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## Getty Infectious Disease Preparedness and Response Plan

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The following outlines the steps that the Getty has taken and will continue to take with regard to any infectious disease after assessing the risk and as directed by the Department of Public Health and the CDC. The goal of the plan is to:

- Reduce transmission of the disease among staff;
- Identify potential exposure to an infectious disease, at work;
- Advise staff of the symptoms of any other identified infectious disease;
- Maintain healthy business operations; and,
- Maintain a healthy work environment.

This plan will cover identification of symptoms, exposures, methods to avoid exposure, and what to do if an exposure is known. It will also cover the administrative, engineering and PPE controls that are in place. The plan is always available on Getty GO under Risk Management/Safety Programs. The Vice President/Chief Operating Officer/Chief Financial Officer is responsible for implementing this plan and has assigned the Risk Manager, HR Director, Security Director, Facilities Director, and their designees to implement daily enforcement. The plan is applicable to all employees and places of employment with the exception of the following:

- Work locations with one employee who does not have contact with other persons;
- Employees working from home;
- Employees teleworking from a location of the employee's choice, which is not under the control of the employer.

### **Definitions**

The following definitions apply to this safety plan:

*Close Contact* means within six (6) feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high risk exposure period" regardless of the use of face coverings. This does not apply to employees wearing respirators required by the employer whenever they were in six feet of the COVID-19 case during the high-risk exposure period.

*COVID-19* means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

*COVID-19 Case* means a person who has a positive "COVID-19" test or has a positive COVID-19 diagnosis from a licensed health care provider or is subject to a COVID-19 related order to isolate issued by a local or state health official or has died due to COVID-19 as determined by a local health department or per inclusion in the COVID-19 statistics of a county.

*COVID-19 Hazard* means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARs-CoV-2.

*COVID-19 Test* means a viral test for SARs-CoV-2 that is approved by the US Food and Drug Administration (FDA) or has Emergency Use Authorization from the FDA to diagnose current infection with the SARs-CoV-2 virus and administered in accordance with the FDA approval or the FDA Emergency Authorization.

*Exposed Group* means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the high-risk exposure period. Common work areas include bathrooms, walkways, hallways, aisles, break or eating areas with the following exceptions:

A place where persons momentarily pass through while everyone is wearing a face covering, without congregating, is not a work location, working area, or a common area of work;

If a COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees;

If the COVID-19 case visited a work location, working area or common area at work for less than 15 minutes during the high-risk exposure period and the COVID-19 case was wearing a face covering during the entire visit.

*Face Covering* mean a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven material of at least two layers. A face covering cannot have visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, gaiter, turtleneck, collar or any single layer of fabric. As of 2022, Cal/OSHA requires N95, KN95 or surgical masks to be provided to those employees requesting them. Masks may be obtained by the Program Lead Administrator or Department Head contacting the Facilities Help Desk and requesting masks. They will be delivered to the program or department.

*Fully Vaccinated* means the employer has documented that the employee has received, at least 14 days prior, either the second dose of a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved, have emergency use authorization from the FDA or, for individual vaccinated outside of the US, be listed for emergency use by the World Health Organization (WHO).

*High Exposure Period* means, for COVID-19 cases, who develop COVID-19 symptoms, from two days before they first develop symptoms until all of the following are true:

- It has been 10 days since first symptoms first appeared;
- 24 Hours have passed with no fever, without the use of fever-reducing medication; and,
- Symptoms have improved.

*Respirator* means a respiratory protection device approved by National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.

*Worksite*, for the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

## **Symptoms**

In order to reduce transmission of the disease among staff, it is important to be aware of the symptoms of an infectious disease, how it is transmitted, what to do if you or a family member is infected, and how to reduce your exposure to the disease.

The symptoms associated with the COVID-19 disease are fever of 100.4 degrees or higher, cough, shortness of breath or difficulty breathing, fatigue, headache, chills, muscle pain, sore throat, runny nose, new loss of taste or smell, vomiting and diarrhea. The disease can also present with chills and aches throughout the body. Symptoms can range from mild to severe and can manifest themselves from two to fourteen days after initial exposure. Transmission of the disease is person to person through respiratory droplets that land on a surface that is then touched or through coughing and sneezing by an infected person that land on another individual and are inhaled through the mouth and/or nose or when the individual touches their eyes, nose or face. Transmission of the disease can be done whether an affected individual is symptomatic or asymptomatic.

Any other infectious diseases that become known will be outlined by the appropriate County, State, or Federal agency and information will be provided to staff along with symptoms, transmission information, and methods of protection. Communications on COVID as well as any other infectious disease will be via email to all staff.

***First and foremost, if you are sick, stay home and contact your healthcare provider.*** If you experience shortness of breath, immediately seek medical attention. If someone in your home is sick, follow the [CDC guidelines](#) and remain at home until the criteria to self-isolate are met and you've met the Getty's requirements to return to the worksite.

Individuals with pre-existing chronic health issues are at a greater risk for infection as are older individuals. Please contact your HR Specialist if any of these issues require accommodation as outlined in the Staff Handbook.

Getty requires that all staff be vaccinated unless you have a medical or religious exemption.

## **Exposure**

Infectious diseases can be transmitted from affected co-workers, family members, or the general public. In order to mitigate exposure, individuals should:

***Wash hands frequently*** and thoroughly after using restrooms, before eating, after eating, after using PPE, etc. with soap and water for at least 20 seconds. Use an electronic hand dryer or paper towel and throw the towel into the trash can. If you are at a remote location, use hand sanitizer with at least 60% alcohol. When returning to an area with washing facilities, immediately wash your hands with soap and water.

***Practice respiratory etiquette:*** if you need to sneeze or cough, do so into a tissue and immediately discard the tissue into a trash can, then wash your hands. If no tissue is at hand, sneeze or cough into your elbow.

***Do not use phones, desks, offices, or equipment belonging to a co-worker.*** If you do so, immediately contact custodial to clean the used item(s).

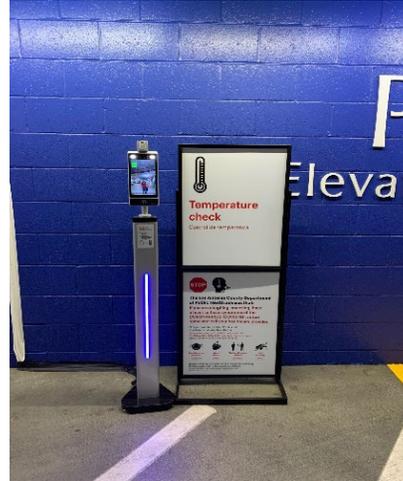
***Practice social distancing*** whether at work or when out in public. Keep six feet between you and others.

***Wear a mask when in public***, if required by the CDC, County Department of Health or the Getty. When at the Getty locations, masks are required of those staff who have not been vaccinated, except when you are eating or drinking, or when you are in a private office or vehicle by yourself. Masks are required of all staff, whether or not vaccinated, when they are in indoor public areas or on trams or shuttles. Vaccinated employees must wear masks when in public areas and when riding the tram or shuttles, or if required by the County Department of Public Health. If any employee, vaccinated or not, would like a mask, please see Security at the Central Security Station at the Center or at the Basement Security Desk at the Villa. If an N95 or KN95 mask is requested, the employee will need to be trained on how to properly wear the mask. These types of masks are not effective for those with facial hair. All masks must be worn over the nose and mouth.

## **Engineering Controls:**

The Getty uses industry standard HVAC and ventilations systems. Plastic sneeze guards have been placed at areas where staff interact with individuals such as security desks, information desks and audio/guide desks. More of these sneeze guards can be added as needed. Posters reminding staff to wash their hands are placed in restrooms. Electronic temperature monitors were located in the parking garage and at Central Security during the height of the pandemic and during the closure of Getty Center and Getty Villa. Employees

who register temperatures outside of normal, as indicated on the monitor, are to return to their vehicles, phone their supervisor, and go home. These temperature monitors will be reinstated if needed.



Custodial has increased their cleaning of all spaces using hospital grade cleaners. This includes all offices, cubicles, pantries, common areas, restrooms, knobs, railings, touch surfaces, elevator buttons, doorknobs, elevators, stairs, dining areas, terraces, tram, waiting areas, conference rooms, galleries, lobbies, observation area, outside areas, trash cans and picnic areas. This cleaning is done up to five (5) times daily.

### **Administrative Controls:**

Early during the COVID-19 pandemic, the Getty instituted a stay-at-home policy for all but essential staff. Laptops and other equipment were provided so that most staff could perform their duties remotely. For those workers who are deemed to be essential staff, their work shifts are staggered so that less individuals are together, and the Center and the Villa were closed to all visitors and large meetings and events were cancelled. During this period, masks were provided to essential staff. Masks will continue to be provided to staff who ask for them.

Getty also has arranged to have nurses on site to perform COVID-19 testing for staff who are working at one of the Getty locations and will continue to do so until September 3, 2021. Any employee who is not fully vaccinated must receive a weekly COVID-19 test. After that time, testing location information will be provided to any employee who requests such information. If Getty requires an employee to be tested due to exposure at the worksite, Getty will cover the cost of the testing and related worktime. If the pandemic situation changes and we are advised to do so, we will reinstitute on-site testing.

**While on site, all employees are to practice the following requirements:**

1. If required to do so, have your temperature monitored at one of the electronic temperature monitors located in the parking garage or at Central Security.
2. Social distancing. If you are unvaccinated, maintain at least 6 feet between you and another person where possible. If your job requires you to work in tandem with another employee (i.e., moving art), make sure that you wear a splash guard, gloves and a mask. After the task, immediately wash your hands. Social distancing indoors is also required while eating, for staff who are unvaccinated.
3. Wear a mask at all times, except when you are eating or drinking, or when you are in a private office by yourself. Masks are not required for anyone when outside.
4. Use gloves where appropriate, such as when using chemicals (refer to Safety Data Sheets), assisting in medical response, etc.
5. Wash your hands frequently and avoid touching your face and eyes.
6. Follow respiratory etiquette. If you sneeze or cough, do so into your elbow or into a tissue. Immediately throw the tissue away and wash your hands.
7. Wipe down your keyboard and your phone periodically during your workday. While custodial will be cleaning, it is each employee's responsibility to keep their workspace clean.
8. Keep non-work-related items at home to avoid contamination of the work site.
9. Follow all protocols outlined in this safety plan and notify your supervisor or Risk Management should you have any concerns about your personal safety while at work.
10. Register for the weekly COVID testing provided by Getty for those individuals who work on the sites and attend the appointment. Currently, testing will take place on-site at the Center and at the Villa September 3, 2021.

If other infectious diseases become active, additional measures may be taken as directed by the CDC, County Department of Public, and/or the Getty and staff will be notified by email and via This Week.

## **SIGNAGE:**

Throughout Getty facilities, signage indicating the requirement for masks, social distancing, hand washing, etc. have been placed. Signage has also been placed in the Café regarding social distancing for vaccinated and non-vaccinated staff.

## **Isolation at Work:**

### **If you become sick at work:**

- Immediately contact your supervisor and/or security and proceed to the first aid room. Wear a mask and avoid contact with as many people as possible.
- The designated security responder will take your temperature and, if you are able, will escort you to your vehicle while exercising as much social distancing as possible.
- The responder will ascertain where you have been in the workplace and make arrangements for custodial to sanitize those areas along with the isolation room. They will also ask about any individuals with whom you have had contact at the work site. Security will provide the names of these individuals to your supervisor so that the proper notifications can be completed.
- If a COVID-19 case is reported at the workplace, HR will do the following:
  - Determine the day and time of the COVID-19 case was last present, the date of a positive COVID-19 test and the date that the individual exhibited symptom, if any
  - Determine who have had a close contact with the affected employee and the areas that the affected employee visited.
  - Within one business day, HR will notify employees that the worksite may have been exposed to COVID-19 but will not reveal any identifying personal information.
  - Notice will be written to all staff via email and on Getty GO.
  - HR will also notify any contractors on site of the potential exposure.
  - Testing will be provided at no cost to the employee, during paid time, if that had a close contact in the workplace and will provide information regarding benefits with the following exceptions:
    - Employees who are fully vaccinated and have no symptoms.
    - COVID-19 cases who returned to work and have remained free of symptoms for 90 days after the initial onset of symptoms or who never developed symptoms for 90 days after the first positive test.
  - Investigation as to whether and workplace condition contributed to the risk of COVID-19 exposure and what could be done to reduce such exposure, if any.

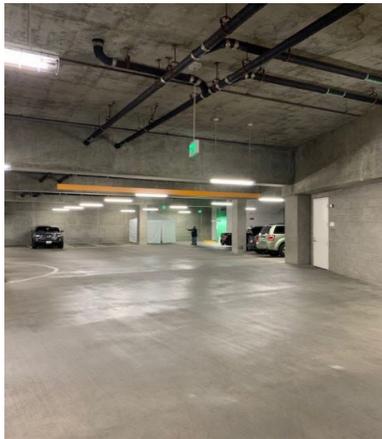
Employees who have had COVID-19 may not return to work until:

- At least 24 hours have passed since a fever of 100.4 degrees or higher has resolved without the use of fever-reducing medications; and,
- COVID-19 symptoms have improved; and,
- At least 10 days have passed since the COVID-19 symptoms first appeared.

If these conditions are all met, an employee will not need a negative COVID-test to return to work. If the Department of Public Health orders an employee to be isolated/quarantined, the employee will not return to work until the isolated/quarantined period is over or the order is lifted.

If it becomes necessary to reinstate more restrictive pandemic regulations as set forth by the County Department of Public Health, isolation areas will be set up as follows:

- Proceed to the security isolation area as indicated below:
  1. At the Center, a tent will be erected on the P2 level of TOH will serve as our isolation area.



2. At the Villa, the isolation area will be located in a tent placed in Central Parking just inside the Villa Drive East entrance.



3. At the Annex, the isolation area will be located in the General Storage area along the eastern wall.



- A notice will be placed on all doors leading into the isolation area indicating that no one is to enter. The tent will be equipped with a cot, blankets, and a chair. After each use, the cot and chair will be disinfected, and the blankets cleaned.

### **RETURNING TO WORKSITES**

Now that the Getty has given the authorization for all employees to return to work at one of the Getty locations as their primary work location, employees are returning in phases based on the employee's responsibilities, the Getty's ability to maintain social distancing between returning workers, telecommuting feasibility and other factors. All employees are to follow all **Administrative Controls** as indicated above.

## **POSITIVE COVID TESTS**

If you test positive for COVID, either through the weekly testing or through testing outside of the Getty, immediately contact your supervisor or HR. Getty does receive notice of positive test results through our testing facility. HR will ask questions required for contact tracing and will also notify the County Department of Health, as required by law. You may be contacted by the County Department of Public Health should you test positive.

If there is a positive outbreak at the Getty, all staff will be notified via email and/or via “This Week”. Likewise, all contractors working on site will be notified, in writing, by the HR Director.

## **COMPLIANCE**

Failure to abide by all required safety protocols will be subject to disciplinary action.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Those individuals working on site will be provided with appropriate PPE, when requested. This includes disposable gloves, masks, face shields, safety goggles, and masks. Never share PPE. Make sure to wash/clean face shields, safety goggles and respirators before and after each use. If an employee feels that their work area needs additional hand sanitizer, gloves, or other PPE, please contact your supervisor for a request to be made to the Facilities Help Desk.

## **WORKERS’ COMPENSATION**

If an employee, who is working on site, contracts COVID-19, and it is determined that the virus was contracted at work, the employee is entitled to Workers’ Compensation benefits. They should immediately contact their supervisor and the Risk Manager to file a claim.

Initial Plan July 2020	Linda Somerville
Revision to initial plan – January 4, 2021	Linda Somerville
Revision – ETS June 17, 2021	Linda Somerville
Revision – Cleaning Protocols – July 26, 2021	Linda Somerville
Revision – update on EETS from Cal/Osha – January 25, 2022	Linda Somerville

## **Getty Infectious Disease Preparedness and Response Plan** **Acknowledgement**

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the Getty's Infectious Disease Preparedness and Response Plan.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Employee:** *Please return this form to the Risk Management Department:*

Via Mail: 1200 Getty Center Drive, Los Angeles, CA 90049

OR

Electronically: [riskmanagement@getty.edu](mailto:riskmanagement@getty.edu)