

WEST HOLLYWOOD
DIRECTOR OF EMERGENCY SERVICES

EXECUTIVE ORDER NO. 2020-4

EMERGENCY EXECUTIVE ORDER OF THE CITY
MANAGER/DIRECTOR OF EMERGENCY SERVICES OF THE
CITY OF WEST HOLLYWOOD, CALIFORNIA,
IMPLEMENTING EMERGENCY MEASURES TO PREVENT
THE SPREAD OF COVID-19

SECTION 1. RECITALS

- A. All of the recitals in West Hollywood Director of Emergency Services Executive Order Nos. 2020-2 and 2020-3 remain in effect and are incorporated herein by reference.
- B. As of the date of this Order, the Governor has authorized some limited retail and outdoor recreation venues to reopen and the County of Los Angeles updated its Safer at Home Order on May 13, 2020 to begin the move into stage 2 of the County's roadmap to recovery. As part of the revised Safer at Home Order, the County issued general Reopening Checklists for Tennis and Pickleball courts, attached to the Order and incorporated herein by reference ("Tennis Reopening Guidelines"). The Tennis Reopening Guidelines include recommended restrictions to protect public health, ensure social distancing, ensure proper infection control, communication with the public and ensuring equitable access to services. Compliance with those recommendations is critical to safely reopening the local tennis courts. The tennis courts at Plummer Park and West Hollywood Park are accessible without obtaining access to the main park areas that will remain closed.
- C. While city parks are closed, the city has received complaints that people are congregating in the city's parklets, which are small public park-like areas constructed in the right of way over parking spaces and authorized through an encroachment permit. See WHMC Chapter 11.29. The City's Emergency Orders require clarification that parklets are closed, along with all city parks.
- D. The WHMC sets the time for city council meetings to take place in council chambers. Given the state of emergency and Governor's suspension of certain Brown Act requirement to facilitate telephonic meetings in lieu of a physical meeting location, this order also confirms that meetings may be held at an earlier time, which is possible through use of telephonic and video platforms, such as Zoom.
- E. During the pendency of the local emergency and statewide state of emergency, the Director of Emergency Services is empowered: "[to] make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must

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be confirmed at the earliest practicable time by the City Council. . .” under Section 2.80.060 A.(6)(a) of the West Hollywood Municipal Code.

- F. This Order is adopted pursuant to the City’s police powers and powers afforded to the City in time of national, state, county and local emergency during an unprecedented health pandemic, such powers being afforded by the State Constitution, State law, and the Chapter 2.80 of the West Hollywood Municipal Code to protect the peace, health, and safety of the public, and to protect life and property as affected by the emergency, in that this Order clarifies provisions of prior orders and begins a very limited reopening of recreation opportunities in accordance with guidance from public health officials. The Safer at Home restrictions have been in place for approximately two months and allowing tennis as one available recreation option will benefit the public following two months of requirements to stay at home. This order also allows public city council meetings to take places earlier in the evening, which is possible during the safer at home orders.

NOW, THEREFORE, I, Paul Arevalo, the Director of Emergency Services for the City of West Hollywood, do hereby issue the following order to become effective immediately, subject to ratification as soon as practicable by the City Council:

IT IS HEREBY ORDERED THAT:

SECTION 2. Emergency Measures.

A. The tennis courts at West Hollywood Park and Plummer Park may reopen, subject to compliance with the attached Tennis Reopening Guidelines. Notwithstanding Executive Order 2020-3 requiring facial coverings, employees, staff, players and instructors shall adhere to the requirements of the Tennis Reopening Guidelines, including applicable face covering restrictions. In accordance with the Guidelines, face coverings are required at all times, except during singles play. Except for the reopening of the tennis courts, the city parks remain closed to the public, including city parklets.

B. Notwithstanding WHMC Section 2.08.040, during the period of local emergency, regular City Council meetings may be held telephonically, in accordance with orders of the Governor of the state of California. Closed session meetings may begin at 5:00 p.m. and regular meetings may begin at 5:30 p.m. (unless a regular meeting is to, or a special meeting is called for, a different time).

SECTION 3. Severability. If any section, subsection, sentence, clause, phrase or word of this order is found to be unconstitutional or otherwise invalid by any court of competent jurisdiction, such decision shall not affect the remaining provisions of this order.

SECTION 4. Effective Date and Termination. This Order shall become effective immediately and shall continue until the earlier to occur of: (1) the conclusion of the local emergency; (2) its termination is ordered by the City Manager/Director of Emergency Services; or

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(3) it is duly terminated by the City Council. The Order may also be superseded by a duly enacted ordinance or order of the City Council expressly superseding this Order.

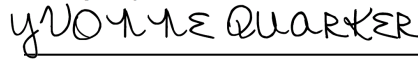
ORDERED by the City Manager/Director of Emergency Service this 26th day of May, 2020.

DocuSigned by:



Paul Arevalo, City Manager and Director of
Emergency Services
City of West Hollywood

DocuSigned by:



Yvonne Quarker, City Clerk

General Reopening Checklists for Tennis and Pickleball Courts

The Los Angeles County Department of Public Health (Public Health) is calling on the public, all business owners and community organizations to support the reopening of businesses and public spaces. Through our collective Safer at Home efforts, we have successfully slowed the number of new COVID-19 cases and hospitalizations, allowing for a phased reopening of many aspects of regular life.

To aid in this transition, Public Health asks all tennis and pickleball court operators to take appropriate steps to plan for reopening, in alignment with the Recovery Plan. The following issues are critical and must be addressed to ensure that workers and players reduce the risk of spread at tennis or pickleball courts:

- (1) Protecting and supporting employee and customer health
- (2) Ensuring appropriate physical distancing
- (3) Ensuring proper infection control
- (4) Communicating with the public
- (5) Ensuring equitable access to services

These critical areas have been incorporated into the checklist below and must be implemented as required tennis and pickle ball court reopening protocols.

All Tennis and Pickleball Courts must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.

Tennis/Pickleball Court name: _____

Facility Address: _____

A. RECOMMENDED RESTRICTIONS

- Physical distancing of six (6) feet is maintained at all times.
- Only singles play is permitted.
- Each participant must bring their own bucket of balls with their initials on each ball. Participants are permitted to handle their own tennis and pickleball balls.
- Participants are required to wear face coverings at all times except during play.
- Participants are instructed to bring water and hand sanitizer or disinfecting wipes to wash and sanitize hands frequently.
- A maximum of one-hour play is allowed on heavy traffic days.
- Private lessons are allowed using proper physical distancing techniques. Both the student and instructor are required to wear face coverings. No group lessons involving more than two (2) tennis or pickleball students are allowed.
- Doors, entrances, and/or gates are open during normal operational hours.

- Payment of any fees is done on-line and/or utilizing an outdoor facing window or door.

If Employees or Staff are present on site:

- All employees have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees' arrival. A temperature check should be done at the worksite if feasible.
- All employees who have contact with the public or other employees during their shift (s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees need not wear a cloth face covering when the employee is alone in a private office or a walled cubicle.
- Employees are instructed to wash their face coverings daily.
- Employees have been reminded to adhere to personal prevention actions including:
 - Stay home when you are sick. Stay home for at least 3 days (72 hours) after recovery, which means your fever has resolved without the use of fever-reducing medications and there is improvement in your respiratory symptoms (e.g., cough, shortness of breath), AND at least 10 days have passed since your symptoms first appeared.
 - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands before meals, after using the restroom and after coughing and sneezing.
 - Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (not your hands).
 - Do not touch your mouth, eyes, nose with unwashed hands.
 - Avoid contact with people who are sick.
 - Avoid sharing items such as phones or other devices. If devices must be shared be sure to wipe them down with a disinfectant wipe before and after sharing.
 - Constantly observe your work distances in relation to other staff. Always maintain the recommended minimum 6 feet separation from others unless



specific work assignments require less distancing and wear a face cloth covering when working near or with others.

- Disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared devices, and doorknobs. This should be done hourly during business hours.

- Copies of this Protocol have been distributed to all employees.

B. MAINTENANCE PROTOCOLS

- Group gatherings are prohibited, and benches and tables are removed or cordoned off because they can't be used.
- Commonly used items are sanitized regularly.
- Commonly used equipment is sanitized before and after each use.
- Restrooms are sanitized regularly.
- Water fountains are available to fill water bottles only.

C. MONITORING PROTOCOLS

- Instructional and informational signage is posted throughout the facility regarding infection control, physical distancing and the use of face coverings.
- Facility Operators conduct periodic visits to monitor that players are complying with the restrictions.
- Players are asked to leave if not complying with these restrictions.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

**Tennis Court
Contact Name:** _____

Phone number: _____

**Date Last
Revised:** _____