



Citrus Community College District  
1000 W. Foothill Blvd., Glendora, CA 91741

# eMEMO

Office of Human Resources  
Robert Sammis, J.D.

## CORONAVIRUS (COVID-19) EXPOSURE NOTIFICATION

Email to students and employees – November 29, 2023

DATE: November 29, 2023  
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 the college has recently received information about a confirmed case of Coronavirus 2019 (COVID-19). The COVID-19 case was present in the following location:

- **Campus Center (CC) on Tuesday, November 28, 2023 from 9 a.m. to 1 p.m. [no room number offered on email notification]**
- **Recording Arts Building (RA 111, Studio B) on Wednesday, November 29, 2023 from 8:30 a.m. to 10:30 a.m.**
- **Student Services Building (SS 137, Art and Coffee Bar) on Wednesday, November 29, 2023 from 10:30 a.m. to 11 a.m.**

If you were in these location(s) on the date(s) and time(s) indicated, you are deemed to be in close contact with the COVID-19 case(s) and should follow the recommendations below.

Pursuant to regulations adopted by the California Department of Public Health and the County of Los Angeles Department of Public Health, as a close contact with a COVID-19 case, you are not required to quarantine, and you may continue to attend your on-campus classes/activities provided you do not develop COVID-19 symptoms or test positive for COVID-19.

You should:

1. wear a mask while around others (on and off campus) for a period of 10 days starting on the day after the date of the close contact;
2. get tested for COVID-19 three to five days after your exposure (you may get a COVID-19 antigen test kit at the Student Health Center, the Hayden Memorial Library, the Handy Campus Center, the Owl Bookstore or division/department office); **and**
3. monitor yourself over the next 10 days for any COVID-19 related symptoms.

COVID-19 related symptoms include: fever of 100.4 or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed healthcare professional determines that any of these symptoms were caused by a known condition other than COVID-19.

If you develop COVID-19 related symptoms or test positive for COVID-19, you must follow the isolation protocols and remain off-campus. Please contact the district's nurse, Dr. Shauna Bigby at [wellness@citruscollege.edu](mailto:wellness@citruscollege.edu) for further instruction.

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:

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

Los Angeles County Department of Public Health: <http://publichealth.lacounty.gov>

Sincerely,

Dr. Robert Sammis

Director, Human Resources

Chair, Citrus College COVID-19 Workgroup