



March 10, 2020

Dear Students, Faculty and Staff,

Last week, our Human Resources Department emailed a memo that outlined the most current guidance regarding protection against the Coronavirus (COVID 19) – see first attachment, as reference. Since that time, the situation in Southern California has changed as cases of the virus in Los Angeles County have been reported. Our campus and education centers remain open as we continue to monitor the situation. The following outlines the steps suggested to protect ourselves and help prevent the spread of the coronavirus:

- If you are sick, stay home and seek medical attention;
- Limit close contact with people who are sick;
- Wash your hands with soap and warm water for at least 20 seconds, especially after using the bathroom, before eating and after blowing your nose, coughing or sneezing;
- Avoid touching your eyes, nose, or mouth with unwashed hands;
- Cover your cough or sneeze, preferably with the inside of your elbow or a tissue;
- Frequently clean and disinfect your desk or other frequently touched surfaces such as computers, keyboards, phones, doorknobs, light fixtures, and table tops.

We have also established a task force, with all constituencies represented, to evaluate our cautionary measures and to ensure we continue to be prepared for any interruptions.

The District remains vigilant in efforts to inform our students, employees, and other members of our community from infection of the virus. Attached are the two letters issued by the California Department of Public Health (CDPH) on March 7, which revise the coronavirus guidelines for institutions of higher education.

The District continues to encourage all members of the community to remain educated, and to help keep everyone safe and healthy.

Below are reliable websites for more information on the coronavirus, including FAQs:

- 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>

Respectfully,

Dr. Arturo Reyes  
Superintendent/President