

CITY OF TORRANCE INTEROFFICE COMMUNICATION

Date: April 14, 2020

TO: ALL USERS

FROM: LeRoy J. Jackson, City Manager

SUBJECT: Extension of Safer at Home Until May 15, Mandatory Face Coverings

The Los Angeles County Health Officer issued a Revised Order on April 10, 2020. The entire Revised Order can be found at <http://publichealth.lacounty.gov/media/Coronavirus/> under the "Health Officer Order" tab.

The County's Safer at Home Order is extended to May 15. In extending the Safer at Home Order, Public Health Officials noted that the effort so far is helping to slow the spread of COVID-19. The Order extends the requirement that non-essential businesses continue to cease in-person operations and remain closed to the public. Individuals are still allowed to leave their homes to shop at Essential Businesses, as long as all persons practice Social Distancing and wear a cloth face covering while visiting Essential Businesses. The Order continues to declare government employees to be essential.

The key element of the Revised Order that impacts the City of Torrance is effective 11:59 pm on Wednesday, April 15, **all employees are required to use a face covering while interacting with other employees or the public.** Your Department will have a reusable covering or a simple face mask for employees who are working onsite. Two types of face coverings are available at your Department:

Simple Face Masks: For most employees, one simple (disposable) face mask can be used per day. If employees have a medium or high exposure to someone with COVID-19, such as Fire and Police personnel who interface with the public, one simple face mask should be used per encounter. The simple face mask can be disposed of in a closed bin (closed trash can).

Reusable Cloth Mask (Covering): Cloth masks are being provided to replace the use of simple face masks. Cloth masks should be washed daily in hot water, and can be treated like uniforms or daily clothing.

For both simple face masks and reusable cloth masks:

1. Before putting on the mask, clean your hands with an alcohol-based hand rub or soap and water.
2. Ensure that the mask covers your entire mouth and nose, and that there are no gaps between your face and the mask.
3. Avoid touching the mask while using it. If you do, clean your hands with soap and water, or an alcohol-based hand rub.
4. To remove the mask, remove it only from the behind. Avoid touching the front of the mask.

Employees who wish to use their own cloth face coverings while at the workplace may do so. Attached to this memo is LA County Public Health's guidance for cloth face coverings, including options you may wish to consider.

All employees must continue to maintain a six-foot physical separation from others as much as possible; wash hands frequently; avoid touching eyes, nose and mouth with unwashed hands; and avoid being around sick people. 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. 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 CDC's 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

Attachment: County of Los Angeles Public Health: Guidance for Cloth Face Coverings

Novel Coronavirus (COVID-19)

Los Angeles County Department of Public Health

Guidance for Cloth Face Coverings

This document provides public health information on how members of the general public can safely use cloth face coverings when they need to leave their home for a short period of time to obtain essential goods or services. Members of the general public should use a clean face covering anytime they will be in contact with other people who are not household members in public or private spaces. It is important to note that face coverings are not a substitute for always practicing physical distancing and frequent handwashing.

Our best community and individual defense against COVID-19 is to wash our hands frequently, avoid touching our eyes, nose and mouth with unwashed hands, avoid being around sick people and practicing physical distancing, especially by staying at home. Face coverings are not a replacement for these evidence-based strategies for slowing the spread of disease; they are just an additional tool that can protect others from possible exposure to respiratory droplets that may come from our mouth when we talk, sneeze or cough.

Cloth face coverings are not intended for use by healthcare workers, first responders, and others whose work requires close contact with people who are ill.

What is a cloth face covering?

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.

Why wear a face cover?

Recent information has indicated that covering your nose and mouth can slow the spread of COVID-19 because:

- Individuals can be contagious before the onset of symptoms. You may be contagious and do not know it. If you have covered your nose and mouth, it can limit the spread of COVID-19.
- We touch our face less when our face is covered. Touching your face after touching something contaminated with COVID-19 increases your chances of getting sick with COVID-19.



How well do cloth face coverings work to prevent the spread of COVID-19?

There is limited evidence to suggest that the use of cloth face coverings by the public during a pandemic could help reduce disease transmission. Their primary role is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19 but feels well. Cloth face coverings are not a substitute for physical distancing and washing hands and staying home when ill, but they may be helpful when combined with these primary interventions. If you plan to use a face covering it is important to keep your nose and mouth covered. Lowering the covering from your nose and mouth while talking defeats the purpose of wearing the face covering since you can spread virus while you talk.

Why might I cover my face now, when a face covering was not recommended before?

The face covering was not previously recommended for the general public for protection from getting COVID-19. We are learning that individuals may be contagious and spread COVID-19 without their knowledge, even if they do not have symptoms. This new information suggests that a face cover may protect others from infection. Wearing a face cover may help prevent the spread of droplets that might be infectious.

When should I wear a cloth face covering?

You are asked to wear a cloth face covering over your nose and mouth when you must be in public for essential activities, such as shopping at the grocery store. Wearing a cloth face covering does not eliminate the need to physically distance yourself from others and to wash your hands frequently.

What is my face covering options?

Acceptable, reusable face covering options for the general public include:

- Bandana
- Neck gaiter
- Homemade face covering
- Scarf
- Tightly woven fabric, such as cotton t-shirts and some types of towels

Do children need to use cloth face coverings as well?

Children under the age of 2 (including infants) 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. Children with breathing problems should not wear a face covering.

Can I use a N95 respirator or surgical mask instead?

Purchasing a respirator or surgical mask intended for the healthcare setting and health workers (including N95 respirators and surgical masks) is strongly discouraged. Medical respirators and surgical masks are worn for protection by healthcare staff and those workers who provide care to a person who might have COVID-19 or other communicable diseases.

Those who are ill with COVID-19 symptoms should not be going out of their home, but if they must leave the home for medical visits, they may also use surgical masks but can use face coverings if surgical masks are unavailable.

In contrast, the face covering recommended for the general public is intended to prevent COVID-19 transmission to others by someone who might not know they are infected. Since the intent of the face cover is to primarily protect others rather than the person wearing the cover, a surgical face mask is not necessary. Medical respirators and surgical masks are in short supply and will be increasingly needed to safely provide care for persons with COVID-19, it is critical that these medical items not be used outside of the healthcare setting.

Is a face cover required?

Everyone is asked to wear a face covering when they are interacting with others who are not members of their household in public and private spaces. Face coverings are an additional tool that individuals should use to help slow the spread of COVID-19 but does not replace other social distancing requirements.

How should I care for a cloth face covering?

It's a good idea to wash your cloth face covering frequently, ideally after each use, or at least daily. Have a bag or bin to store cloth face coverings until they can be laundered with detergent and hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Discard cloth face coverings that:

- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on the face
- Have holes or tears in the fabric