

CITY OF TORRANCE INTEROFFICE COMMUNICATION

Date: April 30, 2020

TO: ALL USERS

FROM: LeRoy J. Jackson, City Manager

SUBJECT: City Efforts in Moving to Reopening

As we have seen in the last few days, all across America, states are in various stages of reopening. In California, counties are taking different approaches to the recovery process. The Los Angeles County Department of Health's Safer at Home Order is currently scheduled to run through May 15, 2020. While the County has not provided specific information about how reopening will look for us, we anticipate a phased approach, which gives the City an opportunity to prepare for when the Safer at Home Order is modified or lifted.

Here is what we know at this time and how the City is preparing for reopening:

1. **Social distancing** will be a key element in reopening. We will continue practices that allow us to maintain six feet distance, as best as practicable, between coworkers, and between City staff and the public. To achieve this, City Departments are currently assessing appropriate levels of staff and public that can be in City facilities at a given time to safely achieve social distancing. This may impact hours of operation and work schedules for staff. This is also likely to limit the number of public who can access services in-person at one time.

Departments are also being asked to evaluate alternate ways to deliver services. While we have traditionally relied on an in-person service delivery model, where possible, alternate methods of service delivery may allow us to further achieve social distancing.

2. **Maintaining a sanitary environment** will be another key element in reopening. The City will continue to comply with County Orders regarding the use of face coverings for employees and the public, which is shown to reduce community spread by asymptomatic individuals who are unknowingly spreading the virus.

General Services Custodial Staff will continue to sanitize common areas, and employees will be asked to continue wiping down their workstations at 10:00 a.m. and 4:00 p.m. every day. City Departments that have public counters are evaluating the appropriateness of physical barriers, which may also help to maintain a sanitary work environment. Please continue to work with your immediate supervisor to assess other supplies you may need, including hand sanitizer and gloves.

3. **Stay at home or go home as soon as possible if you begin to feel unwell**, even if you have mild symptoms. Stay home for 7 days since symptoms started, and at least 72 hours after you no longer have a fever or symptoms without the use of fever-reducing medicines, whichever is longer.

Reopening will be a balancing act for all of us to ensure delivery of services the community expects and deserves of us, while maintaining practices that keep our workforce safe. Open communication with your supervisor is essential to achieve this balance. Thank you for your continued service to the community.



LeRoy J. Jackson
City Manager

cc: Mayor and City Council