



eMEMO

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

August 17, 2020

Dear Citrus College 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 employee located in the financial aid area of the Student Services Building**. Those who may have been in the area or had contact with the individual have been notified, and cleaning and disinfecting of the exposed location are in progress. If you were in the Student Services Building **on August 11 or 12**, 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:

#### How You Can Help

Be proactive about reducing the number of interactions with individuals by practicing physical (or social) distancing (staying at least six feet apart) to limit the spread of coronavirus. In addition to physical distancing, another important tool to prevent the spread of coronavirus is to practice good hygiene. Important public health prevention messages include:

- 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.
- 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.
- Wear a mask or face covering consistent with state and county guidelines.

Please know that Citrus College is committed to the health and well-being of our students, faculty, staff and broader college community. Please visit the college website for useful information regarding COVID-19: [www.citruscollege.edu/covid19](http://www.citruscollege.edu/covid19).

In addition, here is a short list of credible sources for information and assistance:

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: <https://covid19.lacounty.gov> and <https://corona-virus.la>

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

Sincerely,

Dr. Robert Sammis

Director, Human Resources

Chair, Citrus College COVID-19 Workgroup