

## Frequently Asked Questions COVID-19 Related and for Getty Staff Returning to the Worksite **Updated August 16, 2021**

*This document provides answers to questions raised by employees about more staff returning to the worksites, COVID testing and vaccines, etc. Should there be changes in health official or other guidance, we will provide updates to staff as soon as we are able.*

### VACCINE REQUIREMENT

#### **What is the deadline for required vaccinations?**

Everyone must be fully vaccinated by September 7, 2021.

#### **Do I have to come to the office if I am not fully vaccinated?**

Yes. Getty sites are our primary work locations and staff are expected to work on site as their manager indicates.

#### **What if I am not vaccinated or don't provide my vaccine status?**

People who are not fully vaccinated or who do not disclose their vaccination status are required to follow protocols to maintain the safety of Getty sites.

- Must receive a weekly COVID-19 test.
- Must receive a negative COVID-19 test or self-quarantine after traveling outside of California.
- May not use the Fitness Center.
- **Must social distance (6') when eating meals.**

#### **How do I request a vaccine exception?**

Exceptions will be considered due to a disability, medical condition, or sincerely held religious belief. The [form that employees should use to make this request](#) is available on GO, under Coronavirus Update > FAQs, Policies, and Other General Information.

#### **How do I provide proof of my vaccination?**

Please see the details in the attached [COVID-19 Vaccine Verification and Tests document](#), which is also available on GO.

As a reminder, both testing and vaccine verification are available on a drop-in basis during the [hours listed for each Getty site](#).

### COVID-19 INFECTION

#### **What about the Delta variant?**

Getty continues to follow Los Angeles County Health Department requirements and Cal-OSHA regulations. Wearing masks in indoor spaces is required for staff and visitors. Staff may remove masks if they are alone in a separate room or office, or eating/drinking in a dining area.

#### **What kind of mask is best?**

The [CDC provides guidance](#) on how to choose and wear a mask properly. If you would like a KN95 mask, each department can order them through the Facilities Help Desk or you can request one at Central Security or at the Lower Level Security Desk at the Villa.

**What do I do if I test positive?**

Notify Human Resources and your supervisor. You will be contacted to gather additional information and review the Return to Worksite Guidelines.

**If I'm fully vaccinated but have mild symptoms, may I come to the site?** With the uptick in cases of those who are fully vaccinated, employees with even mild symptoms – congestion, runny nose, slight cough, etc. – should stay home and get tested. If you test positive, follow the [Return to Worksite Guidelines](#).

**May I get a COVID-19 test when I'm on site, even if I'm fully vaccinated?**

Yes; even if you've provided your proof of vaccination, you may still request a COVID-19 test. However, employees may not come to the site simply to receive a COVID-19 test.

**What if I learn of someone at Getty who tested positive?**

If the person shared it with you, you may wish to remind them to notify Human Resources and their supervisor (if that is not you).

*It is important to remember that a positive test result for COVID is confidential medical information that should not be shared with others, even if the person who tested positive shared it with you voluntarily. Human Resources has a process in place to confidentially notify any staff who had close contact with an infected person and advise them on any steps they should take.*

**PREPARING TO RETURN**

**How often do I need to come into the office before September 7?**

Each department or program is making this determination based on operational considerations. However, staff need to be prepared to return to their assigned work site as needed so that all programs and departments are fully operational on site by September 7.

**How do I return heavy office furniture or equipment from home?**

Contact the [Facilities Help Desk](#) to schedule assistance with moving items from your car to work area. Separately, contact the Facilities Help Desk to drop off chairs at the loading dock, where they will be cleaned and returned to your office the next business day.

**How do I get help to re-connect computer equipment when I return to the office?**

Getty Digital has prepared a [Return to Site Checklist](#) on GO.

All staff should attend the short Return to Office Orientation program (Getty Digital will post schedule on GO) before returning.

Staff can contact Getty Digital at [GettyDigitalHelp@getty.edu](mailto:GettyDigitalHelp@getty.edu) or call 310/440-1199 during normal support hours (7am-7pm Monday – Friday, and 8am-5pm on Saturday) for remote assistance over the phone. Many connection issues can be resolved in this manner. If it is essential that you have connectivity immediately upon your return, you will need to schedule an assist session one week in advance, to ensure availability of help desk personnel. Call volumes may be higher than normal during this time, so Getty Digital Help encourages staff to use Help Desk's call-back feature or leave a voicemail to avoid long hold times. Callers will not lose their place in line. All connectivity issues reported after hours will be resolved the next business day.

Staff with special equipment needs (e.g. additional monitors or docking stations) should discuss with their Asset Administrators in advance. Staff who have computers they haven't used during

the last year should expect some issues. New hires who started during the last year should work with their supervisors to confirm work locations and availability of peripheral equipment such as monitors; scheduling an assist session is strongly recommended.

## WORKSPACES

### **Will my workspace be modified to accommodate social distancing? Will there be dividers between the desks?**

There will not be Plexiglass® installed between workstations. Based on the latest state and county guidance, social distancing is no longer required and employees need to wear masks in indoor work settings.

### **Will we need to wear masks in the office?**

Wearing masks **indoors** is required for all staff and visitors. Staff may remove masks if they are alone in a separate room or office, or actively drinking at their desks. Staff should not eat at desks in open workstations. Eating should be done outdoors or in a designated eating area.

### **What is the mask requirement for business visitors?**

Business visitors will be asked to follow the same masking requirements as employees.

### **Can I get an ergonomic assessment of my workstation when I come back?**

Email [Risk Management](#) to schedule an assessment.

## RESUMING NORMAL WORK ACTIVITIES

### **When can we hold group meetings in conference rooms?**

Employees can meet in conference rooms and must wear masks. During this latest increase in cases, we encourage staff to maintain Zoom meetings or, if in-person meetings are necessary, meet outdoors.

### **When can we resume planning and holding events and group activities?**

In-person events are now allowed.

### **When can I begin to make business travel plans? What will be allowed?**

Employees who are fully vaccinated may begin domestic business travel, with the approval of their Program administrator or Trust department head. We are still determining when staff can begin traveling internationally for business. Unvaccinated employees may not travel for business.

### **Do I still need to quarantine if I travel for personal reasons?**

If you are fully vaccinated before travel, you do not need to quarantine. You should self-monitor for COVID-19 symptoms for 14 days upon return. If you are not fully vaccinated before travel, get tested 3-5 days after your return and before you return to the worksite. If you get a negative COVID-19 test result, quarantine for the remainder of a seven-day period after travel. If you do not receive a COVID-19 test after your return, you must quarantine for 10 days after travel. Staff may not come on site solely for the purpose of receiving a COVID-19 test.

**When will the fitness center reopen?**

The Fitness Center is open and **members who are fully vaccinated, have created a new membership account and reserve time to work out may use the Fitness Center. Masks must be worn at all times, except when in the shower.**

We have implemented a new member management software, which allows appointments and scheduling, as well as easier communication with members. All members are required to create a new membership account before using the Fitness Center. Contact [fitnesscenter@getty.edu](mailto:fitnesscenter@getty.edu) for more information or with questions.

**SPECIAL CLOSURE PROGRAMS AND POLICIES**

**May I continue to reside outside of the Los Angeles area?**

All employees must live within a commutable distance from Getty's locations and be available and prepared to be on site as needed and directed by their managers/supervisors.

**Will I still receive the stipend for business use of personal devices?**

Beginning September 4, telework arrangements will be voluntary and the stipend will be discontinued. **Non-exempt employees who choose to have Outlook, RingCentral or other work-related apps on their personal devices are reminded that this is a convenience and not a requirement, and they should not perform any work outside of regular work hours without supervisor approval and accurate recording of time.**

**May I still apply for the match for education-related expenses for my children?**

That program ended on June 30, 2021.

**Will employees continue to receive OHP?**

As of the pay week beginning September 5, no one will receive OHP. If a need for OHP arises in the future, Human Resources will let staff know. **OHP was provided in cases where some work simply could not be performed because staff were not allowed to come to a Getty site. Since that is no longer the case, and it is expected that the majority of staff are either working full time from home or on site or a combination, OHP is no longer necessary. OHP is not to be used simply to leave the office early or quit working early.**

**Will I still need to get a COVID test when I'm on site?**

Anyone not fully vaccinated is required to receive a COVID-19 test on a weekly basis. Those who are fully vaccinated may voluntarily provide proof of vaccination and forgo the test. **If you are fully vaccinated and still wish to get a test, you may do so. However, coming on site for the sole purpose of receiving a COVID-19 test is not permitted.**

**PARKING**

**What is the parking arrangement?**

We are returning to pre-COVID access procedures. Staff and contractors will be admitted as long as they have their Getty parking hangtag and ID badge. **Beginning on September 7<sup>th</sup>, staff who hold an orange hangtag must park at NEP at Getty Center. Only those with blue or purple hangtags, or a California-issued disability parking placard will be permitted to park at TOH.**

**What should I do if my Getty parking hangtag has expired?**

All parking hangtags have been automatically extended. New hangtags will be distributed to all staff in the near future.

### **What's going to happen with TOH parking?**

During the pandemic closure, we were able to open TOH parking to all staff and contractors coming to the Getty Center; however, with more people returning to the worksite, we are returning to pre-COVID parking procedures. Beginning Tuesday, September 7<sup>th</sup>, on weekdays staff who hold an orange hangtag must park at NEP at Getty Center. Only those with blue or purple hangtags or a California-issued disability parking placard will be permitted to park at TOH. Space permitting, carpools with three or more staff may be permitted to park at TOH. On weekends, all staff will park at TOH.

### **Where should I park at Getty Center if I have a California-issued Disability Hangtag?**

Any staff member with an unexpired California DMV-issued permanent (or temporary) disability parking placard will be permitted to park in TOH or NEP. They may use the accessible parking spaces, or, if none are available, may park in any other non-reserved parking space in TOH or NEP.

### **Where can staff park in the North Entry Parking (NEP)?**

The policy where staff can/should park has changed. Previously, staff were required to park below level P3 but they can now park on any level of NEP.

### **Where should docents/volunteers park at Getty Center?**

Many of the NEP Mezzanine parking spots, which were previously reserved for volunteers and docents, have been converted to EV or ADA parking and this area will no longer be reserved for volunteers and docents. Docents and volunteers can park at any level of NEP Monday through Friday. All volunteers and docents should park in TOH on Saturday and Sunday.

### **Can I park for a short time in TOH if I need to make a pick-up or drop-off?**

Yes, several short-term parking spaces have been designated on TOH Level P2. See the security officer at the lift gate outside NEP to arrange for short-term access to one of the temporary spaces.

### **Why am I no longer able to make parking reservations in BRS (Business Reservation System)?**

Please visit [Reservations & Access](#) on GO for a list of authorized parking requestors and current information regarding contractor and business visitor parking requests.

### **Getting from North Entry Parking (NEP) to the Top of Hill (TOH)**

The tram now begins operation at 7:30AM every day (except Monday) and is the quickest and most efficient way to get to TOH. Visitors are allowed to start taking the tram at 9:30AM, so shuttles start operating at 9:30 to provide an additional means of transportation for staff members. **Note: masks must be worn by all riders on both the Tram and Shuttle.**

The shuttle also runs early in the morning before the tram starts up. The [full Shuttle Schedule](#) is on GO

## TRANSPORTATION

### **Can staff members join a vanpool?**

The vanpool program has resumed, with several vanpools up and running. If you are interested in starting or joining a vanpool, please visit the [Vanpools](#) page on GO for information on joining or forming a vanpool.

### **Is the wearing of masks required in vanpools and carpools?**

The wearing of masks is required in all Getty subsidized vanpools. The wearing of masks is highly encouraged for non-subsidized carpools (see CDC guidance <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/organizations/carpooling-fs.pdf>).

### **Will the Pablito (Expo Line and Orange Line) Shuttle return?**

Unfortunately, the Pablito company is no longer in business. We are seeking alternatives and hope to restart a similar operation when possible.

### **Will I accumulate AQMD points when using alternative transportation methods such as vanpools, carpools, and public transit?**

This program is currently suspended.

### **Will staff, volunteers, and docents continue to receive FFC complimentary parking coupons? If so, how will they be distributed?**

Staff, volunteers, and docents can request up to four FFC complimentary parking coupons that can be used at either the Getty Center or the Getty Villa. Volunteers and docents will receive FFC coupons via program coordinators. Employees can visit the [Reservations & Access](#) page on GO for information on how to request FFC coupons.

### **Does the Getty still reimburse staff for public transit expenses?**

Yes. Visit the [Public Transportation](#) page on GO for instructions on how to submit public transit expenses.

## FOOD SERVICE

### **When will office pantries reopen?**

Office pantries are open and fully functional.

### **What happens with the cafe and meals? Will the cafe continue to be staff-only?**

The café will remain open to staff only. Staff may purchase food in the café at special staff pricing. Staff will receive a staff discount at Garden Terrace Café, Villa Café or any of the outside coffee carts, The Café Menu page on GO will provide the latest menu items and pricing.

### **If I have a business visitor on site, can they eat in the café with me?**

Currently, café pricing is only set up for staff. Therefore, the café is restricted to staff only, for the time being. We are working on pricing for non-staff who will be allowed to use the Staff Café (e.g. contract employees, Business Visitors, Readers, Docents and Volunteers).

**Will the Grove coffee cart return?**

The Grove coffee cart is open Tuesday to Sunday from 10:00 am to 3:00 pm and closed Mondays.

**When will the Restaurant return?**

The Restaurant reopened on July 20<sup>th</sup>.

**Do we still need to sit alone in the cafe? Can we sit together outside?**

Fully vaccinated staff may eat together, whether indoors or out. Unvaccinated staff may eat with others only when outdoors. Masks must be worn by everyone when not actively eating.

**Can we (and the public) picnic onsite outside on the lawn or at tables on the terrace outside of “designated dining areas?”**

Yes. Designated dining areas are no longer required.