



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 – December 14, 2021

DATE: December 14, 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). The COVID-19 case was **present in the academic affairs office, located in the Administration Building, on December 8, 9 and 10, 2021.** The district's contact tracing determined the person had no close contact with students, employees or the public.

Those who may have been in the area(s) or had contact with the individual(s) mentioned have been notified. Cleaning of the exposed location(s) is/are in progress. If you were in the identified area(s) during the date(s) and time(s) indicated and you have not already been contacted by the college, please let me know via email, 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