

CITY OF TORRANCE INTEROFFICE COMMUNICATION

Date: April 3, 2020

TO: ALL USERS

FROM: LeRoy J. Jackson, City Manager

SUBJECT: Use of Simple Face Masks, Update on COVID-19

Public Health Officials are recommending that the general public should cover their faces with a simple, non-medical grade mask to prevent the spread of COVID-19. New data suggests that asymptomatic people (people who do not exhibit symptoms) may be carriers of COVID-19 and may be unknowingly spreading the virus to others.

For employees who are working onsite, the use of a simple mask is encouraged anytime you are in the public, or any time you feel it to be necessary. Simple masks will be available at your Department. Regardless of whether or not a simple face mask is worn, all employees must continue to maintain a six-foot physical separation from others as much as possible.

Los Angeles Public Health continues to emphasize that the best defense against COVID-19 is washing hands frequently; avoiding touching eyes, nose, and mouth with unwashed hands; avoiding being around sick people; and practicing physical distancing, especially by staying at home when possible. Face coverings are not a replacement for these other evidence-based measures; they are just an additional tool that may be used to protect from exposure to COVID-19 when used properly.

As an ongoing reminder to all employees:

- Stay at home or go home as soon as possible if you begin to feel unwell, even if you have mild symptoms such as a headache and a slight runny nose. Stay home for 7 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 am and 4 pm each day, including, but not limited to, the following areas:
 - Keyboards
 - Telephones
 - Cell Phones
 - Touchscreens
 - Doorknobs
 - File cabinet handles
 - Armrests

- Employees who travel internationally for non-business purposes (personal), or to domestic areas which are under a CDC Travel Advisory, must check in by phone with your supervisor before returning to work. You will be advised as to whether or not you can return or what options may be available before returning. For the latest risk assessment, including domestic travel advisories, please visit the CDCs website at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
- The City continues to post information for City employees that may be useful during this time period. Please visit www.CityofTorranceCA.com/Employee-Resources.html for the latest health guidance



LeRoy J. Jackson
City Manager

cc: Mayor and City Council