will be participating in a public meeting;
- (ii) each teleconference location be accessible to the public;
- (iii) members of the public may address the body at each teleconference conference location;
- (iv) state and local bodies post agendas at all teleconference locations;
- (v) at least one member of the state body be physically present at the location specified in the notice of the meeting; and
- (vi) during teleconference meetings, a least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction

are hereby suspended.

A local legislative body or state body that holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements set forth below, shall have satisfied any requirement that the body allow

members of the public to attend the meeting and offer public comment. Such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

Accessibility Requirements: If a local legislative body or state body holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the body shall also:

- (i) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act and resolving any doubt whatsoever in favor of accessibility; and
- (ii) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to subparagraph (ii) of the Notice Requirements below.

Notice Requirements: Except to the extent this Order expressly provides otherwise, each local legislative body and state body shall:

- (i) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and
- (ii) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in such means of public observation and comment, or any instance prior to the issuance of this Order in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of such means, a body may satisfy this requirement by advertising such means using "the most rapid means of communication available at the time" within the meaning of Government Code, section 54954, subdivision (e); this shall include, but need not be limited to, posting such means on the body's Internet website.

All of the foregoing provisions concerning the conduct of public meetings shall apply only during the period in which state or local public health officials have imposed or recommended social distancing measures.

All state and local bodies are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Bagley-Keene Act and the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to their meetings.

**IT IS FURTHER ORDERED** that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 17th day of March 2020.



\_\_\_\_\_  
GAVIN NEWSOM  
Governor of California

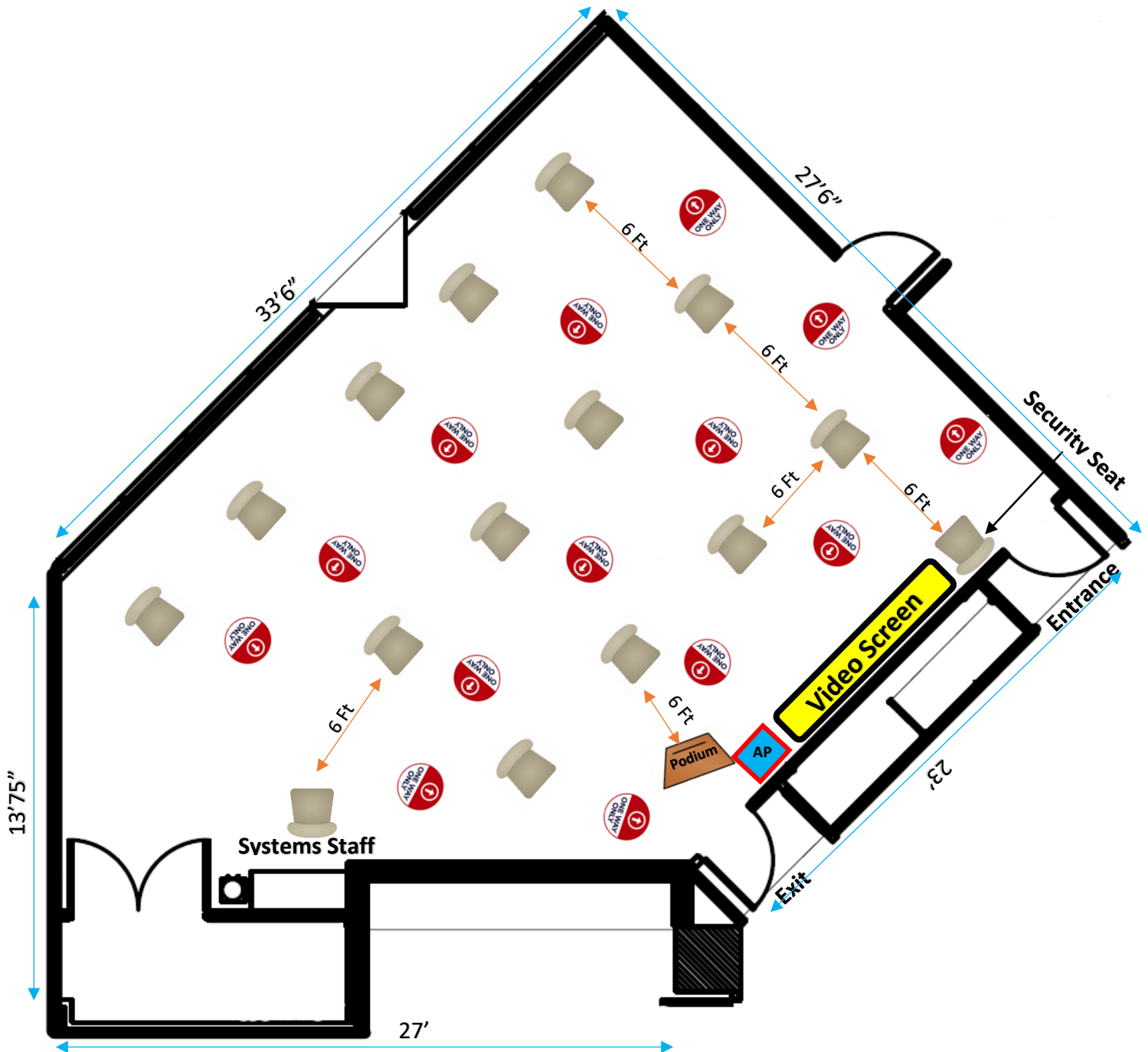
**ATTEST:**

\_\_\_\_\_  
ALEX PADILLA  
Secretary of State



# Member Service Center Workshop

“15” Seat maximum in the MSC Workshop (13 Audience + 1 Systems Staff + 1 Security Seat) with a minimum of 6 feet physical distance between single chairs. Workshop is approximately 985 Sq. Ft.



Chair/furniture locations and measurements are not to scale

AP = Air Purifier