



**LACCD EMERGENCY OPERATIONS CENTER  
SAFETY ADVISORY  
VEHICLE CURBSIDE PICK**



## **LACCD EMERGENCY OPERATIONS CENTER SAFETY ADVISORY VEHICLE CURBSIDE PICK UP/DROP-OFF PROTOCOL**

**Revised August 17, 2020**

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 are open, the vehicle occupant(s) 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 restroom 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.

### **¡ CURBSIDE! PICK UP OR DROP OFF PROTOCOLS! PEDESTRIAN PARTICIPANTS**

All appropriate social distancing protocols, signage, distance markings and other similar requirements as noted here for vehicles, and in accordance with LACDPH orders / guidance, will be used for (and outlined in) event plans for the safety of all involved in any pre-established pedestrian pick up/drop off sites and events.

### **EVENT PLAN**

1. The Event Plan should be developed by the College/LACCD site prior to inviting persons to participate in the Curbside Pick Up 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 restroom 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.