

**CITY OF TORRANCE
INTEROFFICE COMMUNICATION**

Date: June 23, 2020

TO: ALL USERS

FROM: LeRoy J. Jackson, City Manager

SUBJECT: Face Covering Mandate from CDPH and Testing Sites

On June 18, 2020, the California Department of Public Health issued a public health order mandating the use of face coverings in many high-risk situations. The State mandate is consistent with how City employees have been directed in the use of face coverings in the workplace. As a reminder, a covering should be worn 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, regardless of whether anyone else is present at the time.

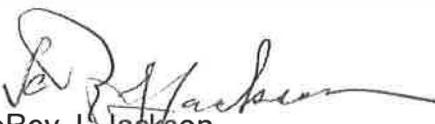
The Order is based on public health findings that the use of face coverings substantially limits the release of respiratory droplets when an individual is talking, coughing, and/or sneezing, and that the use of such coverings may substantially decrease transmission of the virus that causes COVID-19.

Additionally, employees have asked about COVID-19 testing sites. Los Angeles County strongly encourages residents who are interested in being tested to first contact their Primary Care Provider or Healthcare Center about receiving a test at their facility. Those who do not have access to a Primary Care Provider or are unable to contact them may receive free testing available from the State or County. To find a location near you, please visit:

- **County of Los Angeles:** <https://covid19.lacounty.gov/testing/>
- **State of California:** <https://covid19.ca.gov/testing-and-treatment/>

As an ongoing reminder, to keep our workplace safe, please continue to practice the following:

- **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 use 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 from date 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.


LeRoy J. Jackson
City Manager

cc: Mayor and City Council