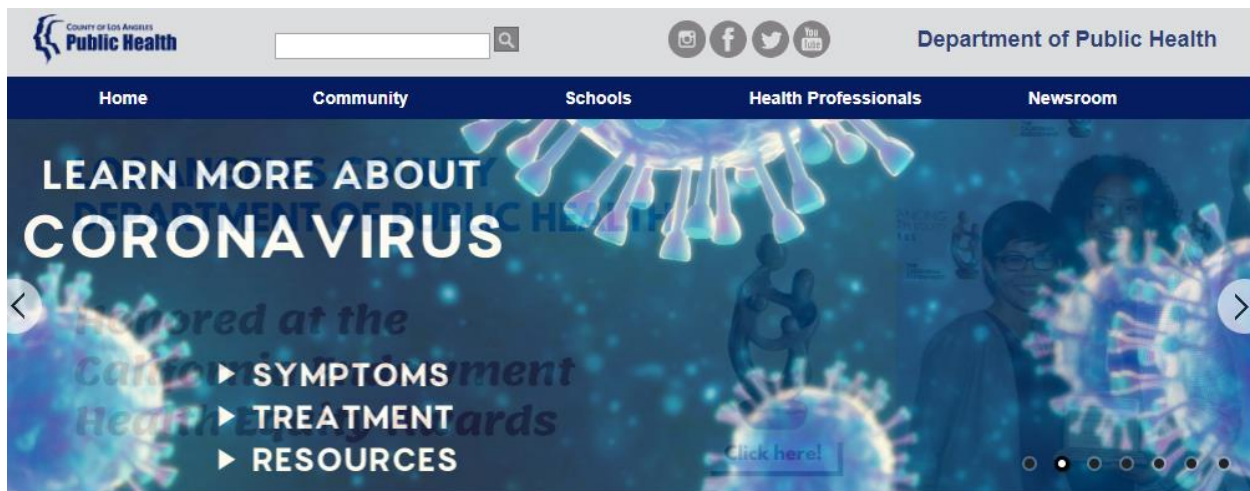


# EXHIBIT 1



## COVID-19 PUBLIC HEALTH SITUATION SUMMARY



***Updated: March 9, 2020***

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## **COVID-19 Situation Report Overview**

### **Coronavirus COVID-19 Case Tracking:**

#### **Los Angeles County Confirmed Cases\***

<b>Infected</b>	<b>Recovered</b>	<b>Deaths</b>
16**	1	0

\*\*One case of "Community Spread"

#### **State of California Confirmed Cases\***

<b>Infected</b>	<b>Recovered</b>	<b>Deaths</b>
142	2	2

#### **United States Confirmed Cases\***

<b>Infected</b>	<b>Recovered</b>	<b>Deaths</b>
752	8	26

#### **International Confirmed Case\***

<b>Infected</b>	<b>Recovered</b>	<b>Deaths</b>
113,808	63,821	4,009

\* Per Johns Hopkins CSSE, link below:

\*<https://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>

## Coronavirus COVID-19 Health Department Briefing Information:

### The last briefing was delivered by:

- Barbara Ferrer, Ph.D., MPH, MEd, Director  
Los Angeles County Department of Public Health
- Jeffrey Gunzenhauser, MD, MPH, Chief Medical Officer  
Los Angeles County Department of Public Health

### Los Angeles County OEM Information

- 1) LA County Health Emergency Proclamation Announced, Pasadena and Long Beach proclaim health emergency as well.
- 2) LA County OEM EOC Activated at Level 3 as of 10:00AM. Operating hours: 1000 hours to 1600 hours daily. Duty Officer Status (Mission: Monitor activities, share updates and actions, Support of Health Department COVID-19 Response.
- 3) An event page has been opened in OARRS.
- 4) No Resource Requests have been submitted.

### Los Angeles County DPH Information – Briefings Sessions

- 1) There is one known cases of community spread infections (person to person transfer) in Los Angeles County. The other fifteen cases in LA County are all direct contact transfer scenarios.
- 2) We know have the capability to complete testing in Los Angeles County. Only qualified labs can test for this virus due to the highly complex testing process.
- 3) Los Angeles County and qualified labs have the COVID-19 test kits. Each kit contains a few hundred of the actual tests.
- 4) Local health providers or hospitals do not have the COVID-19 kits. The local health care providers have diagnostic guidance from the Health Dept. The providers will complete a clinical review of the patient and if warranted, request a test. If a test is ordered, the specimens are collected by approved lab technicians. The hospital or doctor's office may have trained staff who can collect a specimen and send that specimen to the County/Lab for completion of the test. A single patient may require multiple tests to verify a diagnosis.
- 5) The Governor has directed public health care programs to reduce the cost share for COVID tests to \$0. I am not aware of how private health care providers are dealing with the cost share question.
- 6) All cases identified through testing are being actively managed and monitored by Health. This is being done to ensure compliance with medical directives.

Emergency Event Report	
*Red Label indicates a required field.	
Basic Info	Notification
WHAT IS THE CURRENT STATUS OF THIS EVENT?	
*Status: Gray--Unknown	*Prognosis: Gray--Unknown
WHAT INFORMATION CAN YOU PROVIDE ABOUT THIS EVENT?	
Report Type: Emergency:	*Event Type: Not Yet Designated
*Event Name: Coronavirus (COVID-19) - March 2020	Severity: Low
Timeline Start Date: 01/06/2020 at 00:00 PST	Completion Date:
SITUATION SUMMARY	
03/04/2020 at 12:28 PST rbarreras-County EOC	
In response to the Coronavirus (COVID-19), the County Board of Supervisors proclaimed a local emergency on March 4th, 2020. Additionally, the County's Health Officer declared a local health emergency.	
To ensure regional coordination and collaboration, the County's Emergency Operations Center (EOC) was activated to a level 3 (lowest) at 1000 hrs. Until further notice, the EOC will be staffed Monday - Friday from 1000 - 1600 hrs.	

Figure 1 - Emergency Event Report Opened in OARRS

7) DPH has committed to daily press briefings on Facebook Live at 12:00 Noon each day. Weekly calls to city managers and elected officials are planned. Next call is March 12<sup>th</sup> at 11:00 AM. The invitation is included in this document.

8) There is new guidance provided on the health website. Please visit the site for access to all the documents, <http://publichealth.lacounty.gov/media/Coronavirus/#>

Included in this report are:

- a. Appendix A, Guidance for Clinicians (do not share this with the public, FYI Only)
- b. Appendix B, Guidance for Employees
- c. Appendix C, Coping with Stress
- d. Appendix D, COVID-19 Poster
- e. Appendix E, FAQs for the Public
- f. Appendix F, PPE
- g. Appendix G, Home Isolation Instructions
- h. Appendix H, Guidance for Ticketed Venues

9) Law and Fire field guidance may still need some polishing:

- a. Appendix I, Law & Fire Safety Practices (do not share this with the public, FYI Only)

*Recommendations have been made to address the following points in the next revision.*

*The FAQ or guidance for EMS maybe inappropriate for PD:*

- *Law does not have PPE, and they are not healthcare workers, so they cannot get PPE from the MHOAC.*
- *Law cannot wash before and after each contact with people, some of whom become combative without warning and must be restrained.*
- *A contact is anyone within six feet of an infected person for 10 minutes or more. That description fits the inside of a patrol car when transporting a suspect or aiding a citizen who needs a ride.*
- *Police and Sheriff Officers are required to provide service in places where people are at higher risk for the infection.*
- *Similar problems exist in jails for custody personnel.*

10) Public Health continues to recommend that the public do the following to protect themselves and others from respiratory illnesses:

- **Stay home when you are sick.**
- 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.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Limit close contact, like kissing and sharing cups or utensils, with people who are sick.
- Clean and disinfect frequently touched surfaces using a regular household cleaning spray or wipe.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue, use your sleeve (not your hands).

- Facemasks are most effective when used appropriately by health care workers and those directly caring for people who are sick and by people who are sick (source control).
- Get a flu immunization if you have not done so this season.

11) DPH will follow the information sharing policies as outlined in the Health Insurance Portability and Accountability Act (HIPAA). Once they find a COVID-19 case in a specific city, they will not share any information that may identify the patient. They will share information as specifically outlined by HIPAA. The County will keep the cities in the loop before decisions are made to close schools, etc.

### Reference Information:

There is a wealth of information on trusted websites:

- Los Angeles County Department of Public Health (LACDPH, County)  
<http://publichealth.lacounty.gov/media/Coronavirus/>
- California Department of Public Health (CDPH, State)  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCoV2019.aspx>
- Centers for Disease Control and Prevention (CDC, National)  
<http://www.cdc.gov/coronavirus/novel-coronavirus-2019.html>
- World Health Organization (WHO, International)  
<https://www.who.int/health-topics/coronavirus>

### LA County Department of Public Health Contact Information

- Public Information Hotline: 211
- Department General Phone: | (213) 240-8144
- Phone for Local Govt Leaders & Elected Officials Only, Open from 9 AM to 5:00PM: **(877) 777-5799**
- **Do not share this number with anyone outside of your key leadership positions.**
- Email: [media@ph.lacounty.gov](mailto:media@ph.lacounty.gov)
- Website: <http://publichealth.lacounty.gov/media/Coronavirus/>

### Los Angeles County Contact Information:

#### **CAL OES WARNING CENTER**

24-HR EMERGENCY (916) 845-8911, [www.caloes.ca.gov](http://www.caloes.ca.gov)

#### **Los Angeles County EOC Contact**

**LAC OEM Duty Officer**, iPhone: (323) 459-3779

Email: [dutyofficer@ceooem.lacounty.gov](mailto:dutyofficer@ceooem.lacounty.gov)

Pager: **(213) 508-8023**

Kevin McGowan, Director, [kmcgowan@ceooem.lacounty.gov](mailto:kmcgowan@ceooem.lacounty.gov)

Leslie Luke, Deputy Director, [lluke@ceooem.lacounty.gov](mailto:lluke@ceooem.lacounty.gov)

Helen Chavez, Assistant Director, [hchavez@ceooem.lacounty.gov](mailto:hchavez@ceooem.lacounty.gov)

**OARRS Access:** <https://oarrs.lacounty.gov>

OARRS Tech Support: [oarrstechsupport@ceo.lacounty.gov](mailto:oarrstechsupport@ceo.lacounty.gov)

**Los Angeles County Sheriff Operations Center**

LA County Notification System Requests, (323) 980-2101

**American Red Cross**

24/7 Disaster Dispatch System to report an incident Call (800) 675-5799

**Children's Disaster Services**

Rapid Response Team of Southern California, Kathy Davis: [kshdavis@gmail.com](mailto:kshdavis@gmail.com)

CDS (909)538-6993, Alternative #: (909)392-4192.

## 1) What You Need to Know About Novel Coronavirus (COVID-19)

### a) What is Novel Coronavirus (COVID-19)?

Coronaviruses are a large group of viruses that are common among animals and humans. In rare cases, the transmission of animal coronaviruses between animals and humans is possible. The novel coronavirus that causes COVID-19 is a newly discovered coronavirus strain. This new strain has not been seen in animals or humans. The source of this virus is not yet known.

### b) How are Coronaviruses spread?

Like other respiratory illnesses, such as influenza, human coronaviruses most commonly spread to others from an infected person who has symptoms through:

- Droplets produced through coughing and sneezing,
- Close personal contact, such as caring for an infected person,
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands.

Novel Coronavirus (COVID-19) is new, and we are learning more each day about how easily it spreads and how long it takes for people to become sick. As information becomes available, we will keep you informed.

### c) How long is the incubation period for COVID-19?

The incubation period for COVID-19 is 2 to 14 days. Symptoms may appear 2-14 days after exposure. Most patients showed symptoms in between 5 to 7 days after contact.

### d) What are the symptoms of COVID-19?

Typically, human coronaviruses cause mild-to-moderate respiratory illness. Symptoms include:

- Fever
- Cough
- Shortness of breath

The first symptoms fever and cough are like that of the flu, so the diseases can be hard to tell apart without a test to identify the virus.

CORONAVIRUS	
• Fever	
• Cough	
• Shortness of Breath, or difficulty breathing	
• Symptoms appear 2-14 days after exposure	
FLU	
• Fever	• Chills & sweats
• Cough	• Congestion
• Muscle aches	• Sore throat
• Fatigue & weakness	
ALLERGIES	
• Sneezing	
• Itchy nose, eyes or roof of the mouth	
• Runny, stuffy nose	
• Watery, red or swollen eyes	

Most cases of coronavirus infection are not severe, but some people do become quite sick. Data from the most extensive study of patients to date, conducted in China, suggests that of coronavirus patients receiving medical attention, 80 percent had mild infections, about 15 percent had severe illnesses, and 5 percent were critical.

Groups with the highest risk factors are seniors, very young children, and those with on-going respiratory illnesses. Those without access to healthcare are at risk. Pneumonia is common among coronavirus patients, even among those whose cases are not severe.

**e) How is COVID-19 diagnosed?**

Health care providers will assess patients, and if COVID-19 is a possible diagnosis, they will do further testing. If a diagnostician believes a patient has novel coronavirus, they order a test. Public health agencies will work to complete testing with local health care providers.

**f) What is the treatment for COVID-19?**

Most people with illness due to common coronavirus infections recover on their own. There are no specific treatments for coronavirus infections. We must manage the symptoms. For patients who have mild symptoms, use over the counter medicine that works best for you.

For patients who are more severely ill, go to your healthcare provider or a hospital for supportive care.

**g) What can the public do to limit the spread of COVID-19?**

The California Department of Public Health recommends the following steps to prevent the spread of all respiratory viruses:

- 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.
- Avoid touching eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick are all ways to reduce the risk of infection with many different viruses.
- Stay away from work, school, or other people if you become sick with respiratory symptoms like fever and cough.

**h) How long does the virus live outside the body?**

We do not know the exact time for this virus yet.

Similar Coronaviruses can last hours to days on surfaces depending on the weather, humidity, and the type of surfaces. We recommend using household products to clean and disinfect high touch areas and items.

**i) There have been reports of many scams and price gouging.**

The Health Officer warns the public to be careful of organizations or individuals offering COVID-19 test kits, “approved” new medicines to ward off COVID 19, or cures for the disease. There are many examples of price gouging on medical supplies. Be careful ordering items off the internet.



## 2) What are Health Professionals asking you to do?

### a) Recommended strategies for local governments to reduce the impacts of COVID-19

- Share information from reliable information sources with your community.
- Share the resources and materials provided by the Los Angeles County Department of Public. Download flyers, brochures, and videos from their website.
- Advise your community there may be disruptions to day to day life due to the spread of the virus. If large numbers of people are sick, there may be an impact on normal operations of schools, stores, businesses, or government offices. Health concerns could be a consideration to postpone or cancel special events, programs, or sporting events.
- Be an advocate for preparedness with your community. Ask the community to stock up on food, medicine, and supplies, so they do not have to go out if they become sick.
- Place signage in public spaces such as city hall or senior centers alerting the public of the need to wash their hands often and direct them to restrooms, and
- If there are no restrooms, consider placing bottles of hand sanitizer on service counters or in customer service areas.
- Review your Pandemic Response Plan. If you do not have one, consider using the example (Pasadena Pandemic Influenza Annex) provided with the email.
- Consider holding a Pandemic Tabletop Discussion. Consider using the examples from document (After-Action Report Flu Tabletop FINAL) provided with the email.
- Consider temporary accommodations:
  - Hold on-line meeting or webinars
  - Allow temporary telecommuting work plan if possible
  - Consider a temporary suspension of Doctor's Note requirements. When a large number of people are sick, requiring a Dr's note puts additional strain on the healthcare system.
- Consider Continuity of Operations plans for your office or business. How will you get things done if half your staff is out sick? How will you get your supplies if the delivery people are not available?
- Make sure you are using a robust, regular cleaning schedule for frequently touched surfaces—phones, doorknobs, countertops, radios, coffee pot handles, etc.

### b) Recommended strategies for community members to reduce the spread of COVID-19

- Stay home when you are sick.
- 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. Always wash hands with soap and water if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay away from sick people, use verbal salutations (no handshaking) and keep six feet away from people you do not know in social situations.
- Limit close contact, like kissing and sharing cups or utensils, with people who are sick.

- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue, use your sleeve (not your hands).
- Facemasks are most effective when used appropriately by health care workers and people who are sick.
- Get a flu shot to prevent influenza if you have not done so this season.

## Center for Disease Control recommended strategies for employers to use now:

### 1) Actively encourage sick employees to stay home:

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
- Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.

### 2) Separate sick employees:

- CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e., cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

### 3) Emphasize staying home when sick, respiratory etiquette, and hand hygiene by all employees:

- Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace and in other work areas where they are likely to be seen.
- Provide tissues and no-touch disposal receptacles for use by employees.
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water are the best choice if hands are visibly dirty.
- Provide soap and water, and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- Visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.

**4) Perform routine environmental cleaning:**

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
- No additional disinfection beyond routine cleaning is recommended at this time.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

**5) Advise employees before traveling to take certain steps:**

- Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found on the [CDC website](#).
- Advise employees to check themselves for symptoms of [acute respiratory illness](#) before starting travel and notify their supervisor and stay home if they are sick.
- Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
- If outside the United States, sick employees should follow your company's policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

**6) Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:**

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

## Center for Disease Control Planning/Discussion Template for a Possible COVID-19 Outbreak

The severity of illness or how many people will fall ill from COVID-19 is unknown at this time. If there is evidence of a COVID-19 outbreak in the U.S., employers should plan to be able to respond in a flexible way to varying levels of severity and be prepared to refine their business response plans as needed.

### 1) Planning Considerations

Employers need to consider how best to decrease the spread of acute respiratory illness and lower the impact of COVID-19 in their workplace in the event of an outbreak in the US. They should identify and communicate their objectives, which may include one or more of the following: (a) reducing transmission among staff, (b) protecting people who are at higher risk for adverse health complications, (c) maintaining business operations, and (d) minimizing adverse effects on other entities in their supply chains. Some of the key considerations when making decisions on appropriate responses are:

- Disease severity (i.e., number of people who are sick, hospitalization and death rates) in the community where the business is located.
- Impact of disease on employees that are vulnerable and may be at higher risk for COVID-19 adverse health complications. Inform employees that some people may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.
- Prepare for possible increased numbers of employee absences due to illness in employees and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness:
  - Employers should plan to monitor and respond to absenteeism at the workplace. Implement plans to continue your essential business functions should you experience higher than usual absenteeism.
  - Cross-train personnel to perform essential functions so that the workplace can operate even if key staff members are absent.
  - Assess your essential functions and the reliance that others and the community have on your services or products. Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your activities if required).
- Employers with more than one business location are encouraged to provide local managers with authority to take appropriate actions outlined in their business infectious disease outbreak response plan based on the condition in each locality.
- Coordination with [stateexternal icon](#) and [localexternal icon](#) health officials is strongly encouraged for all businesses so that timely and accurate information can guide appropriate responses in each location where their operations reside. Since the intensity of an outbreak may differ according to geographic location, local health officials will be issuing guidance specific to their communities.

## 2) Important Considerations for Creating an Infectious Disease Outbreak Response Plan

All employers should be ready to implement strategies to protect their workforce from COVID-19 while ensuring continuity of operations. During a COVID-19 outbreak, all sick employees should stay home and away from the workplace, respiratory etiquette and hand hygiene should be encouraged, and routine cleaning of commonly touched surfaces should be performed regularly.

### a) Employers should:

- Ensure the plan is flexible and involve your employees in developing and reviewing your plan.
- Conduct a focused discussion or exercise using your plan to find out ahead of time whether the plan has gaps or problems that need to be corrected.
- Share your plan with employees and explain what human resources policies, workplace and leave flexibilities, and pay and benefits will be available to them.
- Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.

### b) Recommendations for an Infectious Disease Outbreak Response Plan:

- Identify possible work-related exposure and health risks to your employees. OSHA has more information on how to [protect workers from potential exposure external icon](#) to COVID-19.
- Review human resources policies to make sure that policies and practices are consistent with public health recommendations and are compatible with existing state and federal workplace laws (for more information on employer responsibilities, visit the [Department of Labor's external icon](#) and the [Equal Employment Opportunity Commission's external icon](#) websites).
- Explore whether you can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies. For employees who can telework, supervisors should encourage employees to telework instead of coming into the workplace until symptoms are entirely resolved. Ensure that you have the information technology and infrastructure needed to support multiple employees who may be able to work from home.
- Identify essential business functions, necessary jobs or roles, and critical elements within your supply chains (e.g., raw materials, suppliers, subcontractor services/products, and logistics) required to maintain business operations. Plan for how your business will operate if there is increasing absenteeism, or these supply chains are interrupted.
- Set up authorities, triggers, and procedures for activating and terminating the company's infectious disease outbreak response plan, altering business operations (e.g., possibly changing or closing operations in affected areas), and transferring business

knowledge to key employees. Work closely with your local health officials to identify these triggers.

- Plan to minimize exposure between employees and also between employees and the public, if public health officials call for social distancing.
- Establish a process to communicate information to employees and business partners on your infectious disease outbreak response plans and latest COVID-19 news. Anticipate employee fear, anxiety, rumors, and misinformation, and plan communications accordingly.
- In some communities, early childhood programs and K-12 schools may be dismissed, particularly if COVID-19 worsens. Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from school. Businesses and other employers should prepare to institute flexible work and leave policies for these employees.
- Local conditions will influence the decisions that public health officials make regarding community-level strategies; employers should take the time now to learn about plans in place in each community where they have a business.
- If there is evidence of a COVID-19 outbreak in the US, consider canceling non-essential business travel to additional countries per [travel guidance](#) on the CDC website.
  - Travel restrictions may be enacted by other countries, which may limit the ability of employees to return home if they become sick while on travel status.
  - Consider canceling large work-related meetings or events.
- Engage [stateexternal icon](#) and [localexternal icon](#) health departments to confirm channels of communication and methods for dissemination of local outbreak information.



## Coronavirus Disease 2019 (COVID-19) Physician Check List: Evaluating Patients Who May Have COVID-19 (the illness caused by SARS-CoV-2)

The purpose of this checklist is to provide step-by-step guidance for evaluating patients who may have COVID-19, with the goal of preventing the spread of infection and expediting an investigation with the Los Angeles County Department of Public Health (LAC DPH) and testing through the Public Health Laboratory (PHL).

Medical providers needing assistance with diagnosis and infection control can call:

LAC DPH Acute Communicable Disease Control (ACDC)

(213) 240-7941 (8:00am – 5:00pm Monday to Friday) (213) 974-1234 (After Hours Emergency Operator)

### ☐ Step 1. Identify patients who may have a febrile respiratory illness.

- ☐ 1a. Place visible signage requesting visitors with a fever and recent international travel to immediately notify a healthcare staff (COVID-19 [travel alert poster](#) in 9 languages on ACDC COVID-19 website).
- ☐ 1b. Screen patients at triage for signs or symptoms of febrile respiratory illness and if present, the patient should wear a surgical mask and be placed in a private room with the door closed or separated from others by at least 6 feet.
- ☐ 1c. Ensure all healthcare workers interacting with the patient don a surgical mask.

### ☐ Step 2. Does the patient meet the LAC DPH Public Health Lab (PHL) COVID-19 Testing Criteria?<sup>1,2</sup>

Clinical Features	&	Epidemiologic Risk
Fever <b>or</b> signs/symptoms of lower respiratory illness (e.g. cough or shortness of breath)	AND	Any person, including health care workers, who has had close contact with a laboratory-confirmed COVID-19 patient within 14 days of symptom onset
Fever <b>and</b> signs/symptoms of a community-acquired lower respiratory illness (e.g., cough or shortness of breath) requiring hospitalization	AND	A history of travel from affected geographic areas (see below) within 14 days of symptom onset
Fever with severe acute community acquired lower respiratory illness (e.g., pneumonia, ARDS) requiring ICU care without alternative explanatory diagnosis. (Must have negative rapid, influenza/ RSV tests; and a negative molecular respiratory panel if this testing is available at the facility)	AND	No source of exposure has been identified


**Affected Geographic Areas\* with Widespread or Sustained Community Transmission:** China, Iran, Italy, Japan, and South Korea *Last updated February 28, 2020*

\*Affected areas are defined as geographic regions where sustained community transmission has been identified. Relevant affected areas will be defined as a country with at least a CDC Level 2 Travel Health Notice. See all [COVID-19 Travel Health Notices](#).

<sup>1</sup> Refer to the [CDC Guidance for Health Professionals](#) for definitions of fever, hospitalization, close contact, and laboratory-confirmed: <https://www.cdc.gov/coronavirus/2019-nCoV/hcp/clinical-criteria.html>

<sup>2</sup> The LAC DPH COVID-19 evaluation criteria differ from the CDC's and are intended to prioritize SARS-CoV2 testing in a setting of limited local testing capacity. Providers should keep in mind that these evaluation criteria were developed to identify patients at the highest risk for COVID-19.



**IF NO** then **STOP**  here. Continue evaluation for alternative diagnosis as clinically indicated.

- For patients with milder symptoms, COVID-19 testing is now available from LabCorp for patients who meet the current CDC [guidance for evaluation](#). Ensure that patient is in a private room and follow the additional infection control procedures in Step 3. Patient should follow [home isolation instructions](#).

**IF YES** and patient meets PHL testing criteria, ensure that patient is in a private room with door closed (ideally negative pressure airborne isolation-room).

☐ **Step 3. Implement the additional following infection control procedures for healthcare workers:**

- ☐ 3a. Standard precautions
- ☐ 3b. Contact precautions (gloves, gown)
- ☐ 3c. Eye protection
- ☐ 3d. Airborne precautions (e.g., N95 mask or PAPR)

☐ **Step 4. Immediately contact and report patient to the LAC DPH ACDC:**

- ☐ 4a. Call LAC DPH and an on-call physician will advise on the next steps.  
**(213) 240-7941 from 8:00am-5:00pm Monday to Friday and (213) 974-1234 (After Hours Emergency Operator)**
- ☐ 4b. **DO NOT collect or send specimens to the Public Health Lab (PHL) until the case is discussed and testing is approved by DPH.**

☐ **Step 5. Collect specimens for laboratory diagnosis by the Public Health Lab.**

Collect one upper respiratory specimen from the patient and one lower respiratory specimen (for patients with productive cough) as soon as possible regardless of symptom onset, as follows:

- ☐ 5a. **Upper Respiratory**
  - **Nasopharyngeal swab AND oropharyngeal swab (NP/OP swab)** Use a synthetic fiber swab with plastic shaft. Do not use calcium alginate swabs or swabs with wooden shafts. Place swab in a sterile tube with 2-3 ml of viral transport media Do NOT combine NP/OP swab specimens; keep swabs in separate viral transport media collection tubes.
  - **Nasopharyngeal wash/aspirate or nasal aspirate:** 2-3 mL in a sterile, leak-proof, screw-cap sputum collection cup or sterile dry container.
- ☐ 5b. **Lower Respiratory (for patients with productive cough)**
  - **Bronchoalveolar lavage or tracheal aspirate:** 2-3 mL in a sterile, leak-proof, screw-cap sputum collection cup or sterile dry container.
  - **Sputum:** Have the patient rinse the mouth with water and then expectorate deep cough sputum directly into a sterile, leak-proof, screw-cap sputum collection cup or sterile dry container.

#### NOTE:

- It is imperative that NP and OP swabs are placed in viral transport media, such as ones used to collect specimen NP swabs for influenza testing (see figure to the right). Each swab must be placed into a separate vial
- Improper collection, such as placing swabs in bacterial culture media, will void the specimen and delay testing.



#### TRANSPORT INFORMATION

- Refrigerate specimens at 2-8°C and transport on cold pack.
- Complete a PHL H-3021 Test Requisition form for each specimen. Please use the prefilled LAC DPH test request forms for COVID-19 testing available on the [DPH COVID-19 website](#). Note there are two different forms:
  - Form to be used for NP swabs that request testing for SARS-CoV-2 (formerly known as novel coronavirus-2019) and Biofire panel
  - Form to be used for all other specimens that request testing for SARS-CoV-2
- Test request forms **MUST** include full patient name, date of birth, hospital medical record number, sex, date/time collected, specimen source, and the hospital where the specimen was collected.
- Upon approval by LAC DPH, the PHL will assist with courier pick up. Specimens that arrive at PHL without prior DPH approval may experience significant delays in testing. **If specimens cannot be collected at the clinic, do not refer the patient to another facility to obtain specimens (i.e., commercial lab, other medical clinic). Notify Public Health.**

#### ☐ **Step 6. Continue medical evaluation and empiric treatment for other causes of respiratory infection or pneumonia as clinically indicated.**

All patients with suspected COVID-19 should also be assessed for common causes of respiratory infection and pneumonia as clinically indicated.

#### ☐ **Step 7. Do not discharge patient without prior approval from LAC DPH.**

Continue patient isolation and infection control procedures as above.

# Novel Coronavirus (COVID-19) Appendix B

## Los Angeles County Department of Public Health Guidance for Employers

The Los Angeles County Department of Public Health (Public Health) is asking for your assistance to prepare for and help prevent the spread of the novel (new) coronavirus in Los Angeles County. Globally, there continues to be a growing number of people infected with this virus which causes “coronavirus disease 2019” (abbreviated COVID-19) in mainland China and elsewhere. According to the Centers for Disease Control and Prevention and the World Health Organization, current global trends indicate that the virus may spread worldwide causing a pandemic. We need to prepare to prevent the spread of this infection locally.

Public Health is proactively taking steps to prevent the spread of this infection. We strongly recommend that all organizations review and update their emergency plans and consider ways to continue essential services if on-site operations must be reduced temporarily.

Earlier this month, we shared with you our [Novel Coronavirus Guidance for Employers](#) which included a variety of personal and organizational preventive measures to reduce the spread of novel coronavirus. If there is significant local community transmission of COVID-19, in addition to continuing to emphasize those measures, Public Health may need to implement more disruptive actions such as canceling events and closing businesses to help to slow the spread of infection. We ask that employers begin to prepare in case such actions are required. This letter summarizes our current recommendations to help prevent the spread of novel coronavirus. In addition, we encourage you to visit the DPH Novel Coronavirus webpage for resources including Guidance for Business and Employers, Frequently Asked Questions and infographics: <http://publichealth.lacounty.gov/media/Coronavirus/>.

### General Information

#### **What preventive measures should be taken at an organizational level to reduce the spread of respiratory viruses, like the virus that causes COVID-19?**

- Educate and emphasize the importance of the everyday personal prevention actions (see below).
- Encourage and support *staff, and volunteers*, to stay home when they are sick. Remind them to stay home and not come to work until they are free of fever for at least 24 hours without fever-reducing medication.
- Provide adequate supplies for good hygiene, including easy access to clean and functional handwashing stations, soap, paper towels, and alcohol-based hand sanitizer.
- Encourage regular hand washing including before meals, after using the restroom and after coughing and sneezing.
- Minimize, where possible, close contact and the sharing of objects such as cups, food, and drink.
- Routinely clean and disinfect all frequently touched surfaces and objects, such as doorknobs, bannisters, countertops, faucet handles, and phones. Use the usual cleaning agents and follow the label directions.
- Provide employees with accurate information about novel coronavirus and steps they can take to protect themselves and their families.

# Novel Coronavirus (COVID-19)

## Los Angeles County Department of Public Health Guidance for Employers

*Everyday personal prevention actions include:*

- Stay home when you are sick. Stay home for at least 24 hours after you no longer have a fever or symptoms of a fever without the use of fever-reducing medicines.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains 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).
- Limit close contact with people who are sick.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipes.

### **What should our business be prepared to do if there is increased community transmission of COVID-19**

Increased community transmission of COVID-19 would indicate growing risk to the general public and that additional precautions may need to be taken to contain any local community transmission. Organizations should have a plan and be prepared to take these additional actions, if recommended by Public Health:

- Have a plan to communicate with your *staff, and volunteers*. Visit our website, [publichealth.lacounty.gov](http://publichealth.lacounty.gov), for accurate and updated information that can be used for your communications.
- Allow staff to stay home if someone in their house is sick or school closures have occurred.
- Do not require a healthcare provider's note for employees or volunteers who are sick with acute respiratory illness to validate their illness or to return to work. Healthcare provider offices and medical facilities will be extremely busy and not able to provide such documentation in a timely way.
- Consider how to protect employees who are at higher risk for adverse health complications. This may include strategies such as telecommuting and staggered shifts to increase the physical distance among employees, cross training staff, and canceling non-essential business travel and large face-to-face meetings and events.
- Businesses may need to consider suspending operations if a significant number of employees have been in close contact with a confirmed case of novel coronavirus; such individuals (close contacts) may be required to quarantine for up to 14 days from last exposure. A call for large scale closure of many businesses would happen only if there was significant community transmission that could not be well-controlled through other strategies.
- Modify, postpone, or cancel large conferences or events. Events where people are in close contact with others for an extended period may need to be cancelled or modified should there be significant community transmission in a particular community or many different communities. We will work with businesses to assess risk and determine effective mitigation strategies. Should we experience a rapid increase in the number of cases across the County, we may call for cancellation of many different types of public events.
- Implement ways to ensure continuity of services if on-site operations are reduced temporarily such as through teleworking, and flexible schedules with cross-training of staff.

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# Novel Coronavirus (COVID-19)

## Los Angeles County Department of Public Health Guidance for Employers

The CDC's Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020 outlines important considerations when creating a response plan as well as detailed guidance and practical strategies.

### Know where to get reliable information

Beware of scams, false news and hoaxes surrounding novel coronavirus. Accurate information, including announcements of new cases in LA County, will always be distributed by Public Health through press releases, social media, and our website. The website has more information on COVID-19 including FAQs, infographics and a guide to coping with stress, as well as tips on handwashing

- Los Angeles County Department of Public Health (LACDPH, County)
  - <http://publichealth.lacounty.gov/media/Coronavirus/>
  - Social media: @lapublichealth
- The Los Angeles County Department of Mental Health Access Center 24/7 Helpline (800) 854-7771.

Other reliable sources of information about novel coronavirus are:

- California Department of Public Health (CDPH, State)
  - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx>
- Centers for Disease Control and Prevention (CDC, National)
  - <http://www.cdc.gov/coronavirus/novel-coronavirus-2019.html>
- World Health Organization (WHO, International)
  - <https://www.who.int/health-topics/coronavirus>

If you have questions and would like to speak to someone call the Los Angeles County Information line 2-1-1 which is available 24 hours a day

# Coping With Stress During Infectious Disease Outbreaks

The Department of Mental Health supports the wellbeing of our County family, friends and colleagues. When you hear, read, or watch news about an outbreak of an infectious disease, you may feel anxious and show signs of stress—even when the outbreak affects people far from where you live and you are at low or no risk of getting sick. These signs of stress are normal and may be more likely in people with loved ones in parts of the world affected by the outbreak. During an infectious disease outbreak, care for your own physical and mental health and reach out in kindness to those affected by the situation.

## WHAT YOU CAN DO TO HELP COPE WITH EMOTIONAL DISTRESS

### 1. Manage Your Stress

- Stay informed. Refer to credible sources for updates on the local situation.
- Stay focused on your personal strengths.
- Maintain a routine.
- Make time to relax and rest.

### 2. Be Informed and Inform Your Family

- Become familiar with local medical and mental health resources in your community. Attend community meetings for resources/education.
- Avoid sharing unconfirmed news about the infectious disease to avoid creating unnecessary fear and panic.
- Give honest age-appropriate information to children and remember to stay calm; children often feel what you feel.

### 3. Connect with Your Community

- Keep contact with family and friends.
- Join community and/or faith groups.
- Accept help from family, friends, co-workers and clergy.
- Reach out to neighbors and friends with special needs who may need your help.

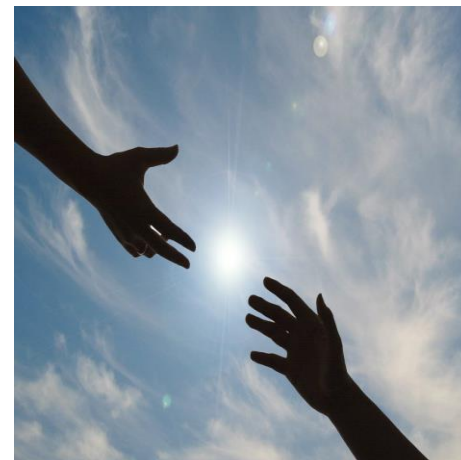
### 4. Reach Out and Help

- If you know someone affected by the outbreak, call them to see how they are doing, and remember to keep their confidentiality.
- Consider an act of kindness for those who have been asked to practice social distancing, such as having a meal delivered or offering to drop off homework at their doorstep.
- Locate and volunteer at a charity or organization near you.
- Encourage friends and family to get involved with you.

### 5. Be Sensitive

- Avoid blaming anyone or assuming someone has the disease because of the way they look or where they or their families come from.
- An infectious disease is not connected to any racial or ethnic group; speak up in kindness when you hear false rumors or negative stereotypes that foster racism and xenophobia.

*Consider seeking professional help if you or a loved one is having difficulty coping.*



### Be Proactive!

1. Stay informed with information from credible sources.
2. Stay connected with friends, family, and community groups.
3. Help others in need by volunteering and donating time and resources to trusted organizations.
4. Keep a positive attitude

### Resources

**Los Angeles County  
Department of Mental Health  
Access Center 24/7 Helpline  
(800) 854-7771  
(562) 651-2549 TDD/TTY  
<https://dmh.lacounty.gov>**

**Los Angeles County  
Department of Public Health:  
[publichealth.lacounty.gov](https://publichealth.lacounty.gov)  
or call 2-1-1 for more information**



# NOVEL CORONAVIRUS

## What You Need to Know

The immediate risk to the general public in Los Angeles County is low. Public Health is carefully assessing this situation as it evolves.

### How is it spread?



1

Through droplets when an infected person coughs or sneezes



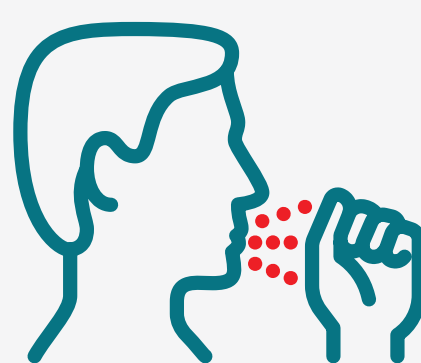
Close personal contact, such as caring for an infected person

The novel coronavirus is a new type of virus that recently started making people sick. It started in mainland China but is now also infecting people in other countries.

### What are the symptoms?



Fever



Cough



Difficulty Breathing

## What can I do to protect myself and others from respiratory infections like novel coronavirus?

- Stay home when you are sick.
- Limit close contact with people who are sick.
- Wash your hands often with soap and water for at least 20 seconds
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Clean and disinfect frequently touched objects and surfaces.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue, use your sleeve (not your hands).
- Use facemasks only if you are sick or have been instructed to do so by your health care provider.
- Get a flu shot to prevent influenza if you have not done so this season.

# Coronavirus Disease (COVID-19)

## 1. What is a coronavirus?

Coronaviruses are a large family of viruses. Many of them infect animals, but some coronaviruses from animals can evolve (change) into a new human coronavirus that can spread from person-to-person. This is what happened with the new coronavirus known as SARS-CoV-2, which causes the disease known as COVID-19. Diseases from coronaviruses in people typically cause mild to moderate illness, like the common cold. Some, like the SARS or MERS viruses cause serious infections like pneumonia.



## 2. How are coronaviruses spread?

Like other respiratory illnesses, such as influenza, human coronaviruses most commonly spread to others from an infected person who has symptoms through:

- Droplets produced through coughing and sneezing
- Close personal contact, such as caring for an infected person
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands

We are learning more each day about how easily the new coronavirus spreads and how long it takes for people to become sick. As information becomes available, we will keep you informed.

Do not assume that someone of a race or nationality is likely to have COVID-19; this new virus has infected people of many different races and nationalities across the entire world.

## 3. What are the symptoms of COVID-19?

Reported illnesses have ranged from people with mild symptoms to people becoming severely ill, requiring admission to the hospital, and dying.

Symptoms include:

- Fever
- Cough
- Difficulty breathing
- Severe illness

### Key Points

- Coronaviruses can spread through close personal contact or by touching an object or surface with the virus on it.
- Steps to prevent other respiratory infections will help to prevent Novel Coronavirus.
- Public Health is working hard to prevent the spread of novel coronavirus in LA County.
- Call 211 if you have additional questions

### For more information:

**Los Angeles County Department of Public Health**

Call 2-1-1

<http://publichealth.lacounty.gov/media/Coronavirus/>

**Centers for Disease Control and Prevention (CDC)**

<http://www.cdc.gov/coronavirus/novel-coronavirus-2019.html>

**World Health Organization**

<https://www.who.int/health-topics/coronavirus>



# Coronavirus Disease (COVID-19)

## 4. What should I do if I have these symptoms and recently traveled to an affected country?

Evidence from other countries suggest that like the flu, most people will have mild symptoms and should stay home until 24 hours after fever. Certain people should call their doctor early, including the elderly, pregnant women, those with compromised immune systems or underlying medical problems. If you are having difficulty breathing or keeping fluids down, go to an emergency room or call 911, otherwise it is better to call your doctor before going in to seek care.

You should also call a doctor if you have had close contact with a person who has COVID-19. Visit the Center for Disease Control (CDC) website for an up to date list of countries most affected by COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

## 5. Can I get tested for the coronavirus?

Testing is not helpful if you do not have symptoms. However, most people will get better with rest so there is no need to see a doctor if you have mild symptoms. If you develop difficulty breathing or cannot keep fluids down, see a doctor or call 911. Certain patients such as the elderly, those that are immune compromised or have underlying medical conditions should call their doctor earlier. If you have mild symptoms, there may be no need to go to a medical facility to see a doctor. If you have questions, please call the clinic or your doctor before going in.

## 6. How is novel coronavirus treated?

There is no specific treatment for illness caused by the novel coronavirus. However, many of the symptoms can be treated. Treatment is based on the patient's condition.

There is currently no vaccine to prevent novel coronavirus. Be aware of scam products for sale that make false claims to prevent or treat this new infection.

## 7. Is the Coronavirus spreading in the United States?

There have been several cases identified in the United States that have not had travel to affected country. This does suggest there is community spread in the United States and that spread may continue.

## 8. How can I protect myself when I travel?

At this time, the Centers for Disease Control and Prevention (CDC) recommends that people avoid all nonessential travel to countries that are most affected by COVID-19. Check the CDC COVID-19 Information for Travel webpage <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html> for up-to-date recommendations. Taking steps to prevent the spread of respiratory infections, like the flu, will also help to prevent coronaviruses. Talk with your doctor before travel to make sure you have received the recommended vaccines and medications specific to your destination to protect your health.

# Coronavirus Disease (COVID-19)

## 9. What actions are being taken by the Federal Government regarding travelers from mainland China and Iran?

Because of the COVID-19 outbreak in mainland China and Iran, there are White House travel directives in place:

- Restricting all foreign nationals who have traveled or been in mainland China and Iran in the past 14 days from entering the US. This order can be renewed by the President every 14 days.
- Requiring all US citizens and their close family members returning from mainland China to enter through one of eleven airports in the US (including LAX), where they will be screened by US Customs and Border Protection agents.
  - If travelers are showing signs of respiratory illness, they will be sent for additional testing to a health care facility.
  - If travelers were in the Hubei Province at any time in the past 14 days, they will be quarantined at a secure location and monitored for illness for 14 days from their last exposure.
  - If travelers are returning from other places in mainland China and have been in close contact with a confirmed case of novel coronavirus, they may also be subject to quarantine for 14 days from last exposure.
  - If travelers are returning from all other parts of mainland China and they have not been in close contact with a confirmed case of novel coronavirus, they will be allowed to travel to their final destination where they will be monitored by their local public health department and asked to remain in their homes and avoid public places for 14 days from last exposure.

## 10. What actions are being taken by the Federal Government regarding travelers from other affected countries?

The CDC is recommending that any traveler from other countries with outbreaks of COVID-19 who may have fever, cough, or difficulty breathing, within 14 days after leaving should call their doctor and self-isolate (Avoid contact with others and not travel on public transportation while sick.)

## 11. How will Public Health monitor travelers who are self-isolated?

With the new travel guidance, Public Health will regularly monitor potential cases to see if they develop any symptoms or fever. This is the same process we use with other communicable diseases, such as measles. Public Health will also monitor contacts for 14 days after the time of their last exposure, after which time they are free of the risk of developing COVID-19.

# Coronavirus Disease (COVID-19)

## 12. What can I do to protect myself and others from respiratory infections like 2019-nCoV?

As with other respiratory illnesses, there are steps that everyone can take daily to reduce the risk of getting sick or infecting others with circulating viruses.

You should:

- **Stay home when you are sick.**
- 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. Always wash hands with soap and water if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Limit close contact, like kissing and sharing cups or utensils, with people who are sick.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue, use your sleeve (not your hands).
- Get a flu shot to prevent influenza if you have not done so this season.

## 13. Should I wear a facemask?

It is not recommended that people who are well wear a mask to protect themselves from COVID-19 unless a healthcare professional advises it. A facemask should be used by people with COVID-19 who have symptoms to protect others from getting infected. Health workers and other people who are taking care of someone infected with COVID-19 in a close setting should wear a mask.

## 14. Could there be school or business closures?

If COVID-19 is spreading widely through a community it may be necessary to recommend that schools or business close to help prevent the spread of disease. Public health is encouraging organizations and schools to review and update their emergency plans and consider ways to continue critical services if on-site operations must be reduced temporarily. Speak with your children's school or daycare center to learn about their emergency operation plan and prepare ahead for possible alternate childcare arrangements. Also speak with employers and learn about what you might be asked to do if there are closures or reduced operations at your worksite.

# Coronavirus Disease (COVID-19)

## 15. What can I do if I get stressed about COVID-19?

When you hear, read, or watch news about an outbreak of an infectious disease, it is normal to feel anxious and show signs of stress—even when the outbreak affects people far from where you live and you are at low risk of getting sick. It is important to care for your own physical and mental health. For tips on what you can do to help cope, read "Coping with Stress During Infectious Disease Outbreaks" on the Public Health website. For help, call the Los Angeles County Department of Mental Health Access Center 24/7 Helpline at (800) 854-7771 or call 2-1-1.

## 16. What else can I do?

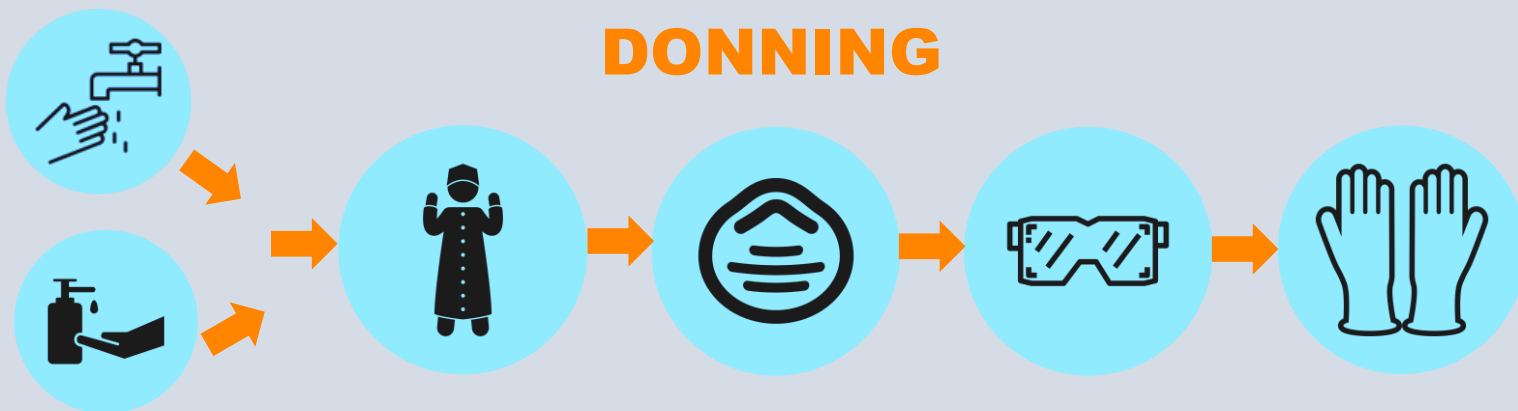
- Find a healthcare provider if you don't already have one.
- Update your emergency kits with food, water and supplies to last a few days in case there is a need for quarantine. Although this is unlikely, it is important to be prepared as you would for any other emergency.
- Continue to encourage welcoming environments for ALL members of our community.
- Always check with reliable sources for the up-to-date, accurate information about novel coronavirus.
  - Los Angeles County Department of Public Health (LACDPH, County)
    - <http://publichealth.lacounty.gov/media/Coronavirus/>
  - California Department of Public Health (CDPH, State)
    - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx>
  - Centers for Disease Control and Prevention (CDC, National)
    - <http://www.cdc.gov/coronavirus/novel-coronavirus-2019.html>
  - World Health Organization (WHO, International)
    - <https://www.who.int/health-topics/coronavirus>

If you have questions, and would like to speak to someone, call 2-1-1

# Personal Protective Equipment For 2019-Novel Coronavirus

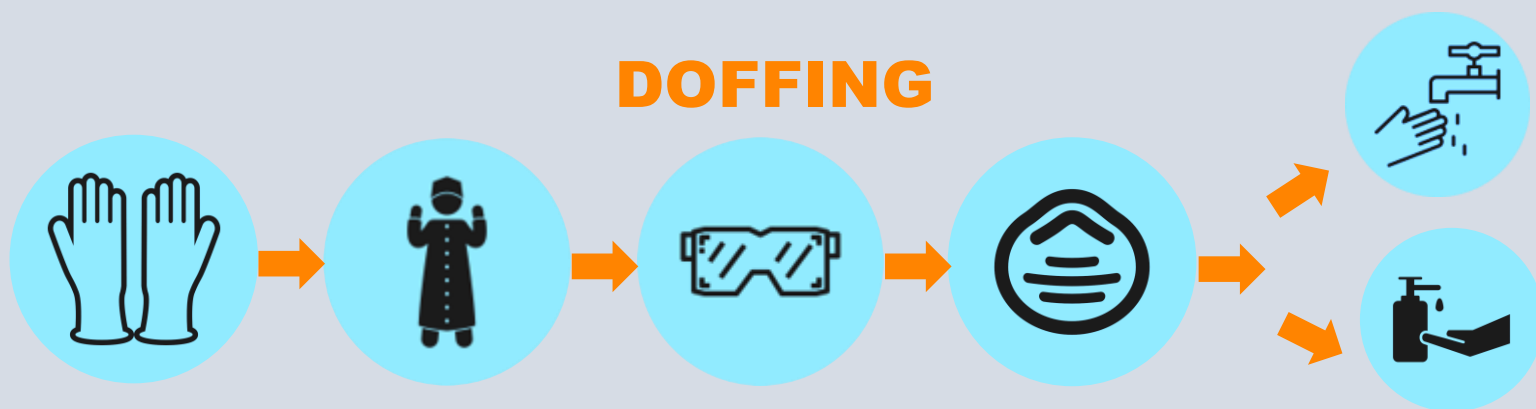
Appendix F

## DONNING



For respiratory protection use an N-95 respirator or above  
For eye protection use goggles or a face shield

## DOFFING



### Use Caution with Aerosol-Generating Procedures:

- Conduct in an Airborne Infection Isolation Room (AIIR).
- Personnel should use PAPR\* for respiratory protection.
- Limit the staff to only those necessary.



### Discontinuation of isolation precautions and patient discharge

- This should be determined on a case-by-case basis in accordance with the Los Angeles County Department of Public Health.
- Contact at 213-240-7941 during business hours or 213-974-1234 after hours.

- For more information see CDC poster Example 2 how to don and doff PPE: [www.cdc.gov/hai/pdfs/ppe/PPE-Sequence.pdf](http://www.cdc.gov/hai/pdfs/ppe/PPE-Sequence.pdf)
- For more information about infection control practices for 2019-nCoV: [www.cdc.gov/coronavirus/2019-nCoV/hcp/infection-control.html](http://www.cdc.gov/coronavirus/2019-nCoV/hcp/infection-control.html)

\*For more information on usage of PAPR respiratory protection during Aerosol-Generating Procedures visit: [dir.ca.gov/title8/5199.html](http://dir.ca.gov/title8/5199.html) **32**



## Home Isolation Instructions for 2019-Novel Coronavirus (2019-nCoV)

The following instructions are for people who have or might have 2019-Novel Coronavirus (2019-nCoV) and their families or caregivers:

### Information for 2019-nCoV patients who are not hospitalized:

- 1. Stay home.** Do not leave your home, except to get medical care, until your healthcare provider says it is OK. Do not go to work, school, or public areas, and do not use public transportation or taxis.
- 2. Separate yourself from other people in your home.** As much as possible, stay in a different room from other people in your home. If possible, use a separate bathroom. If you must be in the same room as other people, wear a facemask to prevent spreading germs to others.
- 3. Before you visit your doctors, let them know.** Call ahead before visiting your doctor so they can prepare for your visit and know that you may have 2019-nCoV.
- 4. Cover coughs and sneezes.** To prevent spreading germs to others, when coughing or sneezing cover your mouth and nose with a tissue or your sleeve. Throw used tissues in a lined trash can, and immediately wash hands with soap and water.
- 5. Keep hands clean.** Wash hands often and thoroughly with soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap and water are not available and if hands are not visibly dirty. Avoid touching eyes, nose, and mouth with unwashed hands.
- 6. Avoid sharing household items.** Do not share dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items with other people in the home. These items should be washed thoroughly after use with soap and warm water.
- 7. Monitor illness.** If illness gets worse (trouble breathing, pain in chest), get medical care right away. Before, call your healthcare provider and tell them that you have, or might have, 2019-nCoV infection. This will help your provider to take steps to keep other people from getting infected. **Ask your healthcare provider to call the LA County Department of Public Health to help (213) 240-7941.**

**These recommendations should be followed until your tests show that you do not have novel coronavirus, or, 10 days after your fever goes away if your tests show that you have been infected.**

## Information for Caregivers and Household Members of 2019-nCoV patients:

People who live with or provide home care for 2019-nCoV patients should:

- 1. Limit visitors to only people caring for the patient.**
  - As much as possible, anyone who is not caring for the patient should stay in another home or stay in other rooms. They should also use a separate bathroom if possible.
  - Keep elderly people and those who have weak immune systems or chronic health conditions away from the person. This includes people with diabetes, chronic heart or lung or kidney conditions.
- 2. Make sure that shared spaces in the home have good air flow.** Open windows or use an air conditioner if possible.
- 3. Wash hands.** People in the home should wash their hands often and thoroughly with soap and water for at least 20 seconds, especially before eating or after using the bathroom. Use an alcohol-based hand sanitizer if soap and water are not available and if your hands are not visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.
- 4. Wear disposable personal protective equipment (PPE)** e.g, facemask, gown, and gloves when you touch or have contact with the patient's blood, body fluids and/or secretions, such as sweat, saliva, sputum, nasal mucus, vomit, urine, or diarrhea. Throw these away after use and do not reuse. Wash hands thoroughly and immediately after removing your facemask, gown, and gloves.
- 5. Avoid sharing household items.** Do not share dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items the patient. Follow the cleaning instructions below.
- 6. Clean all "high-touch" surfaces,** such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables, every day using household disinfectants. Also, clean any surfaces that may have blood, body fluids and/or secretions or excretions on them.



### Cleaning Instructions

- Follow the recommendations provided on cleaning product labels including precautions you should take when applying the product, such as wearing gloves or aprons and making sure you have good ventilation during use of the product.
- Use a diluted bleach solution or a household disinfectant with a label that says “EPA-approved.” To make a bleach solution at home, add 1 tablespoon of bleach to 1 quart (4 cups) of water. For a larger supply, add ¼ cup of bleach to 1 gallon (16 cups) of water.
- Wash laundry thoroughly.
- Immediately remove and wash clothes or bedding that have blood, body fluids and/or secretions or excretions on them.
- Wear disposable gloves while handling soiled items. Wash your hands immediately after removing your gloves.
- Read and follow directions on labels of laundry or clothing items and detergent. In general, wash and dry with the warmest temperatures recommended on the clothing label.
- Place all used disposable gloves, gowns, facemasks, and other contaminated items in a lined container before disposing them with other household waste. Wash your hands immediately after handling these items.

**7. Monitor the patient’s illness.** If they are getting sicker (trouble breathing, pain in chest), call their medical provider and tell the medical staff that the person has, or is being evaluated for, novel coronavirus infection. This will help the healthcare provider’s office take steps to keep other people from getting infected. **Ask the healthcare provider to call LA County Department of Public Health (213) 240-7941.**

**8.** It is important to note that caregivers and household members who do not follow these instructions when in close contact with the patient may be considered to be “close contacts” and should monitor their health. Below is information for close contacts.



## Information for Close Contacts of 2019-nCoV patients:

People who have had close contact with someone who is confirmed to have, or being evaluated for, 2019-nCoV should:

**1. Monitor your health.** Start from the day you first had close contact with the patient and continue for 14 days after you last had close contact with the person. Watch for these signs and symptoms:

- Fever. Take your temperature twice a day.
- Coughing.
- Shortness of breath or trouble breathing.
- Other early symptoms to watch for are chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.



**If you develop fever or any of these symptoms, call your healthcare provider right away and let them know about being a close contact to a patient with 2019-nCoV so they can prepare for your visit. Ask your healthcare provider to call the local or state health department.**

**2.** If after 14 days you do not have any symptoms, you can continue with your daily activities, such as going to work, school, or other public areas

For more information visit [publichealth.lacounty.gov/acd/nCorona2019.htm](https://publichealth.lacounty.gov/acd/nCorona2019.htm)

### Los Angeles County Department of Public Health Guidance for Ticketed Venues

The Los Angeles County Department of Public Health (Public Health) is asking for your assistance to prepare for and help prevent the spread of the novel (new) coronavirus in Los Angeles County. Globally, there continues to be a growing number of people infected with this virus which causes “coronavirus disease 2019” (abbreviated COVID-19) in mainland China and elsewhere. According to the Centers for Disease Control and Prevention and the World Health Organization, current global trends indicate that the virus may spread worldwide causing a pandemic. We need to prepare to prevent the spread of this infection locally.

Public Health is proactively taking steps to prevent the spread of this infection. We strongly recommend that all organizations review and update their emergency plans and consider ways to continue essential services if on-site operations must be reduced temporarily.

If there is significant local community transmission of COVID-19, Public Health may need to implement more disruptive actions such as ordering the cancellation or modification of events and closing businesses to help to slow the spread of infection. We ask that venues begin to prepare in case such actions are required. This guidance summarizes our current recommendations to help prevent the spread of novel coronavirus. In addition, we encourage you to visit the Public Health Novel Coronavirus webpage for resources including Guidance for Business and Employers, Frequently Asked Questions and infographics:

<http://publichealth.lacounty.gov/media/Coronavirus/>.

#### **What preventive measures should be taken at an organizational level to reduce the spread of respiratory viruses, like the virus that causes COVID-19?**

- Educate and emphasize the importance of the everyday personal prevention actions (see below).
- Encourage and support *staff, and volunteers*, to stay home when they are sick. Remind them to stay home and not come to work until they are free of fever for at least 24 hours without fever-reducing medication.
- Provide adequate supplies for good hygiene, including easy access to clean and functional handwashing stations, soap, paper towels, and alcohol-based hand sanitizer.
- Encourage regular hand washing including before meals, after using the restroom and after coughing and sneezing.
- Minimize, where possible, close contact and the sharing of objects such as cups, food, and drink.
- Routinely clean and disinfect all frequently touched surfaces and objects, such as doorknobs, bannisters, countertops, faucet handles, and phones. Use the usual cleaning agents and follow the label directions.
- Provide employees with accurate information about novel coronavirus and steps they can take to protect themselves and their families.

#### *Everyday personal prevention actions include:*

- Stay home when you are sick. Stay home for at least 24 hours after you no longer have a fever or symptoms of a fever without the use of fever-reducing medicines.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol.

# Novel Coronavirus (COVID-19)

## Los Angeles County Department of Public Health Guidance for Ticketed Venues

- 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).
- Limit close contact with people who are sick.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipes.

### What should our business be prepared to do if there is increased community transmission of COVID-19?

Increased community transmission of COVID-19 would indicate growing risk to the general public and that additional precautions may need to be taken to contain any local community transmission. Organizations should have a plan and be prepared to take these additional actions, if recommended by Public Health:

- Have a plan to communicate with your *staff, volunteers, suppliers, vendors and customers*. Visit our website, [publichealth.lacounty.gov](http://publichealth.lacounty.gov), for accurate and updated information that can be used for your communications.
- Allow staff to stay home if someone in their house is sick or school closures have occurred.
- Do not require a healthcare provider's note for employees or volunteers who are sick with acute respiratory illness to validate their illness or to return to work. Healthcare provider offices and medical facilities will be extremely busy and not able to provide such documentation in a timely way.
- Consider how to protect employees who are at higher risk for adverse health complications. This may include strategies such as telecommuting and staggered shifts to increase the physical distance among employees, cross training staff, and canceling non-essential business travel and large face-to-face meetings and events.
- Ensure that attendees have access to fully stocked handwashing stations, and where needed, alcohol-based hand sanitizer that contains at least 60-95% alcohol.
- Routinely clean and disinfect all frequently touched surfaces, such as doorknobs, bannisters, and countertops. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
- Follow all public health regulations at concession stands that sell food.
- Venues may need to consider suspending operations if a significant number of employees have been in close contact with a confirmed case of novel coronavirus; such individuals (close contacts) may be required to quarantine for up to 14 days from last exposure. A call for large scale closure of many businesses would happen only if there was significant community transmission that could not be well-controlled through other strategies.
- Consider ways to encourage ticketholder/attendees with fever and respiratory symptoms to stay home when sick such as:
  - Offering refunds or support reselling of tickets for persons who become ill.
  - Placing messages on websites, tickets, venue entrances that people should protect others and stay home when sick.
  - Communicating your refund/postponing policy and information.

# Novel Coronavirus (COVID-19)

## Los Angeles County Department of Public Health Guidance for Ticketed Venues

- Modify, postpone, or cancel large conferences or events. Events where people are in close contact with others for an extended period may need to be cancelled or modified should there be significant community transmission in a community or many different communities. We will work with ticketed venues to assess risk and determine effective mitigation strategies. Should we experience a rapid increase in the number of cases across the County, we may call for cancellation of many different types of public events.
- Implement ways to ensure continuity of services if on-site operations are reduced temporarily such as through teleworking, and flexible schedules with cross-training of staff.

The [Interim Guidance: Get Your Mass Gatherings or Large Community Events Ready for Coronavirus Disease 2019 \(COVID-19\)](#) outlines important considerations when creating a response plan as well as detailed guidance and practical strategies.

### Know where to get reliable information

Beware of scams, false news and hoaxes surrounding novel coronavirus. Accurate information, including announcements of new cases in LA County, will always be distributed by Public Health through press releases, social media, and our website. The website has more information on COVID-19 including FAQs, infographics and a guide to coping with stress, as well as tips on handwashing.

- Los Angeles County Department of Public Health (LACDPH, County)
  - <http://publichealth.lacounty.gov/media/Coronavirus/>
  - Social media: @lapublichealth
- The Los Angeles County Department of Mental Health Access Center 24/7 Helpline (800) 854-7771.

Other reliable sources of information about novel coronavirus are:

- California Department of Public Health (CDPH, State)
  - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx>
- Centers for Disease Control and Prevention (CDC, National)
  - <http://www.cdc.gov/coronavirus/novel-coronavirus-2019.html>
- World Health Organization (WHO, International)
  - <https://www.who.int/health-topics/coronavirus>

If you have questions and would like to speak to someone, call the Los Angeles County Information line 2-1-1 which is available 24 hours a day

# Coronavirus Disease (COVID-19)

The Novel Coronavirus Disease (COVID-19) situation is rapidly evolving, therefore Public Safety and First Responders are encouraged to check the Department of Public Health COVID-19 [webpage](#) and the CDC [website](#) for current information.

## 1. What are the typical symptoms of COVID-19?

Reported illnesses have ranged from people with mild symptoms to people becoming severely ill, requiring admission to the hospital, and dying.

Symptoms include:

- Fever
- Cough
- Difficulty breathing

## 2. How is the virus spread?

Like other respiratory illnesses, such as influenza, human coronaviruses most commonly spread to others from an infected person who has symptoms through:

- Droplets produced through coughing and sneezing.
- Close personal contact, such as caring for an infected person.
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands.

## 3. What should I do if I have to interact with a person with respiratory symptoms?

If the person has a fever, shortness of breath/difficulty breathing, or cough:

- If possible, maintain a distance of at least 6 feet.
- Place a surgical mask on the person and place a mask on yourself. Wear gloves if there will be physical contact.
- Have a trained Emergency Medical Service/ Emergency Medical Technician (EMS/EMT) assess and transport anyone that has symptoms of fever and cough or shortness of breath and who may require evaluation at a healthcare facility.
- Wash your hands with soap and water for a minimum of 20 seconds after contact. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- If close contact has occurred with someone who has symptoms of COVID-19 noted above, be sure to clean and disinfect your duty belt and gear prior to reusing it with a household cleaning spray or wipe and follow standard procedures for disposal of any personal protective equipment and for laundering of clothes.



### Key Points

- If the person shows symptoms of fever, shortness of breath/difficulty breathing, and cough, place a surgical mask on the person.
- Wear a mask yourself if the individual has symptoms of fever, cough or shortness of breath.

# Coronavirus Disease (COVID-19)

## 4. What else can I do to protect myself?

As with other respiratory illnesses, there are steps that everyone can take daily to reduce the risk of getting sick or infecting others with circulating viruses. You should:

- 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. Always wash hands with soap and water if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue, use your sleeve (not your hands).
- Get a flu shot to prevent influenza if you have not done so this season.
- Learn your employer's plan for exposure control and participate in all-hands training on the use of Protective Personal Equipment (PPE) for respiratory protection, if available.

You can also refer to CDC's Guidance on [What Law Enforcement Personnel Need to Know about Coronavirus Disease 2019 \(COVID-19\)](#) for additional information

Always check with reliable sources for the up-to-date, accurate information about COVID-19.

- Los Angeles County Department of Public Health (LACDPH, County)
  - <http://publichealth.lacounty.gov/media/Coronavirus/>
- California Department of Public Health (CDPH, State)
  - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx>
- Centers for Disease Control and Prevention (CDC, National)
  - <http://www.cdc.gov/coronavirus/novel-coronavirus-2019.html>
- World Health Organization (WHO, International)
  - <https://www.who.int/health-topics/coronavirus>

If you have questions, and would like to speak to someone call 2-1-1