

# CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL  
GENERAL MANAGER

ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT




1200 W. 7TH STREET  
LOS ANGELES, CA 90017

ERIC GARCETTI  
MAYOR

**DATE:** March 13, 2020

**TO:** All WorkSource and YouthSource Center Partners

**FROM:** Carolyn Hull, General Manager 

**SUBJECT:** **INFORMATION BULLETIN No. 20-28 REGARDING COVID-19**

As you know, the COVID-19 outbreak has quickly and substantively impacted all of our lives. However, I would like to assure you that Mayor Eric Garcetti, the Economic and Workforce Development Department (EWDD), and the City's other departments are doing everything possible to ensure the safety of our residents and partners.

The WorkSource Centers (WSC) and YouthSource Centers (YSC) are valued partners of the EWDD and the City, and as such, we are offering the following information and guidance for you to help insure employee and client safety and continuity of service. Attached is the March 12, 2020 COVID-19 City Guidelines memorandum from Mayor Eric Garcetti to all City Department Heads. EWDD is requesting that all WSCs and YSCs continue operations following the California Department of Public Health Guidelines outlined in the Mayor's memo. Also, at this time, in accordance with the Mayor's memo, EWDD is postponing all major events, including job fairs and workshops until further notice.

If you have any questions regarding this bulletin, and/or in the event that you decide/have been advised to close your WSC or YSC due to COVID-19 concerns, for WSCs, please immediately contact Donny Brooks at 213-744-9093 and [Donny.brooks@lacity.org](mailto:Donny.brooks@lacity.org) and for YSCs, immediately contact Makeda Vela at 213-744-7345 and [Makeda.Vela@lacity.org](mailto:Makeda.Vela@lacity.org)

For additional COVID-19 information and updates, please visit the following resources:

<https://corona-virus.la/>  
<https://emergency.lacity.org/>  
<http://publichealth.lacounty.gov/media/Coronavirus/>  
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Thank you for your continuing support of the most vulnerable in our communities, which will be even more vital in the recovery from this latest challenge. EWDD will continue to provide updates as we receive new information.

Attachment: Mayor Eric Garcetti COVID-19 Memo dated March 12, 2020