

# CITY OF TORRANCE INTEROFFICE COMMUNICATION

Date: June 8, 2020

TO: ALL USERS

FROM: LeRoy J. Jackson, City Manager

SUBJECT: Updated CDC Guidance on Ending Home Isolation

This memo provides the latest recommendations from the Centers for Disease Control and Prevention (CDC) related to when employees can be around others after they have had or likely to have had COVID-19.

**For employees who have had symptoms of COVID-19 or know they have had COVID-19, you may return to work under one of two conditions:**

1. You have had three (3) days with no fever without the use of medication, **AND** your symptoms have significantly improved, **AND** it has been ten (10) days since your symptoms first appeared.
2. You have received two negative COVID-19 test results in a row that are at least 24 hours apart, **AND** you have no fever, **AND** symptoms have significantly improved. If it has not been ten (10) days since your symptoms first appeared, you must provide documentation of your two negative test results to your supervisor before you can return to work.

**For employees who have tested positive for COVID-19 but have had no symptoms, you may return to work under one of two conditions:**

1. It has been ten (10) days since your COVID-19 test.
2. You have received two negative COVID-19 test results in a row that are at least 24 hours apart, **AND** you continue to remain free of fever or other symptoms. If it has not been ten (10) days since your COVID-19 test, you must provide documentation of your two negative test results to your supervisor before you can return to work.

**For employees who have come in close contact (definition on page 2) with a person diagnosed with or likely to have COVID-19 and you do not have symptoms of COVID-19, you may continue working onsite as long as the following conditions are met for a 14-day period:**

1. You are pre-screened by a supervisor for fever and symptoms before you enter the workplace.
2. You remain free of fever or other symptoms.
3. You wear a face covering at all times.
4. You maintain six (6) feet of distance with others and practice social distancing.
5. You disinfect your workstation twice a day.

**Definition of Close Contact:** A person is considered to be a close contact of a person with or likely to have COVID-19 if they (a) were within six feet of a person who has or is likely to have COVID-19 for more than ten (10) minutes or (b) had unprotected contact with body fluids and / or secretions (such as being coughed on / sneezed on, shared utensils or saliva or provided care without wearing protective equipment) of a person who has or is likely to have COVID-19, within 48 hours before that person's symptoms began and until that person is no longer required to be isolated.

**As an ongoing reminder for all employees at all times:**

- **Wear a cloth face covering** whenever there is or can be contact (within six feet of physical distance) with others who are non-household members in both public and private places. This is especially critical in shared spaces.
- **Follow social (physical) distancing** guidelines while in the office or in the field by maintaining at least six (6) feet of physical distance from the public and coworkers.
- **Wash hands frequently** with soap and water for at least 20 seconds, or using hand sanitizer that contains at least 60% alcohol.
- **Stay at home or go home as soon as possible if you begin to feel unwell**, even if you have mild symptoms. If you are sick, please stay home for 10 (ten) 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.
- **Clean and disinfect frequently** touched objects and surfaces using a regular household cleaning spray or wipes. At the City, please take the opportunity to wipe down your work station at 10:00 a.m. and 4:00 p.m. each day.

Please continue to review the County of Los Angeles Department of Public Health ([www.PublicHealth.LACounty.Gov](http://www.PublicHealth.LACounty.Gov)) and the Centers for Disease Control and Prevention ([www.CDC.Gov](http://www.CDC.Gov)) website for the latest information on the County's response to COVID-19.



LeRoy J. Jackson  
City Manager

cc: Mayor and City Council