

CITY OF TORRANCE INTEROFFICE COMMUNICATION

Date: December 22, 2020

TO: All City of Torrance Employees

FROM: Aram Chaparyan, City Manager

SUBJECT: Update on LA County Quarantine Order and Isolation Order

This memo provides City employees with the County's current direction on what to do if you have COVID-19 or are experiencing symptoms of COVID-19, and LA County's guidelines on what you should do if you have had close contact with someone with COVID-19.

The first significant change is that the required quarantine period for a close contact exposure to a person diagnosed with COVID-19 has been shortened. Close contacts are now required to self-quarantine (stay in their home or another residence, separate from others) and monitor for symptoms for **10 days** from their last contact with the infected person instead of for 14 days.

The second significant change is if you have symptoms of COVID-19, but have not tested positive, you are not required to follow LA County's Home Isolation Instructions if a licensed health care professional determines your symptoms are caused by a condition other than COVID-19. LA County's Health Officer Isolation Order and Quarantine Order are attached to this memo.

REMINDERS FOR WORKPLACE SAFETY

- **Wear a cloth face covering** at all times in accordance to the City Manager's Administrative Order, issued November 24, 2020.
- **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.
- **Wash hands frequently** with soap and water for at least 20 seconds, or using hand sanitizer that contains at least 60% alcohol.
- **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.

EMPLOYEES WHO HAVE TESTED POSITIVE FOR COVID-19 AND HAVE SYMPTOMS

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

- At least 10 days have passed since your symptoms first started; AND
- You have had no fever for at least 24 hours (without the use of medicine that reduces fevers); AND
- Your symptoms have improved.

EMPLOYEES WHO HAVE SYMPTOMS OF COVID-19, BUT HAVE NOT TESTED POSITIVE FOR COVID-19

COVID-19 symptoms mean one of the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea. If you have one or more symptoms of COVID-19, you must follow LA County's Isolation Order, **unless a licensed health care professional determines your symptoms were caused by a condition other than COVID-19**. You must stay at home until:

- At least 10 days have passed since your symptoms first started; AND
- You have had no fever for at least 24 hours (without the use of medicine that reduces fevers); AND
- Your symptoms have improved.

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 Isolation Order. You must stay at home until:

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

EMPLOYEES WHO HAVE BEEN INFORMED BY A HEALTHCARE PROFESSIONAL THAT THE EMPLOYEE IS CLINICALLY SUSPECTED TO HAVE COVID-19

If a healthcare provider informs you that they clinically suspect you have COVID-19, you must stay at home until one of the following conditions is met:

Condition One

- At least 10 days have passed since your symptoms first started; AND
- You have had no fever for at least 24 hours (without the use of medicine that reduces fevers); AND
- Your symptoms have improved.

Condition Two

- The healthcare provider reassesses your diagnosis and concludes that you do not have COVID-19; AND
- You have had no fever for at least 24 hours (without the use of medicine that reduces fevers).

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

(For safety employees, LA County has continued their guidance that if you do not have symptoms following a close contact, you may be permitted to work if your Department is experiencing staffing shortages. Please see your Department for protocols.)

A “close contact” is either 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 a total of 15 minutes or more over a 24-hour period.
- 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 a positive diagnostic COVID-19 test 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 Isolation Order.

If you have had close contact with someone with a positive diagnostic test for COVID-19, you must follow LA County’s Quarantine Order.

- You must quarantine for 10 days after your last contact with the infected person. You may end your quarantine after Day 10 if you did not develop any symptoms of COVID-19 and from Day 11 through Day 14, you must be extra certain to wear a face covering around others, keep a distance of at least six feet from others, maintain good hygiene, and continue to monitor for symptoms.
- If you develop symptoms of COVID-19 and/or receive a positive diagnostic test for COVID-19, you must follow LA County’s Isolation Order and contact your healthcare provider, clinician advice line, or telemedicine provider for a medical assessment and arrange a test for COVID-19.
 - If you test positive for COVID-19 or your healthcare professional thinks you have COVID-19, you must follow LA County’s Isolation Order.
 - If you test negative for COVID-19 and/or your healthcare professional thinks you do not have COVID-19, you must complete your quarantine period and stay at home until at least 24 hours after your fever has gone away without using fever reducing medications.
 - If you don’t get tested, you should isolate for at least 10 days from when your symptoms first started and until at least 24 hours after your fever has gone away without using fever reducing medications.

COVID TESTING SITES

Los Angeles County continues to strongly encourage 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/>

The City continues to monitor guidance issued by the Center for Disease Control and Prevention, and Los Angeles County Department of Public Health, and will keep employees updated with the latest information.

Please stay safe and healthy!

A handwritten signature in black ink that reads "Aram Chaparyan" followed by three dots.

Aram Chaparyan
City Manager

Attachments: Quarantine Order (LA County Public Health)
Isolation Order (LA County Public Health)

HEALTH OFFICER ORDER FOR THE CONTROL OF COVID-19

Public Health Emergency Quarantine Order

Revised Order Issued: December 17, 2020

This Order supersedes the October 26, 2020 Public Health Emergency Quarantine Order.

This Order is in effect until rescinded by the Health Officer.

WHO IS REQUIRED TO FOLLOW THIS HEALTH OFFICER ORDER

All individuals who reside in the Los Angeles County Health Jurisdiction who have been in close contact with a person who was diagnosed with COVID-19 (based on a positive diagnostic [viral] COVID-19 test result) are required to quarantine themselves and follow all instructions in this Order. This is because this exposure puts them at high risk for developing and spreading COVID-19.

WHAT YOU ARE REQUIRED TO DO IF YOU HAVE BEEN IN CLOSE CONTACT WITH A PERSON WHO HAS COVID-19

To prevent the spread of COVID-19, the County of Los Angeles Health Officer (“Health Officer”) hereby requires you to immediately:

- a) Self-quarantine and
- b) Follow all instructions in this Order.

INSTRUCTIONS

1. Self-Quarantine to Reduce Your Risk of Spreading COVID-19

You are required to self-quarantine (separate yourself from others) because it is likely that you have been exposed to COVID-19. If you’re infected, you can easily spread COVID-19 to others, including people who are at higher risk for serious illness, such as older adults and people with [underlying medical conditions](#).

You must quarantine (stay in your home or another residence) to reduce your risk of spreading COVID-19. When you are in quarantine, you may not leave your place of quarantine or enter any other public or private place, except to receive necessary medical care or a test for COVID-19 (which is recommended for close contacts).

However, if you are a healthcare worker, a first responder, or a social services worker (who works face to face with clients in the child welfare system or in assisted living facilities) and you do not have symptoms (are asymptomatic), you may be permitted to return to work if your employer is experiencing staffing shortages. You should follow the return-to-work protocols established by your employer. When not doing your essential work, you must adhere to this quarantine order.

Definition of Close Contact: For purposes of this Order, a “close contact” is defined as any of the following people who were exposed to someone with a positive diagnostic (viral) COVID-19 test (“the case”) while they were infectious*:

- a) A person who was within 6 feet of the case for a total of 15 minutes or more over a 24-hour period, or
 - b) A person who had unprotected contact with the case’s body fluids and/or secretions, for example, were coughed or sneezed on, shared utensils or saliva, or provided care without using appropriate protective equipment.
- * A person with COVID-19 is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (as described in “[Home Isolation Instructions for People with COVID-19](#)”). A person with a positive COVID-19 diagnostic (viral) test, but with no symptoms, is considered to be infectious from 2 days before their first positive test was taken until 10 days after that test was taken.

Self-Quarantine Instructions: You are required to follow all directions in the “Home Quarantine Instructions for Close Contacts to COVID-19,” which are available in [English](#), [Spanish](#), and [other languages](#) at <http://ph.lacounty.gov/covidquarantine>.

Duration of Self-Quarantine:

1. You are required to self-quarantine (separate yourself from others) for 10 days after your last contact with the infected person (the case). You may end your quarantine after Day 10 if you did not develop any [symptoms](#) of COVID-19 AND you take the following precautions:
2. **From Day 11 through Day 14 after** your last contact with the infected person you must:
 - a. **Be extra careful** to reduce the spread of COVID-19, including **wearing a face covering whenever around others, keeping a distance of at least 6 feet from others, AND washing your hands often.**
 - b. Continue to monitor yourself daily for COVID-19 symptoms.

2. If You Develop Symptoms of COVID-19 and/or Receive a Positive (Viral) Diagnostic Test

If at any time during your quarantine period, you develop any [symptoms of COVID-19](#), you must isolate yourself and contact your healthcare provider, clinician advice line, or telemedicine provider for a medical assessment and arrange a test for COVID-19.

- If you test positive for COVID-19 or your healthcare provider thinks you have COVID-19, you must follow the Los Angeles County “[Public Health Emergency Isolation Order](#)” for COVID-19 and the “Home Isolation Instructions for People with COVID-19 Infection,” which are available in [English](#), [Spanish](#), and [other languages](#) at <http://ph.lacounty.gov/covidisolation>.
- If you test negative for COVID-19 and/or your healthcare provider thinks that you do not have COVID-19, you must complete your quarantine period **and** stay home until at least 24 hours after your fever has gone away without using fever reducing medications.
- If you don’t get tested, you should isolate for at least 10 days from when your symptoms first started and until at least 24 hours after your fever has gone away without using fever reducing medications.

PURPOSE OF THE ORDER

The purpose of this Order is to help slow the spread of Coronavirus Disease 2019 (COVID-19), to protect individuals at higher risk, and to protect the health care system from a surge of cases into its emergency rooms and hospitals. The virus can easily spread between people who are in close contact with one another.

Everyone is at risk for becoming ill, but some people are at higher risk for serious illness (including pneumonia or organ failure) or death due to their age, physical state, and/or health status.

This Order is based upon scientific evidence and best practices, as currently known and available. Isolation and quarantine are recommended by the Centers for Disease Control and Prevention (CDC) and other public health experts as a proven strategy for preventing transmission of COVID-19.

LEGAL AUTHORITY

This County of Los Angeles Health Officer Order is made under the authority of California Health and Safety Code Sections 101040, 101085, 120175, 120215, 120220, and 120225. The Health Officer may take additional action(s), which may include civil detention or requiring one to stay at a health facility or other location, to protect the public's health if an individual who is subject to this Order violates or fails to comply with this Order.

RESOURCES

- Home Quarantine Instructions for Close Contacts to COVID-19:
<http://ph.lacounty.gov/covidquarantine> (English and other languages)
<http://ph.lacounty.gov/covidcuarentena> (Spanish)

For Reference if you received a positive diagnostic (viral) test for COVID-19 and/or a healthcare provider clinically suspects that you have COVID-19:

- Home Isolation Instructions for People with COVID-19:
<http://ph.lacounty.gov/covidisolation> (English and other languages)
<http://ph.lacounty.gov/covidaislamiento> (Spanish)
- Public Health Emergency Isolation Order:
http://ph.lacounty.gov/media/Coronavirus/docs/HOO/HOO_Coronavirus_Blanket_Isolation.pdf (English)
<http://ph.lacounty.gov/media/Coronavirus/reopening-la.htm#isolation> (Spanish and other languages)

QUESTIONS REGARDING THE ORDER

If you have questions regarding this Order, call the Los Angeles County Department of Public Health at (833) 540-0473.

IT IS SO ORDERED:



Muntu Davis, M.D., M.P.H.
Health Officer,
County of Los Angeles

12/17/20

Date

HEALTH OFFICER ORDER FOR THE CONTROL OF COVID-19

Public Health Emergency Isolation Order

Revised Order Issued: December 17, 2020

This Order supersedes the October 26, 2020 Public Health Emergency Isolation Order.

This Order is in effect until rescinded by the Health Officer.

WHO IS REQUIRED TO FOLLOW THIS HEALTH OFFICER ORDER

All individuals who reside in the Los Angeles County Health Jurisdiction who have been diagnosed with COVID-19 are required to isolate themselves and follow all instructions in this Order. A person is considered to be diagnosed with COVID-19 based on one or both of the following criteria:

- a) They received a positive diagnostic (viral) test for COVID-19 and/or
- b) A healthcare provider clinically suspects that they have COVID-19

WHAT YOU ARE REQUIRED TO DO IF YOU HAVE COVID-19

To prevent the spread of COVID-19, the County of Los Angeles Health Officer (“Health Officer”) hereby requires you to immediately:

- a) Self-isolate and
- b) Tell your close contacts to self-quarantine if you have a positive diagnostic (viral) test for COVID-19 and
- c) Follow all instructions in this Order.

INSTRUCTIONS

1) Self-Isolate Until You’re Not at Risk for Spreading COVID-19

You must isolate yourself (stay in your home or another residence and away from others) until you are no longer at risk for spreading COVID-19 (see “Duration of Self-Isolation” below). Until this time, you may not leave your place of isolation or enter any other public or private place, except to receive necessary medical care.

However, if you are a healthcare worker or first responder who does not have symptoms (asymptomatic infection), you may be permitted to return to work if your employer is experiencing critical staffing shortages and must follow return-to-work protocols established by your employer.

When not doing your essential work, you must adhere to this isolation order.

You are required to self-isolate because you can easily spread COVID-19 to others, including people who are at higher risk for serious illness, such as older adults and people with [underlying medical conditions](#).

If you have a positive test, and have not done so already, consider contacting your healthcare provider, clinician advice-line, or telemedicine provider for a medical assessment.

Self-Isolation Instructions: While you are isolating, you are required to follow the “Home Isolation Instructions for People with COVID-19 Infection,” which are available in [English](#), [Spanish](#), and [other languages](#) at <http://ph.lacounty.gov/covidisolation>.

Duration of Self-Isolation:

- a) If you tested positive for COVID-19 and have symptoms, you must isolate yourself until:
- At least 10 days have passed since your symptoms first appeared and
 - At least 24 hours have passed since you have been fever-free without the use of fever reducing medications and
 - Your symptoms have improved.
- b) If you tested positive for COVID-19, but never had any symptoms, you must isolate yourself for 10 days after the date that your first positive diagnostic (viral) test was taken. *However, if you develop symptoms while you are isolated, you must follow the instructions listed above, in Section (a), for individuals with COVID-19 symptoms who test positive.*
- c) If a healthcare provider informs you that they clinically suspect you have COVID-19, you must remain in isolation until either:
- At least 10 days have passed since your symptoms first appeared and
 - At least 24 hours have passed since you have been fever-free without the use of fever reducing medications and
 - Your symptoms have improved.

1

OR

- The healthcare provider reassesses your diagnosis and concludes that you do not have COVID-19 and
- At least 24 hours have passed since you have been fever-free without using fever reducing medications.

2

Note: If you are currently in quarantine as a close contact to a person with COVID-19, you must continue to follow the instructions in the self-quarantine order even if you receive a negative COVID-19 test or a healthcare provider concludes that you do not have COVID-19.

2) Tell Your Close Contacts to Self-Quarantine If You Have A Positive COVID-19 Test

If you have a positive diagnostic (viral) test result, you must notify all of your close contacts, as defined below, that they are required to quarantine (stay in their home or another residence and away from others). This is because they have been exposed to COVID-19 and if infected, can easily spread it to others, even if they have no symptoms. While self-quarantined, your contacts may not leave their place of quarantine or enter public or private places, except to receive necessary medical care.

Definition of Close Contact: For purposes of this Order, “close contact” is defined as any of the following people who were exposed to you while you were infectious*:

- A person who was within 6 feet of you for a total of 15 minutes or more over a 24-hour period, or
- A person who had unprotected contact with your body fluids and/or secretions, for example, were coughed or sneezed on, shared utensils or saliva, or provided care without using appropriate protective equipment.

* You are considered to be infectious from 2 days before your symptoms first appeared until the time you are no longer required to be isolated (as described in “Duration of Self Isolation” above). If you have a positive COVID-19 diagnostic (viral) test, but no symptoms, you are considered to be infectious from 2 days before your first positive test was taken until 10 days after that test was taken.

Self-Quarantine Instructions: Your close contacts are required to follow the Los Angeles County “[Public Health Emergency Quarantine Order](#)” for COVID-19 and all directions in the “Home Quarantine Instructions for Close Contacts to COVID-19,” which are available in [English](#), [Spanish](#), and [other languages](#) at <http://ph.lacounty.gov/covidquarantine>.

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Everyone is at risk for becoming ill, but some people are at higher risk for serious illness (including pneumonia or organ failure) or death due to their age, physical state, and/or health status.

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LEGAL AUTHORITY

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RESOURCES

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Resources for Close Contacts

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- Public Health Emergency Quarantine Order:
http://ph.lacounty.gov/media/Coronavirus/docs/HOO/HOO_Coronavirus_Blanket_Quarantine.pdf (English)
<http://ph.lacounty.gov/media/Coronavirus/reopening-la.htm#quarantine> (Spanish and other languages)

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