



LACCD EMERGENCY OPERATIONS CENTER SAFETY ADVISORY VEHICLE CURBSIDE PICKUP/DROPOFF PROTOCOL

June 15, 2020

INTRODUCTION

In order to further reduce the spread of COVID-19 at the Los Angeles Community College District (LACCD) colleges, satellite campus facilities and District facilities, the District is enforcing this Vehicle Curbside Pickup and Drop-off Protocol, which is adopted from the Los Angeles County Department of Public Health [Protocol for Vehicle-Based Parade published](#) May 25, 2020:

CAUTION

LACCD facilities are currently closed to all except designated essential workers. At certain times, the colleges may require employees or students to go to a college campus to pick up materials or equipment, or to drop off materials such as library or bookstore loaned books.

CURBSIDE PICKUP OR DRIVE-THRU EVENT PROTOCOLS

1. A Vehicle-Based Curbside Pickup or Drive-Thru Event must have a designated Host College/LACCD site and LACCD Employee(s) who is/are responsible for ensuring compliance with this Protocol during the event. This Safety Advisory applies to all LACCD sponsored and non-sponsored events.
 - a. A Curbside Pickup or Vehicle-Based Parade is an event where, during the entirety of the event, every participant, excluding the Host, Personnel, and the LASD, except as expressly provided herein, the student and or employee remains in a fully enclosed motorized vehicle with the seat belt fastened and where all occupants of each enclosed vehicle are members of a single household. For clarity, an enclosed vehicle does not include a motorcycle, a convertible with the top open, a vehicle with no doors, or a bicycle. If the vehicle is a ride-share, all occupants in the vehicle must remain in the vehicle with seat belts fastened.
 - b. The Curbside Pickup or Vehicle-Based Parade must have a designated LACCD employee(s) who is/are responsible for ensuring compliance with this Order during the event. Only those personnel of the LACCD or organization necessary to facilitate the parade/drive thru event and to ensure compliance with this Protocol can be present ("Personnel").
 - c. The Host College/LACCD site must ensure participants, LACCD personnel and LASD adhere to the Face Covering and Social (Physical) Distancing Requirements.
 - d. The Host College/LACCD site is responsible for planning the Curbside Pickup or Vehicle-Based Parade event in a manner that complies with all ordinances, permitting requirements, traffic control requirements, and laws of the city or other locality where the event is held.
2. For gatherings of more than 20 vehicles, the Host College/LACCD site must arrange for and provide sufficient LASD personnel sufficient to ensure compliance with the Protocol and address any traffic and safety issues. The Host College or District facility must notify the LACCD Emergency Operations Center of the event before it can occur.
3. The College/LACCD site must develop a Curbside Pickup or Drive-Thru event plan that includes all the elements noted in the Event Plan section below.
4. Only those personnel of the College who are necessary to assist with the Curbside Pickup or Vehicle-Based Parade can be present outside of their vehicles, except as expressly provided below. All personnel assisting the Host College/LACCD site, must use a cloth face covering whenever in contact with others.
5. Participating vehicles cannot exceed their maximum occupancy.
6. Events are by invitation only, with participating vehicles limited to the capacity size of the location, as approved by the local jurisdiction or the LASD.



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7. The Curbside Pickup or Vehicle-Based Parade must take place in an outside location large enough to accommodate the amount of cars invited to line-up as part of the event. Spacing between vehicles must be sufficient to allow for emergency entry and exit.
8. The occupants of a vehicle must be members of the same household or living unit. Participants cannot change vehicles during the parade.
9. If any of the windows on a vehicle is open, the occupants of the vehicle must wear a face covering when approached by event organizers, Personnel, LASD, or the Host College/LACCD site.
10. The Host College/LACCD site may provide a document to one vehicle/parade participant at a time, including a diploma or other paper, or carry away charitable donations, but must do so while adhering to face covering requirements. One person in each vehicle may, as permitted by the Host College/LACCD and adhering to face-covering requirements, leave the vehicle to receive or pick-up items, including a diploma or charitable donations, one vehicle at a time.
11. Occupants of a participating vehicle cannot leave their vehicles except for emergency purposes, to use restroom facilities or as permitted by the Host for brief periods of time (to drop off or pick up items, or to receive a diploma) one vehicle at a time. While outside of the vehicle, participants must use a cloth face covering and remain as distanced from the Host and Host's personnel as possible.
12. If the Host College/LACCD site makes toilet facilities available during the event, they must be sanitized by the Host or Personnel on a regular basis. Markers should be set up to indicate appropriate physical distancing for any line that forms for the restroom. A maximum of 5 people should be allowed to wait in line.
13. Any items or food and drink related trash brought by occupants of a vehicle must remain in the vehicle. No sales of any items or food is permitted during the parade.

EVENT PLAN

1. The Event Plan should be developed by the College/LACCD site prior to inviting persons to participate in the Curbside Pickup or Vehicle-Based Parade event.
2. The Event Plan must also be provided in advance to each invitee and to the local jurisdiction if such jurisdiction has a permitting process.
3. The Event Plan must also be shared in advance with the LASD.
4. The Event Plan must be posted prominently at the gathering location and include:
 - a. Host College/LACCD contact information, cell phone number and e-mail address.
 - b. The total number of Personnel needed to facilitate the event.
 - c. The estimated number of participating vehicles and the estimated length of time the event will last, as approved by the local jurisdiction.
 - d. How the vehicles will line up for entry into the Host's designated location.
 - e. How the arrangement of vehicles will allow for sufficient space to permit emergency entrance and exit from the vehicles.
 - f. How the Host College/LACCD, Personnel, and LASD will monitor the event so that only the occupants of one vehicle are allowed to exit their vehicle at a time during the event (except for toilet facility use and emergency).
 - g. If applicable, how the Host or Personnel will monitor the line at the restrooms to ensure Social Distancing Requirements are being met and no more than 5 people are waiting in line.
 - h. If applicable, how the Host College/LACCD site or Personnel will ensure the bathrooms will be disinfected between uses.