

CITY OF TORRANCE INTEROFFICE COMMUNICATION

Date: August 6, 2021

TO: All City of Torrance Employees

FROM: Aram Chaparyan, City Manager

SUBJECT: Update on COVID-19 in LA County

First and foremost, I want to sincerely thank all of you for the past year and a half. You have remained flexible and diligent in adhering to the constantly-changing directives issued by the State, County, and Cal/OSHA. You have continued to serve Torrance residents and ensure that there have been minimal impacts to operations, which is very much appreciated by the community and the City Council. Torrance is a great place to live, work, and play because of you – thank you so much for continuing to support our efforts to create a safe and healthy environment for everyone.

As Torrance continues to work toward our recovery and reconstitution efforts, we realize that there is concern regarding the increasing number of COVID-19 cases in LA County – specifically, the rapid spread of the Delta variant. While emerging data shows that fully vaccinated people are well protected from severe infections with Delta variants, people with only one vaccine are not as well-protected, and there is increased evidence that a small number of fully vaccinated individuals can become infected and are able to infect others. More than 90% of those recently hospitalized with COVID were unvaccinated, and 99% of those who have tragically died from COVID since January were unvaccinated.

As such, earlier this month, the Los Angeles County Department of Public Health (LACDPH) issued a revised Health Officer Order, mandating everyone to wear masks indoors, regardless of vaccination status. Since then, many other counties in California have followed suit. I understand that this can be frustrating and discouraging after the progress that was made earlier this year, and I very much appreciate your cooperation by completing the self-attestation forms and by wearing a face covering while indoors.

As a reminder, to reduce the risk of COVID-19 infection, you can:

- **Get vaccinated.** It is the best way to protect against COVID-19.
- **Wear a mask that fits.** Your mask is one of the most powerful tools you have to protect yourself and others.
- **Avoid crowded places.** Being in crowds, especially indoors, puts you at a higher risk.
- **Wash your hands and/or use hand sanitizer often** - especially after being in public spaces where surfaces are touched by many people. Avoid eating and touching your face with unwashed hands.
- **Stay home when sick.** If you have symptoms of COVID-19, talk to a doctor and get a test, even if you are fully vaccinated.

There are more than 700 vaccination locations across Los Angeles County. As a reminder:

- The COVID-19 vaccine is free.
- Vaccines are available for everyone age 12 and over.
- No appointment is needed at many locations.

Please refer to the attached update from Human Resources for additional safety measures and resources.

The City of Torrance is committed to keeping our employees and our residents safe. Once again, thank you so much for your dedication and hard work – it does not go unnoticed. I continue to wish each of you and your loved ones good health as we continue to navigate through this pandemic.

Please stay safe and healthy!

A handwritten signature in black ink that reads "Aram Chaparyan". The signature is written in a cursive style with a long, sweeping tail on the letter 'y'.

Aram Chaparyan
City Manager

STAY SAFE HUMAN RESOURCES UPDATE

As City employees, we are unified in protecting the health and safety of each other and the community we serve, while also looking forward to full reconstitution of operations. In this update Human Resources Division brings you information and reminders on how to stay safe and healthy at the workplace.

Safety Updates & Reminders



Required Safety Measures - Many workplace safety protocols remain in effect to keep you, our workplace and our communities healthy and safe. They are:

- Daily self-health screening before you leave home for work. Staying home if you have symptoms.
 - Wearing a face mask indoors.
 - Training employees related to evolving health orders.
 - Physical distancing as best practice.
- PPE supplies available to all including N95. Ask your supervisor if you need supplies.
 - Enhanced cleaning & hygiene in the workplace.

Each strategy reflects evolving public health orders and state requirements, scientific recommendations, best practices and local conditions. Combined, they will improve our ability to keep our workplace safe.



Recommended Safety Measures - While not mandated by public health, physical distancing is recommended and encouraged as a best practice, especially for indoor settings. Here are best practices:

- Keep your distance. Use two arms lengths as your guide (about 6 feet).
 - Avoid crowded places. When possible, go during non-peak hours to avoid the crowd.
- Reduced occupancy. For smaller spaces like conference rooms and break rooms, we encourage having fewer people whenever possible.
 - Take the stairs. Elevators should have reduced occupancy. Even better, take the stairs when it's feasible.

To-Do List

Submit your Vaccination Self Attestation

If you have not done so already, submit your completed vaccination self attestation form to your direct supervisor. Your supervisor will securely forward to HR for safe keeping. Supervisors are responsible for ensuring all employees including temporary and/or seasonal employees complete attestation forms. [Access the vaccination self attestation form here](#)

Wear a Mask Indoors

Employees are required to wear a mask or face covering over their nose and mouth when they are inside with a [few exceptions](#). While face coverings are not required outdoors, it is a best practice to wear one when attending events, such as large gathering, public appearances and similar settings where physical distancing cannot be maintained. For more information, visit the [face covering webpage](#).

Get Vaccinated

There are many locations in Los Angeles County to get vaccinated at no cost. Access the LA County Public Health website to [sign up for an appointment](#).

More Information & Support

HR participates in the emergency operations center and meets on regularly to monitor evolving Federal, State and Local Health regulations. More updates will follow as situation evolves.

CityofTorranceCA.com for more employee resources and operations during COVID-19.

[TEN](#) for signage, guidance for supervisors and staff.

[Employee Assistance Program \(EAP\)](#) for Emotional well being Support, Mental Wellness, Legal Services and Financial Services. Aetna 1-800-342-8111 resourcesforliving.com Username: torrance ca Password: eap