



ERIC GARCETTI  
MAYOR

## EXECUTIVE DIRECTIVE NO. 26

Issue Date: June 11, 2020

**Subject: City of Los Angeles Response to the COVID-19 Pandemic: Disaster Service Worker Program and Volunteer Program**

The City's ability to respond to and recover from any disaster requires the mobilization of significant resources to meet challenges above and beyond typical operations, and Disaster Service Workers (DSW) and Disaster Service Worker Volunteers (DSWV) play critical roles in this area.

On March 4, 2020, I declared a local emergency due to COVID-19, a local health emergency and global pandemic. On March 18, 2020, I activated the DSW Program to support the City's emergency response for the COVID-19 virus. Due to the unique nature of addressing a pandemic disease, it may help to clarify how we intend to marshal the DSW and DSWV program resources to help manage the City's response and recovery.

The instructions contained in this Executive Directive shall be implemented by Department Heads, including all Board and Commission members, General Managers, Directors and Administrators of Departments, Offices, Bureaus and Agencies.

**Accordingly, I hereby direct as follows:**

1. A Task Force led by the Office of the Mayor, in consultation with the Personnel Department, and composed of the Emergency Management Department, Information Technology Agency, and other department representatives as deemed necessary shall convene to administer the day-to-day operations of the DSW Program for the duration of the activation. The duties of the Task Force include, but are not limited to, the following:
  - a) Determining the workforce numbers required to address the current disaster. Contacting the departments to activate their bench lists for full time DSW work.

- b) Updating any DSW classifications and general duties as required to address the disaster.
  - c) Reviewing and assigning DSW missions to departments for their Department Personnel Officers to schedule staff into shifts.
  - d) Ensuring DSW Program requirements for training, workers' compensation, and demobilization are met.
  - e) Integrating the Disaster Service Worker Volunteers (DSWV) into mission deployment.
  - f) Creating any other policies and procedures necessary to administer the DSW Program.
2. All General Managers shall make available the Department's full-time workforce for DSW deployment at the necessary level as determined by the Office of the Mayor. Departments shall identify a minimum of 10% of their respective workforces in Continuity of Operations Plans (COOP) for a DSW bench list that could be made available immediately during a DSW activation, and for the entire duration of the emergency. Depending on the disaster, the Task Force could require departments to only use a portion of, or add additional staff to, their DSW bench list.
  3. All General Managers shall ensure their Department Personnel Officers assist in the scheduling and deployment of City employees as required by the Task Force.
  4. The Personnel Department will work with the Emergency Management Department to ensure disaster training, if necessary, is approved, documented and supervised, and shall ensure disaster training is commensurate with the duties of the DSW.
  5. The individual operating departments and the departments' managers and supervisors continue to be responsible for tracking the hours worked/timekeeping and the related hours/activities of their reassigned DSW personnel. An employee who fails to report to a DSW assignment (or leaves the assignment) without authorization may be subject to disciplinary action by his/her regular appointing authority.
  6. As the needs of this particular emergency dictate, it may become necessary for DSW to perform a wide variety of duties. Such duties may include, without limitation, human services (such as providing food, shelter, or other aid to populations in need of special assistance), general labor, law enforcement assistance, logistics, medical and environmental health work (such as hospital and clinical support, sanitation, food and water safety, virology or serology testing, contact tracing in coordination with local public health departments, or safety assessment), or any other assignment deemed necessary to address the pandemic upon approval from the Office of the Mayor and the State.

7. Each DSW in any classification shall, without regard to a formal designation or assignment, be considered to be acting within the scope of disaster service duties while assisting any unit of the City of Los Angeles Emergency Operations Organization (EOO) or performing any act contributing to the protection of life or property, or mitigating the effects of COVID-19. This shall hold irrespective of whether the DSW acts under the authorization of a duly constituted superior in the emergency organization or under the direction of another government organization as authorized by the Office of the Mayor, such as the County of Los Angeles Department of Public Health while carrying out a mission assigned to such an agency by a responsible state or local authority.
8. Long-term DSW assignments may be necessary to meet the required needs of Angelenos depending on how this pandemic evolves.
9. The City of Los Angeles ensures access for City employees acting as a DSW to the City workers' compensation benefits. This program is made available to protect those workers from financial loss as a result of injuries/illnesses sustained while performing authorized disaster-related activities, including pre-approved training. Claims sustained by City employees while performing disaster services will be filed as workers' compensation claims under the same authorities and guidelines as with all employees within the City of Los Angeles.
10. Upon demobilization, the DSW will return to their regular City classifications. No time spent as a DSW shall count against time in the classification for seniority or examination requirement purposes. Any City employee requiring additional support after their disaster service experience will be offered assistance through the City's employee benefits.

Executed this 11th day of June, 2020.

A handwritten signature in black ink, appearing to read 'E. Garcetti', is positioned above a horizontal line.

ERIC GARCETTI  
Mayor