

# CITY OF LOS ANGELES

CALIFORNIA

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**DATE:** April 14, 2020

**TO:** LA's YouthSource System

**FROM:** Gerardo Ruvalcaba, Director  
Workforce Development Division 

**SUBJECT:** **WDS INFORMATION BULLETIN 20-28 20-29**  
**GUIDANCE ON YOUTH PROVIDER OPERATIONS DURING COVID-19**

## EFFECTIVE DATE

This information bulletin is effective upon the date of issuance.

## PURPOSE

The purpose of this information bulletin is to provide guidance to the City's youth providers on operational expectations during the COVID-19 crisis. As new information from the Mayor's Office, the City Council, and other governmental entities is released, updated guidance may be forthcoming.

## BACKGROUND

On March 19, 2020, Mayor Eric Garcetti enacted the "Safer at Home" emergency order, which asked LA residents to remain at home and limit outside activities to "what is absolutely necessary for essential tasks". This directive comes after previous measures forbidding non-essential community gatherings of 10 or more people, the closure of all LA Unified School District schools, the closure of the Central LA Public Library and its 72 branch offices, and the shut down of the following businesses:

- Bars and nightclubs that do not serve food
- Movie theatres, live performance venues, bowling alleys, and arcades
- Gym and fitness centers
- Private social clubs
- Dine-in services at all restaurants and retail food facilities

Following the "Safer at Home" emergency order, on April 7, 2020, the Mayor issued Public Order Under City of Los Angeles Emergency Authority instructing Angelenos to wear non-surgical face masks. The information can be accessed through this link:

<https://www.lamayor.org/sites/g/files/wph446/f/page/file/WorkerProtection.pdf>

## DISCUSSION

As LA residents face increasing unemployment and have difficulty acquiring food and other needed resources, the City government and their partners are needed more than ever to provide services to the community. Need is particularly great for youth in the city, particularly among those most at-risk like foster youth, justice-involved youth, and low-income youth. As public-facing organizations committed to meeting the needs of vulnerable youth populations in Los Angeles, the City's youth providers (YouthSource and Non-YouthSource agencies) are crucial resource hubs during this critical time.

Currently, the City of LA expects its youth providers to keep their centers open to serve the public during this COVID-19 pandemic. However, flexibility will be given in terms of hours of operation and the number of on-site staff to maintain the safety and health of agency staff and clients. Expected operational duties may include, but are not limited to, the following:

- Providing services/resources to youth in crisis. This can be in-person or on-site through scheduled appointments as determined by individual centers.
- Providing access to virtual learning and other activities. If implemented, centers must have sufficient tools and mechanisms in place to supervise and track the time clients spend on such activities.
- For staff working remotely, centers must have tools in place to track their reported work time.
- During center operational hours, staff and clients should maintain social distancing practices and limit the number of individuals within centers to 10 people or fewer.

The City will continue disseminate information and youth-related resources for our youth providers. As more resources become available, EWDD staff will share them with the system. Below are some innovative ideas agencies are already implementing to serve the needs of their clients:

- Certain providers are using ZOOM to teach the TAY WOW curriculum.
- Ena Volic has updated the TAY WOW curriculum for remote learning on the TAY WOW Sharepoint at <https://stannesla.sharepoint.com/teams/tay/>.
- Brotherhood Crusade is using the CareerZone website to track youth activities.
- HACLA has Baby2Baby contacts and is willing to connect other agencies to this resource.
- LAUSD will distribute diapers and facilitate Grab N Go sites at Boyle Heights, CCNP, and Watts YouthSource Centers

It may be possible for participants to claim Unemployment Insurance benefits if their work experience hours have been halted in response to COVID-19. The US Department of Labor (US DOL) has released a webinar providing guidance on how individuals can qualify which can be accessed through this link: <https://www.workforcegps.org/sitecore/content/global/events/2020/03/12/17/52/Unemployment-Compensation-UC-for-Individuals-Affected-by-the-Coronavirus-Disease-2019-COVID-19>. If EWDD receives additional information we will share it with our youth providers.

Below are additional items EWDD is still investigating:

- Pending directive from the County whether participants can be paid for completing TAY WOW with County funds
- Pending information on virtual and/or non-public-facing work experience opportunities for youth who are minors
- Pending guidance from the state on whether youth providers are liable for participants who are minors if they contract COVID-19 while placed at a worksite.
- Pending guidance from the City Attorney's office regarding whether EWDD needs to issue letters to its providers to protect any staff working outside the home during possible interactions with law enforcement.

#### **WDS CONTACT**

EWDD staff will continue to have regular weekly check-ins with youth providers for updates on operational changes and to address questions and concerns. You may continue to reach out to them for guidance. If you have any questions or require further information related to this bulletin, please contact your agency's assigned Program Analyst.

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