
Return to Work Sites Guidelines/Procedures for Staff

These Guidelines/Procedures are updated effective March 2021, in conjunction with the Getty's plans for reopening to the public and having additional employees at our worksites. Your health and safety continue to be Getty's first priority as we move to reopen to the public and have more staff on site.

These Guidelines/Procedures are intended to help continue to have a safe and secure work environment for our employees and the contract employees who work with us and were developed based on information gathered from health-related resources, such as the CDC and LA County Public Health Department, other similar organizations, experts in security management, and Getty departments.

These guidelines are subject to change based on operational requirements, state or local requirements and/or health department/CDC recommendations.

All employees are expected to adhere to these guidelines, at all times. If you have questions regarding these guidelines, please contact internalcommunications@getty.edu.

What to Expect and What is Expected

Before Leaving Home

Take your temperature. If it is above 100.4° F, you should stay home and contact your supervisor. If you have any of the following symptoms, or have had these within the last 72 hours, you should stay home: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste of smell, vomiting or diarrhea. You should contact your supervisor to report your absence (See [FAQ](#) regarding what to do if you have symptoms.)

Arriving Onsite: Transportation and Parking

1. Except for those who would normally park at and work in the South building, all parking at the Center will continue to be in Upper Parking (TOH). When the Center reopens to the public, we will resume parking some staff and contractors in North Entry Parking (NEP). Significant changes are planned in the NEP/TOH parking strategy and details will be provided as we get closer to public opening. When NEP parking resumes, shuttles will operate to transport staff and contractors to/from NEP. Visitors will be directed to the trams and/or the sidewalk.
2. Staff parking at the Villa will continue to be in Central Parking and/or North Parking. When the Villa reopens to the public, the visitors will park in South Parking. At that point, the primary staff parking area will be in the North Parking.
3. All parking at the Warehouse will be in the rear of the building and everyone must enter and exit through the Logistics Loading Dock area door.
4. There will be no Getty-sponsored Vanpool or Carpool programs. However, if staff choose to carpool, they should follow these restrictions: Passengers that are not from the same household or living unit should space themselves out in the vehicle such that riders are not next to each other. Ideally, only one passenger should be in a row and should not be directly in front

of or behind the passengers/driver in the next row.

(<http://publichealth.lacounty.gov/media/coronavirus/docs/transportation/GuidanceVanCarPool.pdf>).

5. For staff/contractors using public transportation:
 - a. At the Center Sepulveda Entrance, employees/contractors should identify themselves and show their Getty identification to the Security Officer on duty in the entryway. They should then proceed to the NEP P1 level, where a shuttle will pick them up and transport them to the top of hill (TOH).
 - b. Those who arrive at the Center South Gate using public transportation should identify themselves and show their Getty identification to the officer at the kiosk and a shuttle will take them to TOH.
 - c. Shuttles will continue to run throughout the day to transport staff/contractors to/from TOH and the North and South gates.
 - d. At the Villa, staff and/or contractors who get dropped off on PCH via public transportation should proceed to the pedestrian gate where there is an intercom. A passenger van will be deployed to provide transportation on site.
6. Except for scheduled Facilities/Grounds, Security, custodial and food services staff, access to all sites will typically be limited to 7am-7pm, M-F. If access is required outside of these hours, exceptions will be arranged on a case-by-case basis; contact your department head and/or administrative lead to submit a formal request to Security.
7. To provide an alternative to elevators, access on the stairwell outside of Central Security is provided to move between the L2 and L3 levels from 7AM – 7PM.

While on Site

1. Staff who are not scheduled to be regularly working at one of the sites must receive approval from their department head/administrative lead and Security must be informed of the day/time they will be on site. Staff do not need to “check in” at the Center or the Villa.
2. Temperature devices are placed in parking areas and other entry points. Staff and/or contractors should utilize a temperature device upon arrival to ensure that they do not have a fever.
3. Masks are required of everyone on site at all times, except when actively eating, drinking, or when alone in an enclosed space, such as an office. Staff are encouraged to wear KN95 masks when working at any Getty site. The KN95 is a higher-quality mask that can be used instead of a cloth mask, providing a higher level of protection. If requested, staff who regularly work on site will be issued a KN95 mask from their program or department. KN95s will also be available at Central Security at the Center, at the lower-level security desk at the Villa, and at the Library Annex. KN95s are disposable and should be used for only one day. Staff may wear their own personal face coverings if they prefer, but the face covering must fully cover both the mouth and nose. Getty will also continue to have supplies of black cloth masks available for staff who prefer those to the KN95. Masks with valves are prohibited, or must be worn underneath a cloth masks. Gaiter-style masks are prohibited.
4. No visiting, standing or meeting in one another’s offices. No meetings will take place in conference rooms. All meetings must continue via virtual (e.g. Zoom) or conference call.
5. Maintain at least 6 feet (approximately 2 meters) distance from others as common practice.

6. Pantry usage is restricted. No use of coffee makers, refrigerators, dishwashing/dishwashers, microwaves will be allowed. Copiers located within pantries may be used by one person at a time. Any silverware, cups, or dishes must either be disposable or brought from home as no dishes should be left in the sink and dishwasher use will be prohibited. Sinks may be used for handwashing and/or drinking water only.
7. Stairwells and elevators have posted occupancy and social distance requirements that everyone must follow.
8. No congregating.
9. Business visitors are strongly discouraged; exceptions require special approval. To make a request, contact your Program administrative lead or Department Head who will forward the request to Security.
10. Be mindful of social distancing when using restrooms.

Keeping Yourself and Others Safe

1. Everyone must wash their hands with soap and water, for at least 20 seconds, every 30 minutes. (In accord with the [City of Los Angeles requirement](#).) If soap and water are not available, use an alcohol-based hand sanitizer.
 - a. [CDC guidelines for washing hands](#) indicates, “The temperature of the water does not appear to affect microbe removal; however, warmer water may cause more skin irritation.”
2. Avoid touching surfaces touched by others when feasible. When not, wash hands or use hand sanitizer immediately after and avoid touching your face until you are able to clean your hands.
3. If using a computer, wipe down the keyboard periodically during your work day. While custodial will be cleaning, it is each employee’s responsibility to keep their work space clean
4. Physical contact with others, such as shaking hands, should be avoided.
5. If sharing tools, workstations, microscopes, carts, pens and pencils, etc. is necessary, carefully clean the item before and after use, with appropriate cleaning supplies.
6. If an essential work function requires staff to be within six feet of each other for more than 10 minutes, N-95 or KN-95 masks are required (e.g. when lifting an object requires two persons).
7. If you must cough or sneeze, do so into a tissue and immediately discard and wash your hands.

Food and Coffee Service/Café

1. No use of coffee makers, refrigerators, dishwashing/dishwashers, microwaves will be allowed, whether that is in a pantry, break room, lounge, etc. Silverware, cups, or dishes must either be disposable or brought from home as no dishes should be left in the sink and dishwasher use will be prohibited. Sinks may be used for handwashing or drinking water only.
2. Food service options will be limited and eating in the café or designated breakrooms will be restricted to one person per table, with at least 8 feet of distancing between tables. Staff are encouraged to refrain from interacting with others while eating and not wearing a face covering. Information regarding available food and fees will be maintained on GO.
3. Coffee service will be in the cafés only and times when it is available will be posted.
4. If you have personal food needs or preferences, you may bring that food in a cooler but microwaves will not be available for use.

Fitness Center

1. Getty Fitness Center will remain closed until further notice; no access to restrooms or showers will be permitted.

Travel

1. No business travel is permitted until further notice.
2. Personal travel for those regularly or occasionally working at a Getty site:

Based on the following CDC guidance, Getty will allow someone who is fully vaccinated and has traveled to return to the worksite after they have been tested, with negative test results, and have quarantined for 7 days.

If you **must** travel, take steps to protect yourself and others:

- If you are eligible, get fully vaccinated for COVID-19.
- Before you travel, get tested with a viral test 1-3 days before your trip.
- Wear a mask over your nose and mouth when in public.
- Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who did not travel with you.
- Get tested 3-5 days after your trip and stay home and self-quarantine for a full 7 days after travel, even if your test is negative. If you don't get tested, stay home and self-quarantine for 10 days after travel.
- Follow all state and local recommendations or requirements after travel.

People are considered fully vaccinated for COVID-19 ≥ 2 weeks after they have received the second dose in a 2-dose series

When returning to the worksite, fully vaccinated people should continue to follow [guidance](#) to protect themselves and others, including wearing a well-fitted [mask](#), [physical distancing](#) (at least 6 feet), avoiding crowds, avoiding poorly ventilated spaces, covering coughs and sneezes, [washing hands](#) often, and following any applicable workplace guidance.

Fully vaccinated people should still watch for [symptoms of COVID-19](#), especially following an exposure to someone with suspected or confirmed COVID-19. If symptoms develop, all people – regardless of vaccination status – should isolate and be clinically evaluated for COVID-19, including SARS-CoV-2 testing, if indicated.

What is Getty Doing to Keep You Safe

1. On site COVID-19 testing is being conducted – and will continue – for all staff and contract staff working at our sites.
2. Custodial staff have been using enhanced cleaning measures to disinfect all areas.
3. Custodial staff will continue to increase the cleaning of all frequently touched areas such as door handles, elevator buttons, and handrails, as well as all common areas such as restrooms, and pantries.
4. Getty has put in place an enhanced Infection Disease Preparedness and Response Plan, which can be found in both English and Spanish on [GO > Programs & Departments > Risk Management > Safety Programs](#).

5. Programs and departments may stagger work days and schedules/shifts, and continue to work from home as much as possible, in order to reduce the amount of staff onsite and in work areas.
6. Hand sanitizer stations are placed throughout the site where hand washing with soap and water is not available.

When an Employee is Ill or Has Received the Vaccine

While On Site

If you begin to feel unwell while onsite, safely inform your supervisor and/or security. You may be asked to proceed to an isolation area that has been set up at each of our sites. If you are able to drive home, Security will escort you to your vehicle exercising safe physical distancing. Security will ask about your work area, and areas you were at during your visit so that those areas can be isolated and disinfected as a precaution.

When an Employee is Ill; Suspected/Confirmed Cases of COVID-19 in the Workplace or at Home

These guidelines are updated effective March 25, 2021 and reflect the most recent guidance issued by the CDC and LA County Public Health Department. Guidelines are subject to change based on operational requirements, state or local requirements and/or health department/CDC recommendations.

Circumstances	Return to Work When	Notifications
Individual tests positive for COVID-19 and has symptoms	<ul style="list-style-type: none"> At least 10 days have passed since your symptoms started; and You do not have a fever for at least 24 hours without taking fever reducing medications; and Your symptoms have improved 	<p>In consultation with the Director or Associate Director of Human Resources, begin the process of notifying the employees who were in close contact with the affected employee. Let the employees know that someone they were in close contact with has tested positive or is displaying symptoms of COVID-19. It is important to maintain the privacy of the infected individual. Unless that person has shared the information themselves, do NOT reveal the identity of the employee.</p>
Individual tests positive for COVID-19 and does not have symptoms	<ul style="list-style-type: none"> At least 10 days have passed since your positive test 	
Individual is displaying symptoms of COVID-19 but has not had a test	<ul style="list-style-type: none"> At least 10 days have passed since your symptoms started; and You do not have a fever for at least 24 hours without taking fever reducing medications; and Your symptoms have improved 	
Individual has been in close contact with someone who has symptoms and/or tested positive for COVID-19, excluding individuals who have had COVID-19 within the past 3 months or who are fully vaccinated.	<ul style="list-style-type: none"> At least 10 days have passed since your last contact with the individual If you develop symptoms or test positive during the 10 day quarantine, follow the return to work guidelines noted above 	

Close contact is defined as being within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to test specimen collection) irrespective of face coverings. An individual is considered **fully vaccinated** for COVID-19 two weeks after they have received the 2nd dose in a two dose series (Pfizer or Moderna) or two weeks after they have received a single dose vaccine (Johnson & Johnson.) **Getting tested again:** Individuals who have recovered from their symptoms after testing positive for COVID-19 may continue to test positive for 3 months or more without being contagious to others. During this 3 month period, individuals should only be tested if they develop new symptoms of COVID-19.

Return to Work Guidelines Following an Approved Vaccination

These guidelines are updated effective March 22, 2021 and reflect the most recent guidance issued by the CDC and LA County Public Health Department. Guidelines are subject to change based on operational requirements, state or local requirements and/or health department/CDC recommendations. An individual is considered **fully vaccinated** for COVID-19 two weeks after they have received the 2nd dose in a two dose series (Pfizer or Moderna) or two weeks after they have received a single dose vaccine (Johnson & Johnson.)

Circumstances	Guidance
Individual develops post-COVID-19 vaccination symptoms (Fatigue, headache, muscle pains, fever, chills, nausea)	<ul style="list-style-type: none"> • Stay home • No requirement to isolate or test • Return to work when symptoms have resolved as long as you meet ALL of the following criteria: <ul style="list-style-type: none"> ○ Your symptoms started within 2 days after receiving a COVID-19 vaccine, ○ You do not have any other symptoms of COVID-19, ○ You have not had a known exposure to a person with COVID-19 within the past 14 days, ○ Your symptoms resolved within 2 days of onset <p>Individuals who fail to meet all of the criteria must follow the return to work guidelines for individuals with a suspected or confirmed case of COVID-19.</p>
Fully vaccinated individual is displaying COVID-19 symptoms	<ul style="list-style-type: none"> • Isolate at home, contact your health care provider, get tested; and • Follow the return to work guidelines for individuals with a suspected or confirmed case of COVID-19
Fully vaccinated individual has been in close contact with someone who has symptoms and/or tested positive for COVID-19	<p>With Symptoms</p> <ul style="list-style-type: none"> • Isolate at home, contact your health care provider, get tested; and • Follow the return to work guidelines for individuals with a suspected or confirmed case of COVID-19
	<p>Without Symptoms</p> <ul style="list-style-type: none"> • No requirement to quarantine or test • Monitor for symptoms for 14 days following exposure

Close contact is defined as being within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to test specimen collection) irrespective of face coverings.