



Culver City Public Health Requirements for Businesses

Culver City business owners and managers should review and understand the following rules and regulations which are in effect through May 15 in the City of Culver City.

STEP 1: Determine if you are an “essential” or “non-essential” business

Please review the attached list of business types considered “essential.”

- If your business is not of a type listed as “essential,” you are a “non-essential” business. Go to Step 2.
- If your business is of a type considered “essential,” you are a “essential” business. Skip Step 2 and go to Step 3.

STEP 2: Requirements for Non-Essential Businesses

All “non-essential” businesses must immediately cease operations that require in-person attendance by workers at a workplace. Business operations may be maintained by telecommuting or other remote means, while allowing all individuals to remain at home.

“Non-essential” businesses are permitted to **conduct minimum basic in-person operations**

Permitted minimum basic in-person operations include the following:

- inventory
- security
- custodial services
- payroll
- employee benefits processing
- any reasonable activity designed to maximize the ability for employees to work remotely from their homes.

Non-essential businesses conducting permitted minimum basic in-person operations must follow the “Requirements for Essential Businesses” in Step 3 with regards to those operations.

STEP 3: Requirements for Essential Businesses

All essential businesses must, by 11:59 p.m. on Wednesday, April 15, 2020:

- Complete the Social Distancing Protocol form provided by the Los Angeles County Department of Public Health at http://publichealth.lacounty.gov/media/Coronavirus/HOO_Safer_at_Home_for_COVID_04102020_APPA.pdf A copy of the form is attached.
- Provide a copy of the completed form to each employee.
- Post a copy of the completed form at or near the entrance to the facility so that it is easily viewable by the public and employees.
- Implement the Social Distancing Protocol and provide evidence of its implementation to any authority enforcing the “Safer at Home” order upon demand.

All essential businesses must adhere to the following public health protocols:

- Provide cloth face coverings to employees and contracted workers whose duties require close contact with other employees and/or the public;
- Require customers to wear cloth face coverings while visiting the business;



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- Limit the number of people who may enter into the facility at any one time to ensure that people in the facility can easily maintain, at all times, a minimum six (6) foot distance from others;
- Designate where lines may form at a facility, marking six (6) foot increments at a minimum, establishing where individuals should stand to maintain adequate social distancing;
- Provide hand sanitizer, soap and water, or effective disinfectant at or near the entrance of the facility and in other appropriate areas for use by the public and employees;
- Post a sign in a conspicuous place at all public entries that instructs members of the public to not enter if they are experiencing symptoms of respiratory illness, including fever or cough, and to maintain social distancing from one another;
- Regularly disinfect high-touch surfaces, including and not limited to, all payment portals, pens, and styluses after each use. Businesses engaged in essential activities and essential infrastructure are encouraged to offer touch-less payment mechanisms, if feasible;
- Adhere to communicable disease control recommendations provided by the Los Angeles County Department of Public Health, including guidance for cleaning and disinfecting the site. Essential businesses must follow the industry-specific guidance issued by the Health Officer on the Public Health website related to COVID-19, which is available at <http://publichealth.lacounty.gov/media/coronavirus/> Look for the section on the right called "Information for" and then find the business type corresponding to your business.
- Essential businesses must maximize the number of employees who work from home. (An additional requirement from the LA County Department of Public Health Order (April 10, 2020) that is not specifically called out in the City order):

Frequently Asked Questions

Where did these regulations come from?

The City Manager issued a Seventh Supplement to Public Order (the revised "Safer at Home" order available at <https://www.culvercity.org/home/showdocument?id=18974>) on April 11, 2020 that extended previously issued orders until May 15, 2020, except as noted below. The orders mirror the revised orders issued by the City of Los Angeles on April 10 and are in alignment with the requirements of the Los Angeles County Public Health Department order on April 10.

Why are these regulations in place?

These regulations are in place in order to further slow the spread of COVID-19. The regulations incorporate the regulations issued by the Los Angeles County on April 10, which also apply to Culver City.

When are these regulations in place until?

These regulations are in effect at least through May 15, 2020 and may be extended. Please visit <https://www.culvercity.org/coronavirus> regularly to check on the status of these and any new regulations and sign-up for email updates



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Who must follow these regulations?

All businesses should review and understand these regulations. Some rules apply to “essential” businesses and some rules apply to “non-essential” businesses. Please review the attached list of what businesses are qualified as “essential” and contact the City’s coronavirus hotline if you have questions about how your business is classified.

Where can I get more information?

Visit the City’s coronavirus webpage at <https://www.culvercity.org/coronavirus> for more information and to read the full text of the “Stay at Home” order. If you have additional questions or concerns, please contact the City’s Coronavirus hotline at (310) 253-6890 or coronavirus@culvercity.org.

Do businesses also need to follow the Los Angeles County “Safer at Home” order issued on April 10th?

Yes. Culver City’s “Safer at Home” regulations are more restrictive than the Los Angeles County’s “Safer at Home” regulations, so by following Culver City’s revised “Safer at Home” regulations (issued April 11th), you will be following the provisions of Los Angeles County’s “Safer at Home” regulations (issued April 10th).

Attachments

- 1 - City of Culver City Essential Business Types
- 2 - Los Angeles County Department of Public Health Social Distancing Protocol



City of Culver City Essential Business Types

Only certain business operations and activities are exempt from the cessation of in-person activities provisions of the City's "Safer at Home" Public Order (7th Supplement, April 11, 2020), on the grounds that they provide services that are recognized to be critical to the health and well-being of the City.

These include:

- All healthcare operations, including hospitals, clinics, dentists, pharmacies, pharmaceutical and biotechnology companies, medical and scientific research, laboratories, healthcare suppliers, home healthcare services providers, veterinary care and pet day care providers (excluding pet grooming and training), mental and behavioral health providers, substance use providers, physical therapists and chiropractors, cannabis dispensaries, or any related and/or ancillary healthcare services, manufacturers and suppliers. Healthcare operations does not include fitness and exercise gyms and similar facilities.
- Grocery stores, water retailers, farm and produce stands, supermarkets, convenience stores, warehouse stores, food banks, certified farmers markets and other establishments engaged in the retail sale of canned food, dry goods, fresh fruits and vegetables, pet food and medication supply (but not grooming or training), fresh or frozen meats, fish, and poultry, any other household consumer products (such as construction supplies, cleaning and personal care products). This includes stores that sell beer, wine, and liquor, groceries and other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences. The portions of wineries, breweries and tap rooms that provide tastings to the public are closed.
- Food cultivation, including farming, livestock, and fishing.
- Organizations and businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals (including gang prevention and intervention, domestic violence, and homeless services agencies).
- Newspapers, television news, radio, magazine, podcast and journalism.
- Gas service stations, auto part supply, mobile auto repair operations, auto repair shops (including, without limitation, auto repair shops that operate adjacent to or otherwise in connection with a used or retail auto dealership), bicycle repair shops and related facilities. No auto dealership may operate, with the exception of its auto service and part stores. Fully automated or self-service car washes are permitted to operate; car washes that require personnel are not permitted to operate.
- Banks, credit unions, financial institutions, insurance companies and pawn shops.
- Hardware and building supply stores, day labor centers, and nurseries.



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- Plumbers, electricians, exterminators, custodial/janitorial workers, handyman services, funeral home workers and morticians, moving services, HVAC installers, carpenters, day laborers, landscapers, gardeners, property managers and leasing agents, private security personnel and other service providers who provide services to maintain the safety, sanitation, and essential operation to properties and other essential activities discussed in this subsection.
- Businesses providing mailing and shipping services, boxes and packaging, and post office boxes.
- Educational institutions -- including public and private K-12 schools, colleges, and universities -- may operate for purposes of facilitating distance learning or performing essential functions provided that social distancing of six-feet per person is maintained.
- Laundromats, dry cleaners, and laundry service providers.
- Restaurants and retail food facilities that prepare and offer food to customers, but only via delivery service, to be picked up, or drive-thru. For those establishments offering food pick-up options, proprietors are directed to establish social distancing practices for those patrons in the queue for pick-up. This includes maintaining a distance of at least six-feet away from others. Schools and other entities that typically provide free food services to students or members of the public may continue to do so on the condition that the food is provided to students or members of the public on a pick-up and carry out basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or any other gathering site. Cafeterias, commissaries, and restaurants located within hospitals, nursing homes, or similar facilities are also exempt from the Order. Social distancing shall be maintained at a distance of at least six-feet away from others.
- Businesses that supply or provide storage for products needed for people to work from home.
- Businesses that supply other essential businesses with the support, services, or supplies necessary to operate, provided that strict social distancing is maintained. This includes, without limitation, utility companies.
- Individuals and businesses that ship, truck, transport, or provide logistical support to deliver groceries, food, goods, or services directly to residences or businesses, engaged in essential activities or essential infrastructure.
- Airlines, taxis, ride sharing services, car rental companies, and other private transportation services providing transportation services necessary for essential activities and other purposes expressly authorized in the Order.
- Home-based care for disabled persons, seniors, adults, or children.



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- Residential facilities and shelters for homeless residents, disabled persons, seniors, adults, children and animals.
- Professional services, such as legal, leasing and real estate transactions, payroll or accounting services, when necessary to assist in the permitting, inspection, construction, transfer and recording of ownership of housing, and when necessary to achieve compliance with legally mandated activities. Vacant units and real property may be shown, provided that appointments and other residential viewings must occur virtually or, if a virtual viewing is not feasible, by appointment with no more than two visitors at a time residing within the same household or living unit and one individual showing the unit (except that in-person visits are not allowed when the occupant is still residing in the residence).
- Childcare facilities providing services that enable employees exempted to work as permitted. To the extent possible, childcare facilities must operate under the following mandatory conditions: (1) Childcare must be carried out in stable groups of 12 or fewer ("stable" means that the same 12 or fewer children are in the same group each day). (2) Children shall not change from one group to another. (3) If more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix with each other. (4) Childcare providers shall remain solely with one group of children.
- Hotels, motels, shared rental units and similar facilities.
- Military/Defense Contractors/FFRDC (Federally Funded Research and Development Centers). Essential personnel may leave their residence to provide any service or perform any work deemed essential for national security including, without limitation, defense, intelligence, and aerospace development and manufacturing for the Department of Defense, the Intelligence Community, and NASA and other federal government, and or United States Government departments and agencies. Essential personnel include prime, sub-prime, and supplier contractor employees, at both the prime contract level and any supplier level at any tier, working on federal United States Government contracts, such as contracts for national intelligence and national security requirements.
- Businesses that manufacture or sell personal protective equipment or cloth or fabric face coverings, and businesses that sell materials for purposes of assembling such face coverings, subject to the following conditions: for manufacturers, at least 50% of daily production must consist of personal protective equipment, cloth or fabric face covering or other essential products; for retail businesses, their products may be available to purchasers by delivery or pick-up but may not be open to the public. Otherwise non-essential businesses may not render themselves essential for purposes of the Safer at Home Order by adopting similar sales protocols.
- Businesses qualify as essential if they provide any services or goods or perform any work necessary to build, operate, maintain or manufacture essential infrastructure, including without limitation construction of public health operations, commercial, office and



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institutional buildings, residential buildings and housing; airport operations, food supply, concessions, and construction; port operations and construction; water, sewer, gas, electrical, oil extraction and refining; roads and highways, public transportation and rail; solid waste collection, removal, and recycling; flood control and watershed protection; internet and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, phone retail sales and servicing, and web-based services); and manufacturing and distribution companies deemed essential to the supply chains of the industries referenced in this paragraph.

- The “Safer at Home” Order does not apply to employees of government agencies working within the course and scope of their public service employment.
- All first responders, gang and crisis intervention workers, public health workers, emergency management personnel, emergency dispatchers, law enforcement personnel, and related contractors and others working for emergency services providers are categorically exempt from the “Safer at Home” Order.

Appendix A: Social Distancing Protocol

Business name:

Facility Address:

Approximate gross square footage
of space open to the public:

Businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the business.

A. SIGNAGE

- Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another.
- Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

B. MEASURES 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.
- All employees have been told not to come to work if sick.
- Symptom checks are being conducted before employees may enter the workspace.
- All employees that have contact during their shift(s) with the public or other employees are offered, at no-cost, a cloth face covering to be used at work when interacting with them.
- All desks or individual workstations are separated by at least six feet.
- Break rooms, restrooms, and other common areas are being disinfected frequently, on the following schedule:
 - Break rooms:
 - Restrooms:
 - Other:
- Disinfectant and related supplies are available to all 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.
- Copies of this Protocol have been distributed to all employees.

Optional—Describe other measures:

**C. MEASURES TO PREVENT CROWDS FROM GATHERING
(CHECK ALL THAT APPLY TO THE FACILITY)**

Limit the number of customers in the store at any one time, which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

Maximum number of customers in the facility:

Post an employee at the door to ensure the maximum number of customers in the facility is not exceeded.

Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain:

Optional-Describe other measures:

**D. MEASURES TO KEEP PEOPLE AT LEAST SIX FEET APART
(CHECK ALL THAT APPLY TO THE FACILITY)**

Placing signs outside the store reminding people to be at least six feet apart, including when in line.

Placing tape or other markings at least six feet apart in customer line areas inside the store and on walkways at public entrances with signs directing customers to use the markings to maintain distance.

Separate order areas from delivery areas to prevent customers from gathering.

All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

Optional—Institute one-way aisles to facilitate Social Distancing.

Optional—Describe other measures:

E. MEASURES TO PREVENT UNNECESSARY CONTACT (CHECK ALL THAT APPLY TO THE FACILITY)

Preventing people from self-serving any items that are food-related.

All items are pre-packaged in sealed containers by staff.

Bulk-item food bins are not available for customer self-service use.

Food samples are prohibited.

Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe:

Optional-Describe other measures (e.g. providing senior-only hours):

F. MEASURES TO INCREASE SANITIZATION (CHECK ALL THAT APPLY TO THE FACILITY)

- Restrooms normally open to the public shall remain open to the public.
- Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- Employee(s) assigned to disinfect carts and baskets frequently, preferably after each use.
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- Disinfecting all payment portals, pens, and styluses after each use.
- Disinfecting all high-contact surfaces frequently.
- Optional- Describe other measures:

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: _____