

CITY OF TORRANCE INTEROFFICE COMMUNICATION

Date: July 20, 2020

TO: ALL USERS

FROM: LeRoy J. Jackson, City Manager

SUBJECT: Updated Guidance on Quarantine and Home Isolation

As we all have noted, in recent weeks, the number of new cases of COVID-19 have increased across Los Angeles County. This has increased the number of City employees who are experiencing COVID-19, caring for someone who is experiencing COVID-19, and being in close contact with those with COVID-19. With this in mind, the City is taking a cautious approach in this environment of surging infection.

This memo provides employees with the latest direction on what you should do if you have had close contact with someone with COVID-19, and what to do if you are experiencing symptoms of COVID-19 or have tested positive. ***Accompanying this memo are LA County's Instructions for Home Quarantine and Home Isolation.***

FOR NON-SAFETY EMPLOYEES WHO HAVE HAD CLOSE CONTACT WITH SOMEONE WITH COVID-19

(For safety employees, please see your supervisor for current LA County guidance.)

A "close contact" is any of the following people who were exposed to an infected person while they were infectious:

- An individual who was within six (6) feet of the infected person for more than 15 minutes.
- An individual who had unprotected contact with the infected person's body fluids and/or secretions, for example, being coughed or sneezed on, or providing care without appropriate protective equipment.
- *An infected person is anyone with COVID-19, or who is suspected to have COVID-19, and is considered to be infectious from 48 hours before their symptoms first appeared to when they are no longer required to be isolated, in accordance to LA County's Home Isolation Instructions.*

If you have had close contact with someone who has or is suspected to have COVID-19, you must follow LA County's Home Quarantine Instructions.

- You must quarantine for 14 days from when you last had close contact with the infected person. During that time, if you have "close contact" with the infected person before the end of their home isolation, the 14-day quarantine period will restart from the last day you had close contact.
- If you get a COVID-19 test and your test result is positive, you will need to start LA County's Home Isolation Instructions.
- If you get a COVID-19 test and your test result is negative, you may still be infected and you must stay in quarantine until 14 days after your last exposure to the infected person.

EMPLOYEES WHO HAVE COVID-19 OR WHO HAVE SYMPTOMS OF COVID-19

If you have symptoms of COVID-19 or if you have tested positive for COVID-19, you must follow LA County's Home Isolation Instructions. You must stay at home until:

- You have had no fever for at least 72 hours (without the use of medicine that reduces fevers); AND
- Your respiratory symptoms have improved (for example, cough or shortness of breath); AND
- At least 10 days have passed since your symptoms first appeared.

EMPLOYEES WHO HAVE TESTED POSITIVE FOR COVID-19 BUT HAVE NEVER HAD ANY SYMPTOMS

If you have tested positive for COVID-19 but never had any symptoms, you must follow LA County's Home Isolation Instructions.

- You must stay home for 10 days after the test was taken.
- If you develop symptoms, you must follow LA County's Home Isolation Instructions for someone who has COVID-19 symptoms.

OPTIONS FOR CITY EMPLOYEES

- If you are required to **quarantine** due to close contact with someone who has or is likely to have COVID-19, or if you are required to **isolate** due to having symptoms of COVID-19 or having tested positive for COVID-19, check with your supervisor for your ability to work-from-home. Work-from-home options depend on your ability to perform your responsibilities away from the worksite.
- If you are required to quarantine or isolate, and are unable to work from home, speak with your supervisor for your ability to use leave provided by the Families First Coronavirus Response Act (FFCRA); to use sick leave, vacation leave, or compensatory time; or to go unpaid.

THE MOST IMPORTANT ACTIONS WE SHOULD ALL BE TAKING

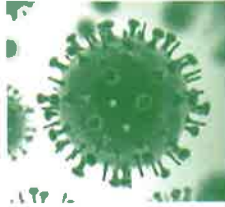
- **Adhere to social (physical) distancing** guidelines while in the office or in the field by maintaining at least six (6) feet of physical distance from the public and coworkers.
- **Wear a cloth face covering** whenever there is or can be contact (within six feet of physical distance) with others who are non-household members in both public and private places. This is especially critical in shared spaces.
- **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.
- **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.

As a reminder, the nature and understanding of COVID-19 continues to evolve. Guidance from the Centers for Disease Control and Prevention (CDC) and LA County Public Health are fluid. The health and safety of City employees and the community is paramount, and we will continue to monitor the dynamic situation to provide you with the latest guidelines.

A handwritten signature in black ink, appearing to read 'LeRoy J. Jackson', with a stylized flourish at the end.

LeRoy J. Jackson
City Manager

Attachments: Home Quarantine Instructions (County of Los Angeles Public Health)
Home Isolation Instructions (County of Los Angeles Public Health)



Home Quarantine Instructions for Close Contacts to COVID-19

To view this document in different languages or in web format visit ph.lacounty.gov/covidquarantine

This guidance is for people who were in close contact with someone diagnosed with or suspected to have Coronavirus Disease 2019 (COVID-19).

If you are a health care worker or first responder, please refer to guidance from your employer.

To see the legal requirement that states that all people who have been in close contact with a person diagnosed with or likely to have COVID-19 must quarantine themselves, view the [Public Health Emergency Quarantine Order](#)

Why quarantine is important

[Quarantine](#) is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms.

You have been in close contact with someone who has or is suspected to have COVID-19 so it is important for you to stay home, separate yourself from others, and monitor your health. Please read these instructions carefully.

Definition of A Close Contact

A “close contact” is any of the following people who were exposed to an “infected person*” while they were infectious:

- a. An individual who was within 6 feet of the infected person for more than 15 minutes
- b. An individual who had unprotected contact with the infected person’s body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without wearing appropriate protective equipment.

*An infected person is anyone with COVID-19, or who is suspected to have COVID-19, and is considered to be infectious from 48 hours before their symptoms first appeared until they are no longer required to be isolated (as described in [Home Isolation Instructions for People with COVID-19 which can be accessed at ph.lacounty.gov/covidisolation](#)). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.

Length of quarantine period

- You need to stay in quarantine for 14 days from when you last had close contact with the infectious person. The infected person should follow [Home Isolation Instructions for People with COVID-19](#).



Home Quarantine Instructions for Close Contacts to COVID-19

- If you continue to live with or care for the infected person, the amount of time you have to quarantine depends on the type of contact that you have - find the situation that is most like yours in the section “How do I calculate the end date of my quarantine period” at the end of this guidance.
- If you don’t know when you were exposed to the infected person and you received a Public Health Emergency Quarantine Order, your last day of quarantine is 14 days from the date the order was issued.

Testing for COVID-19

As a close contact to someone with COVID-19, it is recommended that you get tested.

- To get a test, call your doctor, visit covid19.lacounty.gov/testing, or call 2-1-1.
 - Take precautions when you go to get the test, so you don’t unintentionally infect other people. See [If you do have to go out for medical care or for COVID-19 testing](#) below.
- If your test result is positive:
 - It means that you have COVID-19
 - You need to follow the [Home Isolation Instructions for People with COVID-19](#)
 - You need to tell all of your close contacts to quarantine and give them these instructions.
- If your test result is negative:
 - You may still be infected, but it is too early to show on the test.
 - You need to stay in quarantine until 14 days after your last exposure to the infected person.
 - Monitor your symptoms and follow the instructions below.

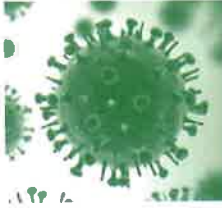
Restrictions during quarantine

To prevent you from unintentionally spreading COVID-19 to uninfected people, you must restrict activities and limit all movements that may put you in contact with others during the quarantine period.

- Stay home. Do not go to work, school, or public areas. You may only leave your place of quarantine or enter another public or private place to get [necessary medical care](#).
- Do not allow visitors.
- Separate yourself from others in your home (unless they are also in quarantine).
 - Stay in a specific room and away from other people in your home. It is very important to stay away from people who are at higher risk of serious illness. This includes people who are age 65 years or older or have a health problem such as a chronic disease or a weak immune system.
 - Use a separate bathroom, if available.
 - Stay at least 6 feet away from others. When this is not possible, wear a cloth face covering (see [Cloth face coverings](#) section below).
- Do not handle pets or other animals.
Do not prepare or serve food to others.

Getting help with food and other necessities

- If you do not have someone to help you, you can arrange for food and other necessities to be left at your door. If you need help finding food or other necessities, call 2-1-1, or visit 211a.org, or the Public Health resource webpage ph.lacounty.gov/media/Coronavirus/resources.htm.



Home Quarantine Instructions for Close Contacts to COVID-19

Returning to work or school

- When your quarantine period ends (see [How to Calculate When Your Quarantine Period Ends](#)), you can resume your usual activities, including returning to work and/or school. You should not need a letter from Public Health or a negative test to return to work or school.
- If you developed symptoms, you need to follow the [Home Isolation Instructions](#) for returning to work or school.

Monitor your health and know what to do if you develop symptoms

- It is important to monitor your health for [signs and symptoms of COVID-19](#) which may include the following: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, nausea or vomiting, diarrhea, congestion or runny nose, or new loss of taste or smell. This list of symptoms is not all inclusive.
- If you develop any of these symptoms or any other symptoms that are concerning to you, consult your medical provider. Tell them that you are a contact to someone with COVID-19. If you are having serious symptoms such as difficulty breathing, feel pain or pressure in your chest, have bluish lips or face or are experiencing a new onset of confusion or difficulty waking up, call 911 or go to an emergency room. If you do not have a medical provider, call 2-1-1.
- Make a note of when your symptoms started and follow the guidance [Home Isolation Instructions for People with COVID-19](#).

If you do have to go out for medical care or for COVID-19 testing:

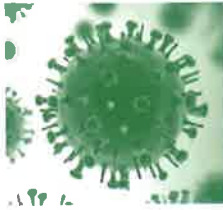
- Wear a surgical mask. If you don't have one, wear a cloth face covering (see [Cloth Face Covering](#) section below).
- Use a private vehicle if possible. If you cannot drive yourself, be sure to keep as much distance as possible between you and the driver, wear a cloth face covering, if possible, and leave windows down. You should not use public transport.

Dealing with Stress

COVID-19 and quarantine may be stressful for people, visit publichealth.lacounty.gov/media/Coronavirus to learn how to care for your mental health and support your loved ones. If you need to speak with someone about your mental health, contact your doctor or the Los Angeles County Department of Mental Health Access Center 24/7 Helpline at (800) 854-7771, which is also available 24/7.

Cloth face coverings

Infants and children under the age of 2 should not wear cloth face coverings. Children between the ages of 2 and 8 should use them but under adult supervision to ensure that the child can breathe safely and avoid choking or suffocation. A mask or cloth face covering should not be placed on anyone who has trouble breathing or is unable to remove it without assistance. See [Guidance for Cloth Facing Coverings](#) for more information.



Home Quarantine Instructions for Close Contacts to COVID-19

How to calculate when your quarantine period ends

You will need to stay in quarantine for 14 days from the date that you last had close contact with an infected person. See “[Length of quarantine period](#)” on page 1 for the definition of close contact and the examples below to learn how to calculate the last date in your quarantine period.

I. YOU HAVE NO FURTHER CONTACT WITH THE INFECTED PERSON

- A. Your last day of quarantine is 14 days from the date when you last had close contact with them.

Example:



II. YOU CONTINUE TO HAVE CONTACT WITH THE INFECTED PERSON

For example, you live with and/or care for the person with COVID-19

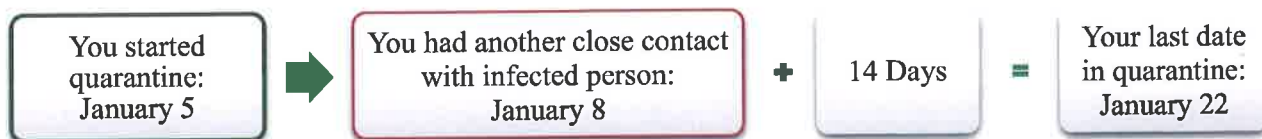
- A. If you can avoid close contact (see [definition](#) on page 1), your last day of quarantine is 14 days from the date the infected person(s) in your household started to follow [Home Isolation Instructions for People with COVID-19](#).

Example:



If you have close contact (see [definition](#) on page 1) with that person at any point, the 14-day quarantine period will have to restart from the last day that you had close contact.

Example:



- B. If you cannot avoid close contact (see [definition](#) on page 1), your last day of quarantine is 14 days from the date that the infected person was told that they are “cleared” to stop their isolation.



Home Quarantine Instructions for Close Contacts to COVID-19

Example:



III. YOU RECEIVED A QUARANTINE ORDER BUT DON'T KNOW WHEN YOU WERE EXPOSED

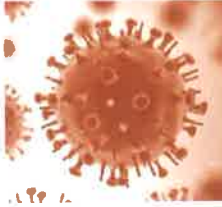
A. Your last day of quarantine is 14 days from the date of issue on the Order.

Example:



Further information

- For more information on COVID-19, visit the Public Health website ph.lacounty.gov/media/Coronavirus or call 2-1-1 (which is available 24/7).
- Please call your health care provider for any questions related to your health. If you need help finding a health care provider, call 2-1-1.



Home Isolation Instructions for People with COVID-19 Infection

To view this document in different languages or in web format visit ph.lacounty.gov/covidisolation

The following instructions are for people who have COVID-19. It also includes information for their families or caregivers.

If you are a health care worker or first responder, please refer to guidance from your employer.

To see the legal requirement that individuals who have been diagnosed with, or who are likely to have, COVID-19 must isolate themselves, view the [Public Health Emergency Isolation Order](#).

Home Care

There is no specific treatment for the virus that causes COVID-19. Here are steps that you can take to help you get better:

- Rest
- Drink plenty of fluids
- Take acetaminophen (Tylenol®) to reduce fever and pain.

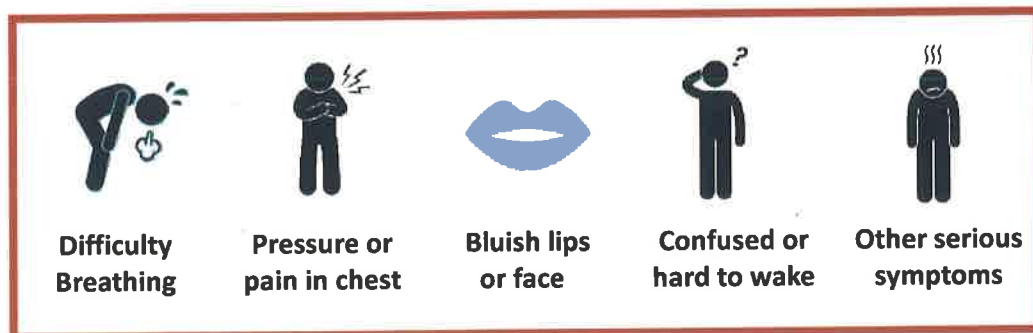
Note that children younger than age 2 should not be given any over-the-counter cold medications without first speaking with a doctor.

Note that these medicines do not “cure” the illness and do not stop you from spreading germs.

Seeking Medical Care

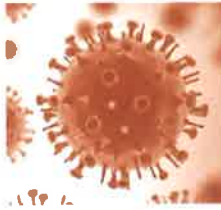
Make a note of when your symptoms started and continue to monitor your health. Stay in touch with your doctor and seek prompt medical care if your symptoms get worse. People who are age 65 years and older or who have a health problem such as a chronic disease or a weak immune system [may be at a higher risk of serious illness](#).

Call 911 if there are emergency warning signs



People with emergency warning signs should call 911. Tell the dispatch personnel that you have COVID-19. If it's not urgent, call ahead before visiting your doctor, you may be able to get advice by phone.

COVID-19 may be stressful for people, visit publichealth.lacounty.gov/media/Coronavirus to learn how to care for your mental health and support your loved ones. If you need to speak with someone about your mental health, contact your doctor or the Los Angeles County Department of Mental Health Access Center 24/7 Helpline at (800) 854-7771. If you need help finding healthcare, call the Los Angeles County Information line 2-1-1, which is also available 24/7.



Home Isolation Instructions for People with COVID-19 Infection

PROTECTING OTHERS

Follow the steps below to help prevent the disease from spreading to people in your home and your community.

When Does My Home Isolation End?

You must stay home and separate yourself from others until your home isolation ends.

If you had symptoms, you must stay home until:

- You have had no fever for at least 72 hours (without the use of medicine that reduces fevers)
AND
- Your respiratory symptoms have improved (for example, cough or shortness of breath)
AND
- At least 10 days have passed since your symptoms first appeared

If you tested positive for COVID-19 but never had any symptoms:

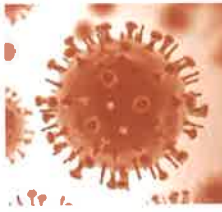
- You must stay home for 10 days after the test was taken, **but**
- If you develop symptoms, you need to follow the instructions above

Stay home except to get medical care

- Do not go to work, school, or public areas.
- Stay away from others until your home isolation ends (see box above).
- If you must leave home to get medical care, do not use public transportation. Use a personal vehicle if possible. If you cannot drive yourself, keep as much distance as possible between you and the driver, leave the windows down, and wear a mask if possible. If you do not have a mask, wear a [cloth face covering](#) (see below).
- If you do not have someone to help you, if possible, arrange for food and other necessities to be left at your door. If you need help finding free delivery services, social services, essential items like food and medicines call 2-1-1 or visit the Public Health resource webpage ph.lacounty.gov/media/Coronavirus/resources.htm.

Separate yourself from other people in your home

- Stay in a specific room and away from other people in your home as much as possible. It is particularly important to stay away from people who are at higher risk of serious illness.
- Use a separate bathroom. If this is not possible, clean the bathroom after use (see below).
- Stay at least 6 feet from others.
- Open windows or use a fan or an air conditioner in shared spaces in the home, if possible, to ensure good airflow.
- Do not allow visitors and limit the number of people in your home.
- Do not handle pets or other animals.
- Do not prepare or serve food to others.



Home Isolation Instructions for People with COVID-19 Infection

Wear a facemask or cloth face cover when you are around others

- You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a hospital or doctor's office. If you do not have a mask, wear a cloth face cover. Note, a mask or cloth face cover should not be placed on anyone who has trouble breathing or is unable to remove it without assistance.
- If you are not able to wear a facemask or face cover, then people who live with you should not be in the same room with you. If they must enter your room, they should wear a facemask. After leaving your room, they should immediately clean their hands, then remove and dispose of their facemask, and clean their hands again.
- *Use masks and face covers with caution with children.* Infants and children under 2 should not wear cloth face coverings. Those between the ages of 2 and 8 should use them but under adult supervision to ensure that the child can breathe safely and avoid choking or suffocation.
- See [Guidance for Cloth Facing Coverings](#) for more information.

Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands.

Avoid sharing personal household items

Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. Wash them thoroughly with soap and water after use.

Clean your hands often

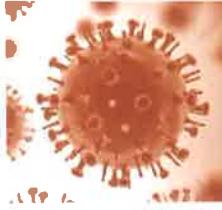
Wash your hands often and thoroughly, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food. Use soap and water for at least 20 seconds. If soap and water are not available, clean your hands with a hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Use soap and water if your hands are visibly dirty.

Clean and disinfect all “high-touch” surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean and disinfect any surfaces that may have body fluids on them. Use household cleaning and disinfectant sprays or wipes, according to the product label instructions. See cleaning instructions in [Preventing the spread of respiratory illness in the home](#).

Returning to work or school

When [your home isolation ends](#) (see box above) you are no longer infectious, and you can resume your usual activities, including returning to work and/or school. You should not need to have a negative test or a letter from Public Health to return to work or school.



Home Isolation Instructions for People with COVID-19 Infection

INFORMATION FOR YOUR CLOSE CONTACTS

Definition of A Close Contact

A “close contact” is any of the following people who were exposed to an “infected person*” while they were infectious:

- a. An individual who was within 6 feet of the infected person for more than 15 minutes
- b. An individual who had unprotected contact with the infected person’s body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without wearing appropriate protective equipment.

*An infected person is anyone with COVID-19, or who is suspected to have COVID-19, and is considered to be infectious from 48 hours before their symptoms first appeared until they are no longer required to be isolated. A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.

Quarantine

You must tell all of your close contacts that they need to be in quarantine for 14 days after their last contact with you. You need to give them the [home quarantine instructions](#) which are available in multiple languages at ph.lacounty.gov/covidquarantine. Your close contacts must quarantine even if they feel well.

Precautions for close contacts

It is recommended that everyone stays at least 6 feet away from you while you are under home isolation. If this is not possible, anyone who continues to be in close contact with you will need to extend their quarantine period to 14 days from the last time they had close contact with you during your isolation period as explained in the [home quarantine instructions](#).

Your caregivers and household contacts should wear a disposable facemask and gloves if they clean your room or bathroom or come into contact with your body fluids or secretions (such as sweat, saliva, sputum, nasal mucus, vomit, urine, or diarrhea). They should remove and dispose of their gloves first, clean their hands, then remove and dispose of their facemask, and clean their hands again. See cleaning instructions in [Preventing the spread of respiratory illness in the home](#) on the Public Health website.

MORE INFORMATION

For more information, visit the Public Health website ph.lacounty.gov/media/Coronavirus or call 2-1-1 (which is available 24/7). Please call your health care provider for any questions related to your health. If you need help finding a health care provider, call 2-1-1.