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## Return to Work Sites Guidelines/Procedures for Staff

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Your health and safety continue to be Getty’s first priority. To that end, these Guidelines/ Procedures are intended to help ensure a safe and secure work environment for our employees and the contract employees who work with us.

These guidelines were developed based on evolving 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](mailto: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 24 hours, you should stay home: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or 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 be in Upper Parking (TOH). Those who park in TOH must pass by the Central Security Station upon arriving each day.
2. All parking at the Villa will be in Central Parking and everyone must pass by Lower Level Security Desk upon arriving each day.
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 Vanpool or Carpool programs; staff should only carpool with persons living in their immediate household.
5. For staff/contractors using public transportation:
6. At the Center North Gate, 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 TOH. This will be the procedure even during the repaving of Getty Center Drive.
7. Those who arrive at the Center South Gate should identify themselves and show their Getty identification to the officer at the kiosk and a shuttle will take them to TOH.

8. Shuttles will be running throughout the day to transport staff/contractors to/from TOH and the North and South gates.
9. At the Villa, the procedure remains the same as before the Safer at Home order: Staff and/or contractors who get dropped off on PCH should proceed to the pedestrian gate where there is an intercom. A passenger van will be deployed to provide transportation.
10. Access to all sites will be limited to 7am-7pm, M-F except for scheduled Security and Facilities staff. If access is required outside of these hours, you must receive approval from your department head/administrative lead and Security must be informed
11. To limit elevator occupancy, access on the stairwell outside of Central Security will be allowed only between L2 and L3.

## While on Site

1. Staff who are not approved to be regularly working at one of the sites in Phases 2A or 2B, 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 Central Security.
2. Cloth masks that do not have air valves will be required of everyone on site. 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 issue two cloth face masks to employees who do not bring personal masks, which they will be responsible for washing and re-using.

### Distribution of cloth face coverings

For those new to regularly working on site, we will place 2 cloth face coverings in an envelope that will be marked with the name of the employee. The envelopes will be located at the following locations:

- a) Center: Central Security Station (CSS)
- b) South Building
- c) Villa: Lower level desk
- d) Library Annex: Security Officer

Those visiting the site occasionally, should also wear a face covering. If one is needed, they may obtain one at Central Security (Center) Lower Level Security Desk (Villa)

3. 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.
4. Maintain at least 6 feet (2 meters) distance from others as common practice.
5. Pantries may only be used if that is the location of the copier. No use of coffee makers, refrigerators, dishwashing/dishwashers, microwaves will be allowed. If necessary for copying purposes, only one person in the pantry/copy space 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 only.
6. Stairwells and elevators will have posted occupancy and social distance requirements that everyone must follow.
7. No congregating.
8. Business visitors are strongly discouraged; exceptions require special approval.
9. 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. Wipe down your keyboard and your phone 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, is strongly discouraged.
5. Avoid sharing tools, workstations, microscopes, carts, pens and pencils, etc. If that is not possible, carefully clean the item before and after using it 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. preparators, installers, etc.).
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 only.
2. Food service options will be limited and eating in the café or breakrooms will be restricted to one person per table, with at least 6 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. Times when it is available will be posted.

**Travel**

1. No business travel is allowed, until further notice.
2. For individuals working at a Getty site, we ask that you use your best judgement for safety when it comes to personal travel and potentially exposing yourself and your colleagues. See section regarding what to do [if you have been exposed](#) to someone with COVID-19

**Fitness Center**

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

## What is Getty Doing to Keep You Safe

1. Custodial staff have been using enhanced cleaning measures to disinfect all areas.
2. 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.
3. Getty has put in place an enhanced infection control plan per Cal/OSHA standards.
4. 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.
5. Hand sanitizer stations are placed throughout the site where hand washing with soap and water is not available.

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

**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.

**Employees**

In all of the situations noted below, you will be asked for information concerning when you were last in contact with other Getty staff so we may properly follow contact tracing protocols.

**Q:** What should I do if I develop **COVID-19 symptoms** or **test positive for COVID-19**, outside of work?

**A:** Stay home and notify your supervisor. Call your health care provider and follow CDC guidelines to protect yourself and others.

**Q:** When can I return to work after **experiencing COVID-19 symptoms** or **testing positive** for COVID-19?

- A:**
1. **You have symptoms but have not had a test**, you can return to the site after three things have happened:
    - a. No fever for at least 24 hours without taking fever reducing medications; **and**
    - b. Your symptoms have improved; **and**
    - c. At least 10 days have passed since your symptoms first appeared
  2. **You have had a test**, you can return to the site after three things have happened:
    - a. No fever for at least 24 hours without taking fever reducing medications; **and**
    - b. Your symptoms have improved; **and**
    - c. At least 10 days have passed since your symptoms first appeared
  3. **You have no symptoms but tested positive** , you can return to the site after two things have happened:
    - a. At least 10 days have passed since the date of your first positive test; **and**
    - b. You have a test that is negative

**Q:** What should I do if I have been exposed to someone with COVID-19?

**A:** **If you have symptoms**, stay home, notify your supervisor, call your health care provider and follow CDC guidelines to protect yourself and others. Follow the return to work guidelines as outlined above.

**If you do not have symptoms**, notify your supervisor, and stay home for 14 days. If you develop symptoms during this 14 day period, contact your health care provider and follow the return work guidelines as outlined above.

**Q:** What should I do if I have been in close contact with someone who has been in close contact with someone with COVID-19?

**A:** **If you have symptoms**, stay home, notify your supervisor, call your health care provider and follow CDC guidelines to protect yourself and others. Follow the return to work guidelines as outlined above.

**If you do not have symptoms**, we recommend you notify your supervisor and you may be asked to stay home until the person with whom you were in close contact has tested negative. If you develop symptoms, contact your health care provider and follow the return work guidelines as outlined above.

**Q:** What do I do if I have an underlying health condition and I'm uncomfortable working on site?

**A:** Contact your supervisor and/or Human Resources Specialist to discuss your concerns. If you are unable to work from home, you can remain home and Getty will pay you using available sick time. If you do not have sufficient sick time, you will be eligible to use up to 112 hours of SCP. If you exhaust SCP hours, you will be paid with available vacation and personal time.

## Supervisors

**Q:** What should I do if an employee reports they have COVID-19 symptoms or tested positive for COVID-19?

**A:** Advise them to stay home and call their health care provider. They will be able to return to the site following the return to work guidelines as outlined above.

**Q:** What should I do if an employee reports they have developed COVID-19 symptoms **while at work**?

- A:**
1. Immediately separate the employee from the work area. Contact Security and either 1) let them know you are escorting an employee to the designated isolation area or 2) ask security to do so.
  2. Ask the employee for the names of all other employees they were in close contact with.
  3. Contact the Facilities helpdesk so that the area can be cleaned thoroughly and disinfected.
  4. Notify the appropriate HR Specialist.
  5. 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 is experiencing 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 who is experiencing COVID-19 symptoms.
  6. Employees may return to the site based on the return to work guidelines as outlined above.

**Q:** What should I do if an employee reports they have been diagnosed with COVID-19 **after** they worked on site?

- A:**
1. Advise them to stay home and provide them the return to work guidelines as outlined above.
  2. Ask the employee for the names of all other employees they were in close contact with, starting two days before they took the COVID-19 test.
  3. Contact the Facilities Helpdesk so that the area can be cleaned thoroughly and disinfected.

4. Notify an HR Specialist.
5. 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 been diagnosed or tested positive with 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 who tested positive.
6. Employees may return to the site based on the return to work guidelines as outlined above.

**Q:** What should I do if an employee reports they have been exposed to COVID-19?

- A:**
1. **If they are experiencing symptoms**, advise them to stay home, call their health care provider and follow CDC guidelines to protect themselves and others.
  2. Provide them with and follow the return to work guidelines as outlined above.
  3. **If they do not have symptoms**, advise them to stay home for 14 days. If they develop symptoms during this 14 day period, they should follow the return to work guidelines as outlined above.
  4. 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 exposed employee. Let the employees know that someone they were in close contact with was exposed to someone with COVID-19. It is important to maintain the privacy of that individual.

**Q:** What should I do if an employee has been in close contact with someone who has been in close contact with someone who tested positive with COVID-19?

- A:**
1. **If they are experiencing symptoms**, advise them to stay home, call their health care provider and follow CDC guidelines to protect themselves and others.
  2. Provide them with and follow the return to work guidelines as outlined above.
  3. **If they do not have symptoms**, we recommend they stay home for 14 days and until the person exposed has tested negative. If they develop symptoms during this 14 day period, they should contact their health care provider and follow the return work guidelines as outlined above.
  4. 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 exposed employee. Let the employees know that someone they were in close contact with was exposed to someone with COVID-19. It is important to maintain the privacy of all individuals.

**Q:** What should I do if an employee reports they have an underlying health condition and they are uncomfortable working on site?

- A:**
1. Discuss the employee's concerns being careful not to ask for confidential medical information.
  2. If the employee cannot return to the site and they cannot work remotely, let the employee know they will be paid using available sick time. If they do not have sufficient sick time, they will be eligible to use up to 112 hours of [SCP](#). If they exhaust SCP hours, they will be paid with available vacation and personal time.
  3. Notify an HR Specialist.

