
Getty Infectious Disease Preparedness and Response Plan

January 2021

The following outlines the steps that the Getty has taken and will continue to take in regard to any infectious disease after assessing the risk. 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.

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, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, 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 symptoms 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.

Exposure

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

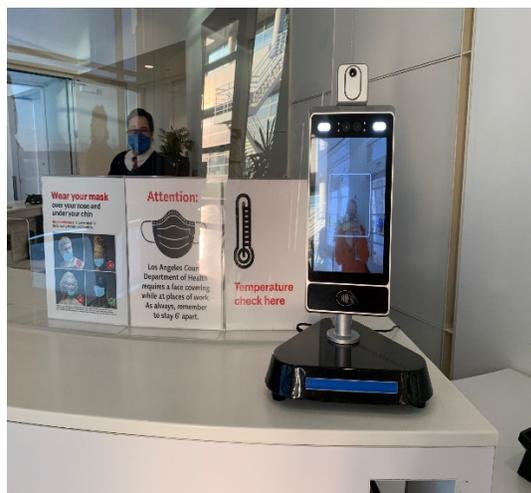
Wash hands frequently and thoroughly after using restrooms, before eating, after eating, after using PPE, etc. with soap and water for at least 20 seconds. Use an electric blower or paper towel and throw the towel into the trash can. If you are at a remote location, use hand sanitizer with at least 60% 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 at all times, except when you are eating or drinking.



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 are located in the parking garage and at Central Security. Employees who register temperatures outside of normal, as indicated on the monitor, are to return to their vehicles, phone their supervisor, and go home.



Custodial has increased their cleaning of all spaces using hospital grade cleaners. This includes all offices, cubicles, pantries, common areas, restrooms, knobs, railings, etc.

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 was 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.

Getty also has arranged to have LabCorp nurses on site to perform COVID-19 testing for staff who are working at one of the Getty locations.

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

1. Have your temperature monitored at one of the electronic temperature monitors located in the parking garage or at Central Security.
2. Social distancing. 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.
3. Wear a mask at all times;
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 work day. While custodial will be cleaning, it is each employee's responsibility to keep their work space 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; and,
10. Register for the weekly COVID testing provided by Getty for those individuals who work on the sites and attend the appointment.

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:

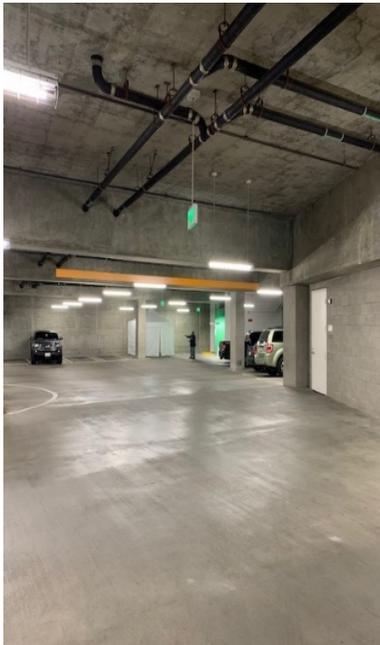
Throughout Getty facilities, signage indicating the requirement for masks, social distancing, hand washing, etc. have been placed. Also signage limiting the number of individuals riding elevators has been placed on all elevators to remind individuals of this protocol.



Isolation at Work:

If you become sick at work:

- Immediately contact your supervisor and/or security.
- Proceed to the security isolation area as indicated below:
 1. At the Center, a tent erected on the P2 level of TOH will serve as our isolation area.



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



3. At the Annex, the isolation area is 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 is equipped with a cot, blankets, and a chair. After each use, the cot and chair will be disinfected and the blankets cleaned.
- 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 work place 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.

RETURNING TO WORKSITES

After an infectious disease outbreak, and after health authorities have given the authorization for employees to return to work and depending on the type of disease, employees will be returned in phases based on the employees responsibilities, the Getty's ability to maintain social distancing between returning workers, telecommuting feasibility and other factors related to the employee's responsibilities at home (child care, elder care, etc.). 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

Security has assigned a Supervisor who will check each area to make sure that all staff and contractors are complying with the required safety protocols. 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. This includes disposable gloves, masks, face shields, safety goggles, and masks to workers who must be consistently within six feet of guests or co-workers. 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.

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