

# CITY OF LOS ANGELES

CALIFORNIA

ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT

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**DATE:** April 14, 2020

**TO:** LA's Workforce Development System

**FROM:** Gerardo Ruvalcaba, Director  
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**SUBJECT:** WDS INFORMATION BULLETIN No. 20-29 20-30  
COVID-19 GUIDANCE FOR WORKFORCE DEVELOPMENT SYSTEM  
OPERATORS

## EFFECTIVE DATE

This bulletin is effective upon issuance.

## PURPOSE

This bulletin provides guidance regarding the impact of the COVID-19 pandemic upon the Workforce Development System (WDS).

## BACKGROUND

In order to help stop the spread of the viral outbreak of COVID-19, on March 19, 2020, Gov. Newsom and Mayor Garcetti issued stay at home orders that have severely impacted economic activity. The result has been record job losses in the weeks following, coupled with severe restrictions on the way people can gather and receive services through our workforce system.

How and where we provide services is constantly evolving. This bulletin addresses some of those changes and provides information regarding relevant WIOA regulations.

## PY 2019-20 ANNUAL PERFORMANCE

There are no plans to adjust the PY 2019-20 WIOA indicators of performance goals, as performance towards these goals will not be affected due to the time periods examined for these measures.

As a reminder, here is the breakdown for PY 2019-20 performance measures:

Measure	Exit Dates	Results Dates
Employed/Education Q2	July 2018-June 2019	January 2019-Dec. 2019
Median Earnings (Adult/DW)	July 2018-June 2019	January 2019-Dec. 2019
Employed/Education Q4	Jan. 2018-Dec. 2018	January 2019-Dec. 2019
Credential Rate	Jan. 2018-Dec. 2018	January 2019-Dec. 2019

For example: for Employed/Education Q2, someone who exits between April 1, 2019 and June 30, 2019 would need to have some wages or be in education at some point between October 1, 2019 and December 31, 2019 (two quarters later).

The COVID-19 impact on performance won't show up until PY 2020-21. At this point, the Economic and Workforce Development Department (EWDD) hasn't negotiated goals for PY 2020-21. It is assumed COVID-19 impacts will be considered when those negotiations begin.

It's also too early to tell what effect COVID-19 will have on enrollment goals. Whether increased demand will increase enrollments or if reduced access will curb enrollments remains to be seen. EWDD will analyze enrollment data system-wide before making any recommendations. The same analysis of customer satisfaction results will be undertaken before making any recommendations on adjustments.

At this point, the state has not modified training expenditure requirements and The Department of Labor Employment and Training Administration (ETA) has not modified youth work experience expenditure requirements as described below.

## YOUTH 20 PERCENT WORK EXPERIENCE

Though work experiences for youth during this time period may be harder to provide, program expenditures on this program element may include more than just wages paid to youth. Allowable expenditures may include items such as:

- Wages or stipends paid for participation in a work experience;
- Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience;
- Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;
- Staff time spent evaluating the work experience;
- Participant work experience orientation sessions;
- Employer work experience orientation sessions;
- Classroom training or the required academic education component directly related to the work experience;
- Incentive payments directly tied to the completion of work experience; and
- Employability skills or job readiness training to prepare youth for a work experience.

When determining the types of expenditures that are allowable to help meet this requirement, additional information can be found in TEGL 08-15 and TEGL 21-16, p.15.

## **SELF-ATTESTATION AND TEMPORARY WAIVER OF THE REQUIREMENT FOR A WET OR ELECTRONIC SIGNATURE**

In alignment with the stay at home orders, contractors may use self-attestation and temporarily waive the requirement for a wet or electronic signature on all enrollment forms for WIOA Title I programs. This temporary allowance will remove barriers and offer individuals easier access to WIOA services. More information will be made available by EWDD via a WDS Directive.

## **CUSTOMER SERVICE AND DATA PROTECTION**

Center Operators can choose the best method of continuing to deliver program services. The security of customer data and its transmission, as well as ease of customer access, must be considered. Monitoring and oversight can take many forms and may include remote or desk monitoring. The transmission of Personal Identifiable Information (PII) data may be done through encrypted email or cloud services, with the appropriate protections to prevent inappropriate disclosure.

## **COVID-19 RELATED FUNCTIONS (E.G., SANITIZING THE BUILDING, ETC.)**

Assisting in the cleaning and sanitizing of dedicated and common space that is used to house and serve program staff and participants is an allowable grant function.

## **FLEXIBILITIES AVAILABLE IN DISASTER DISLOCATED WORKER GRANTS:**

In addition to Dislocated Workers, WorkSource Centers have the ability to serve participants considered long-term unemployed, as defined by the state, at the time of the disaster (WIOA sec. 170(d)(2)(B); 20 CFR 687.170(b)(1)(ii); 20 CFR 678.170(b)(2)(ii)).  
*Note: This applies to Disaster Dislocated Worker Grants only.*

## **USE OF FACEMASKS IN THE WORKPLACE**

On April 7, 2020, Mayor Garcetti issued his Worker Protection Order. The Order requires that effective April 10, 2020, all workers who work at businesses or perform services that are exempt under the City of Los Angeles Safer At Home Emergency Order must wear face coverings over their noses and mouths while performing their work.

Highlights of the Mayor's Order include:

- The face coverings are not medical-grade masks or N95 respirators, but rather fabric coverings, such as scarves and bandanas.
- Single-use face coverings must be properly discarded into trash receptacles.
- All such employers must provide, at their expense, non-medical grade face coverings for their employees.
- All such employers must ensure that their employees have access to clean, sanitary restrooms stocked with all necessary cleansing products; or sanitizing agents

required to observe hand sanitation protocols recommended by the Los Angeles County Department of Public Health, provided at the employer's expense.

- All customers and visitors of essential businesses and organizations must wear face coverings over their noses and mouths to provide additional protection for employees and customers.
- An owner or operator of a business or organization described as "essential" in the City of Los Angeles Safer At Home Emergency Order may refuse admission or service to any individual who fails to wear face coverings.

The cost of purchasing facemasks for essential employees is a reimbursable expense for WDS service providers. Should any service provider need to modify program budgets to comply with the Order, please contact your Program Monitor.

**WDS CONTACT**

If you have any questions regarding this bulletin, please contact your assigned Program Analyst.

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