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NOVEMBER 6, 2020

## **HUMAN RESOURCES**

### **Employee Case**

On Monday, November 2 we were notified that an Accounting staff member's relative tested positive for COVID-19 over the weekend. The staff member started experiencing light symptoms on Saturday, October 31. The last day this staff member was in the office was Friday, October 30. Immediately, upon learning of a suspected COVID-19 case, all staff members in the Finance and Business area (Accounting, Purchasing and Payroll) were asked to work remotely and seek testing.

The staff member suspected to have COVID-19 was tested and received positive test results on Tuesday, November 3. As an immediate response to protect the health and safety of our workforce, the following preventative measures were taken:

- We closed the Accounting office on Tuesday, November 3 through Wednesday, November 4, 2020. While the office was closed, an outside vendor thoroughly cleaned and sanitized the Finance and Business area with CDC approved disinfectants. Cleaning of the area was completed by Tuesday afternoon.
- We actively worked with the Los Angeles County Department of Public Health (LACDPH) to facilitate their Contact Tracing protocols for identifying individuals who need to be assessed as possible contacts.

We wish the affected employee a speedy recovery!

### **Student Case**

On Wednesday, November 4, the District was informed that a student enrolled in an Advanced Officer Training Course tested positive for COVID-19. The student began developing symptoms on Tuesday, November 3 and was tested that same day. The student received positive test results on Wednesday, November 4. The Department immediately notified the students affected and two instructors who were teaching the course. They were advised to quarantine and seek testing. Furthermore, as an immediate response to protect the health and safety of our workforce and students, the following preventative measures were taken:

- On Wednesday, November 4, 2020, we closed the classroom, hallway and two restrooms on the third floor of the Science Building. While these areas were closed, an outside vendor thoroughly cleaned and sanitized with CDC approved disinfectants. Cleaning of the area was completed by Wednesday afternoon.
- We are actively working with the Los Angeles County Department of Public Health (LACDPH) to facilitate their Contact Tracing protocols for identifying individuals who need to be assessed as possible contacts.

We wish the affected student a speedy recovery!