



eMEMO

CITRUS COMMUNITY COLLEGE DISTRICT 1000 W. Foothill Blvd., Glendora, CA 91741-1899

## CORONAVIRUS (COVID-19) EXPOSURE NOTIFICATION

Email to employees – April 15, 2021

DATE: April 15, 2021  
FROM: Robert Sammis and the COVID-19 Workgroup  
RE: COVID-19 Exposure Notification

Dear Citrus College Students and Colleagues,

I am writing to inform you that the college has recently received information about a confirmed case of Coronavirus 2019 (COVID-19) in **at least one campus safety officer**. Those who may have been in contact with the individual have been notified, and cleaning and disinfecting of the exposed location has been completed. If you had direct contact with a campus safety officer **on April 12, 2021**, and you have not already been contacted by the college, please let me know via email, [rsammis@citruscollege.edu](mailto:rsammis@citruscollege.edu), and I will provide you with further instructions.

The following guidelines are offered as precautionary measures:

- Wear a face covering (mask) as currently required by the County of Los Angeles Department of Public Health while indoors regardless of vaccination status.
- Stay home when you are sick. Anyone with symptoms consistent with COVID-19 should remain at home in isolation for a minimum of 10 days plus at least three days after the resolution of fever (without fever-reducing medication) and improvement in other symptoms. District provided COVID-19 sick leave (80 hours) is available to full-time employees in addition to regular sick leave.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizers that contain at least 60% alcohol.
- Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your sleeve, not your hands, to cover your coughs and sneezes.
- Limit close contact with people who are sick, and avoid sharing food, drinks or utensils.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipes.

Please know that Citrus College is committed to the health and well-being of our students, faculty, staff and broader college community. In addition, here is a short list of credible sources for information:

California Community Colleges Chancellor's Office:

<https://cccco.edu/About-Us/Chancellors-Office/Divisions/Communications-and-Marketing/Novel-Coronavirus>

California Coronavirus (COVID-19) Response: <https://covid19.ca.gov>

Centers for Disease Control and Prevention (CDC): <https://cdc.gov/coronavirus>

Los Angeles County Department of Public Health: <http://publichealth.lacounty.gov> and  
<http://www.publichealth.lacounty.gov/media/Coronavirus/reopening-la.htm>

Sincerely,

Dr. Robert Sammis

Director, Human Resources

Chair, Citrus College COVID-19 Workgroup