



GILBERT A. LIVAS
City Manager and Emergency Services Director

**EMERGENCY ORDER NO. 2
NON-CONTACT TEMPERATURE SCREENING AND FACE COVERINGS
AT CITY FACILITIES**

RECITALS

WHEREAS, on March 4, 2020, the Governor of the State of California declared a State of Emergency in response to the COVID-19; and,

WHEREAS, on March 4, 2020, the Health Officer of Los Angeles County determined that there is an imminent and proximate threat to the public health from the introduction of COVID-19 in Los Angeles County, and declared a Local Health Emergency, and the Los Angeles County Board of Supervisors concurrently proclaimed the existence of a local emergency for the County of Los Angeles; and,

WHEREAS, on March 16, 2020, the Los Angeles County Department of Public Health instituted the “Safer at Home” order to control the spread of COVID-19, which among other things, temporarily prohibits all events and public gatherings of 50 or more people, and the closure of non-essential businesses and areas;

WHEREAS, on March 18, 2020, the City Manager, acting as the Director of Emergency Services for the City of Downey, proclaimed the existence of a Local Emergency due to the spread and potential further spread of COVID-19, which the City Council for the City of Downey ratified at its regular meeting on March 24, 2020; and

WHEREAS, on March 21, 2020, the Los Angeles County Department of Public Health issued a Health Order prohibiting all indoor and private gatherings and all outdoor public and private events; and

WHEREAS, in April 2020 Governor Newsom and the State Public Health Officer articulated a 4 Stage framework (“California Pandemic Resilience Roadmap”) to reintroduce sectors and activities in a phased manner to protect health and safety and lower COVID-19 transmissions and outbreaks in the community; and

WHEREAS, on May 13, 2020 the County of Los Angeles announced its “Reopening Safer at Work and in the Community Revised Order” moving the County of Los Angeles through “Stage 2” of “California’s Pandemic Resilience Roadmap”; and

WHEREAS, on May 29, 2020 the County of Los Angeles announced the State’s approval of the County’s plan to move further into “Stage 2” of California’s “Pandemic Resilience Roadmap”; and

WHEREAS, by order of the City Manager acting as the Emergency Services Director, Downey City Hall and other city facilities were opened to the public effective June 1, 2020 with social distancing protocols in place;

WHEREAS, the COVID-19 virus is infecting people and spreading easily from person-to-person; and according to the Center for Disease Control (CDC), the spread of the COVID-19 virus can occur via respiratory droplets transmitted through persons in close contact with each other and airborne transmission may be possible in specific circumstances and settings; and,

WHEREAS, the CDC reports that recent studies show that a significant portion of individuals with COVID-19 lack symptoms (“asymptomatic”) and that even those who eventually develop symptoms (“pre-symptomatic”) can transmit the virus to others before showing symptoms and that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms; and

WHEREAS, as the number of COVID-19 cases continue to rise, and with no vaccine for the treatment of COVID-19, there continues to be an immediate threat to the public health and safety; there is an immediate need to institute additional safety measures for the protection of members of the public entering and city employees working in city facilities, including the use of face coverings and non-contact temperature checks, to stop the spread of COVID-19; and

WHEREAS, on April 10, 2020, Los Angeles County Public Health Department issued an order that wearing cloth face coverings are required when interacting with persons not members of the same household or in public or private spaces; and,

WHEREAS, non-contact temperature checks is an additional tool to reduce the risk of possible COVID-19 community transmissions in city facilities and will be in effect for a limited period of time; and

WHEREAS, members of the public who elect not to wear a face covering or submit to non-contact temperature checks prior to entering a city facility may still transact city business and access Downey Council Members and city services by phone, email or online; and

WHEREAS, members of the public who elect not to wear face coverings or submit to non-contact temperature checks prior to entering a city facility where a public meeting is taking place, may attend and participate in said meetings telephonically, view the meeting via YouTube live stream and submit public comments by email;

As the Director of Emergency Services pursuant to Downey Municipal Code Section 2433(a) and by the powers vested in me by Downey Municipal Code Section 2434, I hereby issue the following order, to be effective immediately through August 31, 2020, unless otherwise provided:

1. Members of the public entering City of Downey facilities shall participate in a non-contact temperature screening as a condition of entry.
2. Temperature screeners shall wear a Fire Department-approved mask and gloves.
3. Those with an elevated temperature (results at or above 100 °Fahrenheit, 38 °Celsius) shall not be permitted to enter any City facility.

4. Members of the public entering City of Downey facilities shall wear a face covering at all times while inside city facilities. This order shall remain in place as long as the Los Angeles County Public Health Order requiring face coverings is in effect.
5. Individuals not permitted to enter a City facility will be provided written information on how to receive City services, contact City Council Members or attend city meetings by phone, email, or on-line (Attachment A).
6. This Order shall be subject to amendment, extension or repeal at any time, and shall not be deemed to confer any contractual obligations, property rights, or assume any City liability.
7. If any provision of this Order or its application any person or circumstance is held to be invalid, then the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.

IT IS SO ORDERED.

Director of Emergency Services



Gilbert A. Livas
City Manager

6/4/20
Date

11:00am
Time

ATTACHMENT A

Members of the public may receive City of Downey services, contact City Council Members or attend city meetings by phone, email or on-line. Below is a list of contact information:

EMERGENCY SERVICES

Call 911 for emergencies.

- **Downey Police Department - 562-861-0771**
Police Department lobby will remain open for business. Online services available include:
[Request traffic collision reports: https://policereports.lexisnexis.com/](https://policereports.lexisnexis.com/)
[File online crime report: https://www.downeyca.org/our-city/departments/police/file-online-report](https://www.downeyca.org/our-city/departments/police/file-online-report)
- **Downey Fire Department – 562-904-7345**
Fire administration office will be closed to the public. Phone line will be open for general Fire and hazmat inquiries. Fire alarm and sprinkler plan submittals will be processed BY APPOINTMENT ONLY. Please call 562-904-7345 to make an appointment.

FINANCE DEPARTMENT

Cashier's office at City Hall will be closed to the public. Water bill payments can be processed by phone, online, or placed in the DROPBOX outside City Hall. The following phone lines are open for questions/information:

Water Billing – 562-904-7246

Business Licenses and Permit Fees – 562-904-7249

Available Online Services:

[Pay Water Bill: https://www.downeyca.org/residents/payments-permits/pay-water-bill-online](https://www.downeyca.org/residents/payments-permits/pay-water-bill-online)

[Business License Application: https://www.downeyca.org/i-want-to/get/business-license](https://www.downeyca.org/i-want-to/get/business-license)

COMMUNITY DEVELOPMENT DEPARTMENT

- **Planning Division**
Planning counter closed for in-person visits. Land Use Permit Applications, Plan checks and reviews will be processed BY APPOINTMENT ONLY. Please call 562-904-7154 to make an appointment. The City created a DROPBOX for patrons to drop off plans. The two bins are located at the City Hall entrance.
- **Building & Safety Division**
Building counter closed for in-person visits. Permit applications, submission of plan checks, and inspections available BY APPOINTMENT ONLY. Please call 562-904-7142 to make an appointment. The City created a DROPBOX for patrons to drop off plans. The two bins are located at the City Hall entrance.
[Permit Application Form: https://www.downeyca.org/home/showdocument?id=66](https://www.downeyca.org/home/showdocument?id=66)
- **Code Enforcement Division**
Office closed for in-person visits.
Phone line open for general inquiries and request for inspections. Please call 562-904-2392.
- **Economic Development and Housing Divisions**
Offices closed for in-person visits.
Economic Development – for questions or information on economic development projects, please call 562-904-7151.
Housing Rehab Program – applications accepted BY APPOINTMENT ONLY. Please call 562-904-7161 for an appointment.

PUBLIC WORKS DEPARTMENT

- **Engineering Permits**

Permit application submissions for encroachment/excavation & wide-load permits available BY APPOINTMENT or online. Please call 562-904-7110 to make an appointment.

Online Services & Forms Available:

[Public Works Encroachment Permit Application:](#)

<http://downeygis.org/PWPermitSystem/EncPermitData/Add-EncPermitData-PUBLIC.aspx>

[Construction & Demolition Form \(PDF\)](#)

<https://www.downeyca.org/Home/ShowDocument?id=3523>

[Construction & Demolition Form - Roofing Only \(PDF\)](#)

<https://www.downeyca.org/Home/ShowDocument?id=3525>

[Refundable Cash Deposit Form \(PDF\)](#)

<https://www.downeyca.org/Home/ShowDocument?id=3527>

- **Water Service**

Water services will continue running uninterrupted. To turn-on/turn-off waters services or to report an issue, please call 562-904-7202.

- **Trash Collection**

Trash collection services will continue without interruption. For questions or more information, please visit [CalMet](#)

[Services](#) (<https://portal.calmetervices.com/Calmet/Login.aspx>) website or call 562-259-1239. You may also call the Public Works Department at 562-904-7103.

- **City Service Requests**

Service requests for non-emergency issues can be submitted [online](#) (<http://downeygis.org/ServiceRequestR/ServiceRequest/Add-ServiceRequest.aspx>) or through the City's "My Downey" app. This service can we used to report potholes, graffiti removal, illegal dumping, street light malfunctions, among other issues. Issues may also be reported by phone at 562-904-7194. The Graffiti Removal Hotline will continue to be in service – 562-923-4484.

- **Construction Operations during COVID-19**

[Recommendations for Construction Projects](#)

<https://www.downeyca.org/Home/ShowDocument?id=4623>

PARKS & RECREATION DEPARTMENT

- Phone line for Parks & Recreation Administration Office will be open for inquiries: 562-904-7238.
- All Parks and Recreation programs, special events, and activities in parks and facilities are temporarily suspended. [Visit the Department's website](#) (<https://www.downeyca.org/our-city/departments/parks-recreation>) for updates.
- All reservations in buildings and parks will be canceled or rescheduled.
- Due to the Downey Unified School District closure, the ASPIRE program will also be closed until further notice.
- Parks will remain open, except for the use of playground equipment, tennis courts, volleyball courts, basketball courts, fitness equipment and Skate Park.
- Dial-a-Ride transportation services will continue without interruption.
- Staff will begin a Senior Wellness Check program for Downey senior residents. Patrons can register to participate by contacting (562) 904-7238.
- For the Senior Congregate Meal Program frozen meal pick-up availability and registration, patrons can contact (562) 862-8800.

COLUMBIA MEMORIAL SPACE CENTER

- Staff will be available to answer questions from the public by phone at (562) 231-1200 or by email at info@downeyca.org.
- During the Space Center closure, staff will be exploring ways to continue to engage with the public through other digital means. Visit the Space Center website at <https://www.columbiaspacecenter.org/> for updates.

LIBRARY

- Staff will be available to answer questions from the public by phone at (562) 904-7360 or by email at questions@downeyca.org.
- The Downey Library was previously closed due to renovations as part of Measure S. Residents can still access Library services digital at <https://www.downeylibrary.org/digital-library>

CITY COUNCIL MEMBERS:

City Council members can be contacted by phone at (562) 904-7274 and by email at:

Mayor Blanca Pacheco – District 1

bpacheco@downeyca.org

Mayor Pro Tem Claudia M. Frometa – District 4

cfrometa@downeyca.org

Council Member Sean Ashton – District 2

sashton@downeyca.org

Council Member Rick Rodriguez – District 3

rrodriguez@downeyca.org

Council Member Alex Saab – District 5

asaab@downeyca.org

CITY MEETINGS

- Pursuant to Paragraph 3 of Executive Order N-29-20, executed by the Governor of California on March 17, 2020, and County of Los Angeles Department of Public Health Order of the Health Officer Revised Order Issued May 29, 2020 as a response to mitigating the spread of Coronavirus known as COVID-19 and providing direction for moving the County through Stage 2 of California's pandemic resilience roadmap, City Council meetings will allow members of the public to participate and address the City Council during the open session of the meeting via teleconference as well as a limited number of in person attendees within the City Hall Council Chambers. The public can also contact (877) 853-5247 or (888) 788-0099, and enter the Meeting ID number listed on the meeting agenda and press the # (pound) key, to listen to the City Council or Planning Commission meeting.
- City Council and Planning Commission meetings will continue to be live streamed through the City's [YouTube Channel](#): <https://www.youtube.com/channel/UCjWsukwVjG13PI3UugptpRg/live>.
- The City has created two email addresses: ccpubliccomment@downeyca.org (City Council Meetings) and pcpubliccomment@downeyca.org (Planning Commission Meetings) where the public can submit public comment to be read into the record at a City Council or Planning Commission meeting. The email addresses are posted on the [City Clerk's and video streaming webpages](#) <https://www.downeyca.org/our-city/departments/city-clerk/city-council-planning-commission-videos>