

**CITY OF TORRANCE
INTEROFFICE COMMUNICATION**

Date: July 10, 2020

TO: ALL USERS

FROM: LeRoy J. Jackson, City Manager

SUBJECT: Update on COVID-19 and City Manager Search

Over the last few weeks, there has been a surge across the region of COVID-19 cases. Employees understandably have been asking what they should do if they come in contact with someone who is positive for COVID-19. The information was provided in previous City announcements and is still effective per CDC guidelines.

For employees who have come in close contact (definition below) 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 from others and practice social distancing.
5. You disinfect your workstation twice a day.

Definition of Close Contact: A person is considered to be in 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.

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.

We would once again like to thank you, as our dedicated employees and your families, for patience with us during this pandemic. We assure you that the health and safety of our employees and our community members remains our top priority. The residents of Torrance very much appreciate all that you do to provide all essential services in a safe and efficient manner and that we continue to comply with LA County and State Executive Orders. You can find all of the information on reopening, in addition to links to County and State Orders, at TorranceCA.Gov/COVID19.

Lastly, as you all have likely heard, I have announced my retirement as City Manager for the end of September. I thank you, all those who have served with me in years past, and all those who will continue to serve in the future, for your commitment to the Torrance community. The City Council is actively working to address the upcoming City Manager vacancy, and we will keep you posted as we know more.

Thank you for your ongoing efforts and dedication.



LeRoy J. Jackson
City Manager