



## City of Long Beach

Working Together to Serve

## Memorandum

**Date:** March 3, 2020

**To:** All Department Heads

**From:** Alejandrina Basquez, Director of Human Resources 

**Subject:** **Update on Coronavirus Disease (COVID-19) for City of Long Beach Employees - #2**

---

The City of Long Beach Health Officer has issued a second bulletin regarding the coronavirus outbreak. Please distribute the attached bulletin to all City employees and post the bulletin on employee bulletin boards. The bulletin includes information regarding the current situation, preventive steps and other resources for preventing exposures to, and infections with, 2019 novel coronavirus (COVID-19).

The health and wellbeing of our workforce are vital. Please share this memo and bulletin with your staff. Please encourage your staff to review the information and visit the websites to get more information on how to protect themselves and their family.

If you have any workplace safety questions, please contact Joleen Richardson, City Risk Manager at (562) 570-6476.

Should you have any questions regarding the coronavirus, please contact the Communicable Disease Control Program at (562) 570-4302.

ATTACHMENTS: HEALTH OFFICER BULLETIN #2: UPDATE ON CORONAVIRUS DISEASE (COVID-19)  
COVID-19 WHAT YOU NEED TO KNOW  
CORONAVIRUS DISEASE 2019 FAQ

CC: THOMAS B. MODICA, ACTING CITY MANAGER  
REBECCA GARNER, ACTING ASSISTANT CITY MANAGER  
KEVIN J. JACKSON, DEPUTY CITY MANAGER  
TERESA CHANDLER, INTERIM DEPUTY CITY MANAGER  
AJAY KOLLURI, ACTING ADMINISTRATIVE DEPUTY TO THE CITY MANAGER  
ADMINISTRATIVE OFFICERS  
DEPARTMENT SAFETY PROFESSIONALS

---

## HEALTH OFFICER BULLETIN #2: Update on Coronavirus Disease (COVID-19\*)

---

### Current Situation

There is currently an outbreak of respiratory disease caused by a novel (new) coronavirus called coronavirus disease 2019 (COVID-19). The virus was first detected in China and has now been detected across the globe, including in the United States. COVID-19 usually causes mild disease such as fever and cough, but can cause severe symptoms such as pneumonia and difficulty breathing. The virus is thought to spread mainly from person to person between people who are in close contact with one another (within 6ft) or through respiratory droplets produced when someone coughs or sneezes.

There has been community transmission in limited circumstances throughout the West Coast at this time. This is a rapidly evolving situation and facts are changing quickly. **Locally, there have been no cases of COVID-19 reported in Long Beach at this time, although the situation could rapidly change.**

On February 2, 2020, the Long Beach Health Department began monitoring travelers returning from mainland China for 14 days after arrival to ensure they do not develop symptoms of COVID-19. The Health Department has monitored or is currently monitoring several Long Beach individuals who are required to avoid school, work, and are asked to stay at home for the duration of the two weeks monitoring. None of those undergoing active monitoring have developed symptoms.

The Health Department Operations Center has increased their activation level to Level 1 in order to plan and prepare for the possibility of community transmission of COVID-19 in Long Beach.

City staff should continue job-related activities as normal, keeping in mind there are steps every person can do to avoid becoming sick with any illness currently circulating.

### What can the City of Long Beach Employees do?

There is no specific or preventative treatment for COVID-19. As a reminder, CDC recommends practicing these preventive steps:

- ✓ Washing your hands with soap and water for at least 20 seconds, or at least use a hand sanitizer;
- ✓ Avoid touching your eyes, nose, and mouth with unwashed hands;
- ✓ Avoid close contact with people who are sick;
- ✓ Avoid “presenteeism” – going to work when you are sick. If you are ill, stay home;
- ✓ Cover your cough or sneeze with a tissue, then throw it away; and
- ✓ Frequently clean and disinfect touched objects and surfaces.

Be aware that surgical masks can help prevent infecting others if you are ill, but will not prevent you from inhaling germs. Practicing the preventive steps will increase your protection!

The Health Department continues to closely monitor the situation and is in constant communication with Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), local

*\* COVID-19 is the preferred US Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO) nomenclature to help minimize stigma risk when the word ‘coronavirus’ is used.*

hospital emergency departments, urgent care centers, schools, and local providers to obtain and provide the most updated guidance.

For the most up-to-date information on COVID-19, visit [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19).

Should you have any questions or comments, please contact the Communicable Disease Control Program at 562.570.4302.

### **Additional Resources**

- CDC Coronavirus Disease 2019 (COVID-19) Situation Summary  
<https://www.cdc.gov/coronavirus/2019-nCoV/summary.html>
- CDC Share Facts About COVID-19  
[https://www.cdc.gov/coronavirus/2019-ncov/about/share-facts.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fshare-facts-stop-fear.html](https://www.cdc.gov/coronavirus/2019-ncov/about/share-facts.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fshare-facts-stop-fear.html)

*\* **COVID-19** is the preferred US Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO) nomenclature to help minimize stigma risk when the word 'coronavirus' is used.*

# COVID-19

WHAT YOU NEED TO KNOW

## WHAT IS COVID-19?

Coronavirus Disease 2019 (COVID-19) is a respiratory virus that was first identified in December 2019 in Wuhan, Hubei Province, China. This virus probably originally emerged from an animal source but is now spreading from person-to-person.

The Long Beach Health Department is closely monitoring the situation and taking steps to keep Long Beach safe.

## HOW IS IT TRANSMITTED?



Close personal contact, such as touching and shaking hands



Droplets while coughing and sneezing



Touching your eyes, nose, and mouth with unwashed hands

## HOW IS IT DIAGNOSED?

Health care providers will assess patients and consult with the Health Department on whether testing is indicated.

## WHAT IS THE TREATMENT?

Most people will recover on their own. There are no specific treatments for COVID-19.

## HOW DO I PREVENT THE SPREAD OF COVID-19?



Wash your hands with soap and water often for at least 20 seconds.



Avoid touching eyes, nose, and mouth with unwashed hands.



Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Stay home if you are sick.



Clean and disinfect frequently touched objects and surfaces.

## WHAT ARE THE SYMPTOMS?

Current symptoms reported have included mild to severe respiratory illness with fever, cough, and difficulty breathing.



Fever



Shortness of Breath



Cough

## AM I AT RISK?



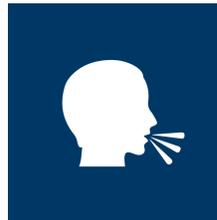
I have traveled to China within the last two weeks.

OR



I have had close contact with someone who has COVID-19.

+



I have become ill with fever and cough or shortness of breath.

=



**Contact your healthcare provider to determine if testing is needed.**

# CORONAVIRUS DISEASE 2019 FAQ

## WHAT IS CORONAVIRUS DISEASE 2019 (COVID-19)?

Coronaviruses are a large group of viruses that are common among animals and humans. In rare cases, animal coronaviruses can be transmitted from animals to humans. This novel coronavirus that causes COVID-19 is a newly discovered coronavirus that has not been previously detected in animals or humans. The source of this virus is not yet known.

## HOW IS COVID-19 SPREAD?

Details on how exactly COVID-19 is spread is still being researched. However, other coronaviruses are spread by:

- Droplets while coughing and sneezing
- Close personal contact, such as touching or shaking hands
- Touching an object or surface with the virus on it and then touching your mouth, nose or eyes with unwashed hands

## WHAT ARE THE SYMPTOMS OF COVID-19?

Reported illnesses have ranged from **mild symptoms to severe illness** and death for confirmed coronavirus disease 2019 (COVID-19) cases.

Symptoms may appear **2-14 days after exposure\***:

- Fever
- Cough
- Shortness of breath

## HOW IS COVID-19 DIAGNOSED?

Health care providers will assess patients and consult with the Health Department on whether testing is indicated.

## HOW IS COVID-19 TREATED?

Most people will recover on their own. There is no specific treatment for COVID-19 and there is no vaccine.

## HOW CAN I PREVENT THE SPREAD OF COVID-19?

The best way to prevent illness is to avoid being exposed to this virus. It is recommended that people take everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick
- Avoid touching your eyes, nose, and mouth
- Stay home when you are sick
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing

\*If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol

## WHERE CAN I LEARN MORE ABOUT COVID-19?

Long Beach Department of Health and Human Services [WWW.LONGBEACH.GOV/COVID19](http://WWW.LONGBEACH.GOV/COVID19)  
Centers for Disease Control and Prevention [WWW.CDC.GOV/COVID19](http://WWW.CDC.GOV/COVID19)