

CITY OF TORRANCE INTEROFFICE COMMUNICATION

Date: February 10 2022

TO: ALL USERS

FROM: Aram Chaparyan, City Manager

SUBJECT: Updated Administrative Order lifting Suspension of Social Gatherings and Recognition Events

On December 23, 2021, an Administrative Order was issued suspending in person social gatherings and recognition events including but not limited to, in person birthday, holiday, retirement and social luncheons. This Administrative Order amends the previous order by allowing outdoor social gatherings and recognition events. All other COVID workplace health and safety rules remain in effect and must be enforced and followed by all employees.

- Masking – Wear medical grade mask, surgical mask, or higher-level respirator such as an N95 or KN95 at all times when working indoors and in shared vehicles.
- Distancing – Practice social distancing and stay home if you are sick. Adopt virtual meetings and utilize telecommute agreement where appropriate.
- Hygiene – Wash hands, regularly clean high touch surface, and shared equipment.
- Ventilation – When weather and working conditions permit increase fresh outdoor airflow.

Although the state may soon lift the indoor mask mandate, we must follow all guidelines set forth by Los Angeles County, which continues to require all workplace health measures as described in this Order.

Beyond the public health measures, I also ask that we each continue to practice patience as many of our fellow colleagues are dealing with pain and loss that might not be observed through our usual interactions. I ask you to look for opportunities to support one another, and please foster the sense of care and community that has been so essential to our collective perseverance through these trying times.

Please stay safe,



Aram Chaparyan
City Manager