

LA Central Repair Shop Modified Procedures

To All:

In an effort to lower the risk of COVID-19 spread, and protect our staff, we are asking for your assistance in controlling the number of people inside the facilities at the Central Repair Shop.

- Please ask your employees to refrain from entering the Shop Areas without having approved Eye Protection, and Ear Protection. This is a requirement in place by our Risk Management Department. **This is not optional.**
- Please Email Repair Notifications and Field Parts Orders to the appropriate Shop Supervisor and Administrative Coordinator. We can limit the need for the employees to visit the office. We will sign Field Parts Orders, and take to the parts room. After the Order is processed in the Parts Room, David or Jerry can coordinate with you for pick up.
 - Heavy Equipment - Trish McLean trish.mclean@la.gov
 - Light Equipment - Wanda Vincent wanda.vincent@la.gov
- When coming to the Parts Room for parts pick up or processing, please knock at the door before entering. In an effort to restrict the number of people in a confined space we will attempt to serve you at the door.
- If you are in need of quick service such as a Motor Vehicle Inspection (MVI), please contact the Shop Supervisors before coming to the shop to make arrangements for a day and time. This will allow us to schedule you for service, being more efficient in handling your needs, thus cutting “down time” for your equipment and employees.
 - Heavy Equipment – Dwight Hutchinson (225) 935-0209 or Columbus.hutchinson@la.gov
 - Light Equipment – Jeff Foster (225) 935-0211 or Jeffrey.foster@la.gov
- If your employees are servicing equipment in the Service Station, please understand that only **one (1)** employee will be permitted in the station per piece of equipment and **no** additional employees will be permitted to loiter in the areas around the shop.
- Visitors to the shop for any reason other than equipment drop-off must make prior arrangements with the shop supervisor before arriving on premise.
- We will make every effort to properly repair your equipment as quickly as possible. We realize that some of these request may seem very different from our normal operations. However, our goal is for all of our personnel to be able to go home at the end of the day safe, and healthy, and able to return the next day.

Safety First