

Los Angeles County Public Health Councils Program Draft Scope of Work for Certified Worker Organizations

Applications Due by **Friday, January 22, 2021**



[Public Health Councils Program Announcement](#) – [Solicitation](#) – [Application](#)

GOALS

- Educate workforces and employers on Los Angeles County Health Officer Orders (HOOs)
- Support implementation of public health councils (PHCs)
- Support workers in identifying and addressing potential HOO violations at worksites
- Support workers in implementing peer-to-peer education on HOOs
- Support workers in reporting potential HOO violations to Los Angeles County Department of Public Health (Public Health)

ACTIVITIES

I. Participate in meetings and convenings with Public Health

- a. Participate in kick-off meetings with Public Health about implementation of Scope of Work (SOW)
- b. Participate in ongoing meetings with grant managers, who will provide guidance and technical assistance regarding program implementation

II. Complete Training and Certification with Professional Training Organization

- a. Organizational representatives implementing PHC program participate in all required training sessions, which include:
 - i. Detailed instruction about County HOOs specific to the prioritized sectors in which CWOs will work
 - ii. Administrative and legal regulations and requirements relevant to the PHC Program
 - iii. Instructions for how to prioritize businesses within a sector for the PHC Program using Public Health supported data, case rate analysis and reports of violations
 - iv. Clarifying the role of CWOs and PHCs as limited to compliance with the HOO and Public Health's protocols
 - v. Refresher courses and CWO convenings, as needed
 - vi. Training assessments for CWO certification
 - vii. Review of training content used by CWOs for assisting PHCs
- b. Organizational representatives take certification exams and get certified by Public Health
- c. Participate in follow up technical assistance meetings with professional training organization (PTO) after training and certification is completed

III. Conduct outreach and engagement with workers at prioritized businesses

- a. Contact workers including but not limited to the following ways:
 - i. Consult with Public Health regarding highest priority community locations and specific businesses on which to focus based on recent data analysis
 - ii. Get contact information from Public Health for workers who have reached out to the Department expressing interest in forming a PHC in their workplace (and who have given Public Health permission to share their information)
- b. Convey public health and programmatic information to workers, including but not limited to:
 - i. Content of HOOs and importance of implementing all HOOs at the worksite
 - ii. Common violations or hazards
 - iii. Best practices for how workers may approach management on how to improve compliance with HOOs
 - iv. Processes for how PHCs can elevate those concerns to Public Health if needed
 - v. Information about anti-retaliation ordinance for PHCs
 - vi. Practical experience and skills in discussing HOOs with their peers
 - vii. Best practices in initiating peer-to-peer training programs in a workplace
 - viii. Legal issues and concerns related to the HOOs
 - ix. Information about the PHC Program, and the process for forming a PHC
 - x. Education about infectious disease vaccination, and Information about the importance of getting vaccinated against COVID-19
- c. Create and translate outreach materials
 - i. With support provided from Public Health and PTOs, develop and translate outreach materials for workers and PHCs
- d. Develop and implement a social media or other relevant awareness strategy:
 - i. Using culturally relevant and appropriate platforms, develop a strategy to educate workers in relevant communities and sectors about the PHC program, HOOs

IV. Conduct outreach and engagement with employers at prioritized businesses

- a. Provide education and information for employers about the need to implement HOOs at the worksite
- b. Provide information about the PHC Program
- c. Provide information about anti-retaliation ordinance for PHCs
- d. Provide informational materials about resources and services available to support business owners from government agencies, nonprofit and private entities
- e. If employer is interested in PHC efforts, continue engaging employer and provide them with Public Health grant manager information to continue contact with employer

V. Assess interest and opportunity for forming PHCs at particular worksites

- a. Bring interested workers together to discuss possibility of forming PHC; can include workers from different departments or shifts (at a single worksite) as needed
- b. Identify whether potential HOO violations exist and whether PHC could help address them
- c. Assess level of interest on part of workers to collaborate at this worksite
- d. Assess most effective approach to developing PHC at the worksite considering factors such as: number of employees interested, number of shifts, degree of employer support, and whether possible to meet onsite
- e. Determine whether to form PHC at this worksite

VI. Convene off-site PHC meetings with workers from each participating worksite

- a. Train workers in-depth on HOOs
- b. Identify most important opportunities for improving compliance with HOOs over short and long term
- c. Develop strategy and plan for how to implement HOOs at worksite
- d. Train workers in how to conduct peer-to-peer education with other workers, to promote awareness of HOOs and PHCs among workers assigned to different work areas, job tasks, and shifts
- e. Discuss plan for how to engage management about HOO implementation plan, including draft agendas and talking points
- f. Provide ongoing technical assistance to workers to identify barriers, challenges and solutions for long term peer-to-peer education and HOO implementation

VII. Support PHCs to identify potential HOO violations at worksites and to address them with management, if possible

- a. Identify ongoing lack of compliance with specific directives
- b. Support PHC in conducting peer-to-peer education with workers to address these violations
- c. Support PHC in meeting with management about recommendations for how to address violations
- d. Support PHC in assessing whether management is willing to collaborate on addressing potential HOO violations or whether report of potential violations to Public Health is needed
- e. Determine who will make report to Public Health

VIII. Support PHCs to report potential HOO violations to Public Health, if needed

- a. Assist PHCs in preparing reports of potential HOO violations for submittal to Public Health
- b. Using Public Health process, make report to Public Health about potential HOO violations
- c. Support PHC to conduct peer-to-peer education to support implementation of HOOs
- d. If reported or suspected that a worker participating in PHCs is a victim of retaliation, work with Public Health to connect victimized parties with DCBA for claims investigation