



CITY OF CARSON
INTEROFFICE MEMORANDUM

TO: ALL CITY OF CARSON EMPLOYEES
FROM: FAYE MOSELEY, DIRECTOR OF HUMAN RESOURCES & RISK MANAGEMENT
SUBJECT: STAYING HEALTHY THIS FLU SEASON & COVID-19 PREPAREDNESS
DATE: MARCH 5, 2020

The 2019 Novel Coronavirus, or COVID-19, has become an international health concern. The State of California and Los Angeles County have both declared a State of Emergency, along with other counties and cities, as a result of the virus. With the health and safety of our employees always our top priority, the City is closely monitoring the situation. We are following the advice of global and local health authorities and taking precautions to minimize the risk to employees and City operations.

In accordance with these precautions, the City is prohibiting all unnecessary travel to restricted international regions until further notice. Due to the diversity of our workforce and community, we do not anticipate a disruption or negative impact on our City operations. We are closely monitoring the outbreak's development and examining the effects in case of a prolonged situation.

More immediately relevant for our workforce is seasonal flu. We are in peak season and influenza is expected to continue for weeks. Please take every precaution to help prevent the spread of illnesses including:

- Get a flu shot. The CDC recommends everyone 6 months and older receive a yearly flu vaccine.
- Wash your hands frequently with soap and water for 20 seconds; use an alcohol-based hand rub if soap and water are not available.
- Stay at home if you are sick. The CDC recommends that employees who have a fever and respiratory symptoms stay at home until 24 hours after their fever ends.
- Avoid touching your nose, mouth and eyes, and wash after doing so.
- Try not to use a coworker's phone, desk, office, computer or other work tools and equipment, and wash afterwards if it cannot be avoided.
- Avoid shaking hands with anyone or also try to avoid coming in close contact with coworkers and others.
- Keep frequently touched common surfaces (e.g., telephones, computer equipment, etc.) clean.

The following websites contain FAQs, infographics, and other resources about COVID-19:

<http://publichealth.lacounty.gov/media/Coronavirus/>

<http://publichealth.lacounty.gov/>

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx>.

<https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>.

You can track U.S. travel advisories here:

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>.

For travel issues, health notices and vaccine recommendations please see:

<https://wwwnc.cdc.gov/travel/destinations/list>.

We will keep you updated on any future developments.

Sincerely,

Faye Moseley