



# COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS  
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE  
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010  
(213) 738-2211 FAX (213) 637-0820

**LISA M. GARRETT**  
DIRECTOR OF PERSONNEL

February 13, 2020

To: All Employees

From: Lisa M. Garrett, J.D., M.B.A.  
Director of Personnel

Barbara Ferrer, Ph.D., M.P.H., M.Ed.  
Director of Public Health

## **CORONAVIRUS UPDATE FOR COUNTY EMPLOYEES**

This is to provide you with information about the novel (new) coronavirus outbreak and link you to resources that the Department of Public Health (DPH) has developed.

DPH is actively working with the Centers for Disease Control and State partners to prevent the spread of infection and respond to recent reports of the new coronavirus outbreak, including **one case** in Los Angeles County from a traveler who lives in Wuhan City. Coronavirus infections have also been confirmed in a small number of travelers in the United States who traveled to, or came from, mainland China. Currently, there is no community transmission of novel coronavirus in the United States.

**In the United States, novel coronavirus poses no immediate threat to the general public, nor to our workforce**, and no special precautions are required. However, all employees should practice good public health hygiene to reduce the spread of respiratory diseases; this includes staying home when sick, washing hands frequently, covering coughs or sneezes with tissues or your elbow, and getting your flu immunization. **The risk of spread of disease from the new coronavirus in Los Angeles County is deemed very low at this time.** Please see the Attachment I – Frequently Asked Questions - Novel Coronavirus, for more information on the virus and how you can protect yourself.

### **New Federal Directives on Travel and Quarantine**

On January 31, 2020, in response to the significant increase in the number of confirmed cases of novel coronavirus in mainland China, the United States (US) government issued a set of new directives that both restrict travel into the US from mainland China and delineate quarantine orders for those who have recently traveled to mainland China. Please see Attachment II for specific information on the new federal directives and quarantine orders.

*To Enrich Lives Through Effective and Caring Service*

County employees who returned from travel anywhere in mainland China after February 2, 2020 are subject to the new directives. This includes either being legally quarantined or asked to remain away from public spaces and not go to workplaces that are shared with others for up to 14 days from the last exposure (usually the last date a person was in mainland China).

If you travelled from mainland China and develop a fever or respiratory symptoms within 14 days of your return, you should seek medical care right away. Before you go to a doctor's office or emergency room, call ahead and tell them about your symptoms and your recent travel.

Employees that are legally quarantined under the Federal directive will be covered by Paid Leave. Alternative telework schedules may also be considered when appropriate. We will provide you with an update if there are any changes to this information.

### **Additional Information**

Information on the coronavirus, including fact sheets are available at the DPH website:

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

Information on the coronavirus is available at the CDC website:

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

In addition, several of the health plans have information for our employees:

See the link from blue shield: [www.blueshieldca.com/cape](http://www.blueshieldca.com/cape)

[Attachments III, IV, V and VI are flyers from UnitedHealthcare, Cigna, Kaiser, and Anthem Blue Cross](#)

The health and wellbeing of our workforce are of utmost importance. We are working in partnership with all relevant members of our County of Los Angeles team to ensure that we maintain the highest level of safety for our employees and the general public. We are grateful to our County workforce across different departments for leading efforts to protect the health and well-being of all Angelinos.

We encourage you to review the attached fact sheets and/or visit the websites to get more information on how to protect yourself and your family. If you have questions about time-off related to quarantine, contact your Departmental Human Resources Manager.

LMG:BF  
CH:tdb

c: Department Human Resource Managers

Attachments

## Frequently Asked Questions (FAQs)

# Novel Coronavirus (NCoV-2019)

## 1. What is a coronavirus?

Coronavirus is a type of virus that causes diseases of varying severities, ranging from the common cold to more serious respiratory disease. A novel (new) coronavirus is a new strain of coronavirus that hasn't been identified before in humans.

## 2. Who gets coronavirus?

Coronaviruses are normally found in animals but can be spread to humans. Some coronaviruses are also spread from person to person. Recently, thousands of cases of pneumonia associated with a novel coronavirus in Wuhan City have been identified. Dozens of counties have reported cases and there are cases in the United States, including LA County.

## 3. How is coronavirus spread?

Human coronaviruses most commonly spread from an infected person to others through:

- coughing and sneezing
- close personal contact, such as touching or shaking hands
- touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands
- rarely, fecal contamination
- **Novel coronavirus** is new, and we are learning more each day about transmission patterns and incubation periods. As information becomes available, we will keep you informed.

People who have traveled to Wuhan, China since December 1, 2019, could have been exposed to the virus. Seek medical care if you traveled to Wuhan and develop a fever or respiratory symptoms within 14 days of your return. People who have been in close contact with a person who has a confirmed case of novel coronavirus should seek medical care if they develop fever or respiratory symptoms.

## 4. What are the symptoms of disease?

Symptoms include:

- Fever
- Cough
- Difficulty breathing.
- Severe illness

Complications and outcomes of this virus are still being investigated.



### Key Points

- Novel coronavirus is a new virus that hasn't been identified before in humans
- Coronaviruses can be spread through close personal contact, or by touching an object of surface with the virus in it
- Use prevention measures that work to prevent other respiratory infections to prevent novel coronavirus
- Public Health is taking steps to prevent the spread of coronavirus in LA County.

### For more information:

**Los Angeles County  
Department of Public Health**

<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>

# Novel Coronavirus (NCoV-2019)

## 5. How is novel coronavirus treated?

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

## 6. What is contact tracing?

Contact tracing is finding people who were in direct contact with a patient with coronavirus. Contacts are watched for signs of illness for 14 days from the last day that they had contact with the ill person. If the contact develops a fever or other symptoms, they are immediately isolated, tested, and provided with care to prevent the virus being spread further.

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

Novel coronavirus infection is rare. Activities that can prevent the spread of more common respiratory infections, like the flu, can be effective at preventing the spread of novel coronavirus.

Travelers to Wuhan should:

- Avoid animals (alive or dead), animal markets, and products that come from animals (such as uncooked meat).
- Avoid contact with sick people.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.
- Limit close contact, like kissing and sharing cups or utensils, with people who are sick.
- Clean surfaces that are touched often, like toys and doorknobs.

If you traveled to Wuhan and feel sick, you should:

- Stay home and avoid contact with others, except for seeking medical care.
- Seek medical care right away. Before you go to a doctor's office or emergency room, call ahead and tell them about your recent travel and your symptoms.
- Don't travel while sick.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing. Throw the tissue in the trash.

## 8. Since there is a case in LA County, what can I do to protect myself?

Based on current information, even though there is a case in Los Angeles and there are likely to be additional cases, the risk of transmission of coronavirus within LA County remains low. People should continue to engage in their regular activities if they are not ill. As with other respiratory illnesses, there are steps that everyone can take to reduce the risk of getting sick from circulating viruses. **This includes remaining home when ill, washing hands with soap and water frequently, covering coughs and sneezes and, to prevent influenza.**

### **What do we need to know about managing travelers returning from China?**

Because of the explosion in the number of new cases in China the past few days, the White House recently issued a set of new directives that became effective on February 3, 2020. The orders mandate the following:

- Restrict all foreign nationals who have traveled or been in China the last 14 days from entering the US. (*This order can be renewed by the President every 14 days.*)
- Require all US citizens, legal permanent residents, and their close family members returning from 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 show signs of respiratory illness, they will be transported to a health care facility for further evaluation to determine whether they need further medical assessment and care.
  - All travelers who were in the Hubei Province at any time in the past 14 days are considered high risk and need to be quarantined and monitored at a safe location for 14 days from their last exposure.
  - Returning travelers from other places in China **who have been** in close contact with a confirmed case of novel coronavirus in the last 14 days are considered high risk and will be quarantined and monitored at a safe location for 14 days.
  - All other returning travelers from mainland China outside Hubei Province are considered medium risk and can travel to their final destination. Once they arrive, they are asked to practice social distancing, stay home, and monitor their health for 14 days. Public health departments will follow-up with all travelers designated medium risk.

### **Who do these updated directives apply to?**

These orders apply only to travelers arriving in the United States after February 2. They do not apply for people who traveled in China and arrived in the United States before this date and these travelers should not be excluded from activities unless they are ill.

Please note that the risk of exposure to this new coronavirus in China is increasing over time. The recommendation to exclude travelers who have recently been in China from work is effective Monday, February 3, 2020. Persons who have arrived from China prior to February 3, 2020 are at lower risk and do not need to be excluded.

### **How is Public Health implementing the traveler directives?**

Returning travelers who do not need quarantine, but are identified as being at medium risk, will be contacted by Public Health and provided guidance for social distancing and self-monitoring of their health status for up to 14 days. They will be instructed to contact Public Health should they become ill.



## Coping with a public health event

### Coronavirus

If you turn on the TV, pick up a newspaper or go on the Internet, you'll likely hear news about the Coronavirus outbreak. The new virus was officially reported by the World Health Organization (WHO) on Jan. 9. Coronavirus has symptoms similar to a respiratory illness, including fever, cough, and shortness of breath – and in some cases can cause death. So far, cases have been reported across parts of China and several other countries, including a small number of confirmed cases in the United States.

While people may be impacted in different ways, there are several support resources available to you.

Optum is offering a free emotional support help line for all individuals impacted.

Additionally, there are several coping and disaster tools and resources available to you on [liveandworkwell.com](https://www.liveandworkwell.com). Log on to [liveandworkwell.com](https://www.liveandworkwell.com) with your HealthSafeID™ or company access code. Type the keywords "coping" or "disaster" into the search bar to get support.

**Public Crisis Line:** Our toll-free emotional support help line at **(866) 342-6892** is free of charge and available to anyone, so you can share it with family and friends. Caring professionals will connect people to resources. It will be open 24 hours a day, seven days a week.

## What You Need to Know

- At the present, there is no specific vaccine to prevent Coronavirus (2019-nCoV).
- The CDC does not recommend the use of facemasks for the general public to prevent the spread of 2019-nCoV.
- If you are concerned that you may have been exposed to 2019-nCoV, contact your healthcare provider and monitor your health for 14 days from the last possible exposure.
- If you have traveled to China or were in close contact with someone with 2019-nCoV and begin to feel sick with fever, cough, or difficulty breathing within 14 days, seek medical care right away. Call ahead and tell them about your recent travel and symptoms. Avoid contact with others and follow preventive practices as outlined below
- There is no specific treatment for 2019-nCoV. If you become infected, you will receive supportive care to help relieve symptoms.
- If you are sick with 2019-nCoV, you can prevent the spread of the virus by following the steps listed on the **What to Do if You are Sick** page of the CDC website.
- You can stay current with the most up-to-date information by visiting the **2019 Novel Coronavirus** page on the CDC website.

## What You Should Do

To help protect yourself and your loved ones, follow good prevention practices, including:

- Hand washing with soap and water for at least 20 seconds or use of alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact or sharing cups or eating utensils with people who are sick.
- Clean and disinfect frequently touched surfaces.
- Cover your nose and mouth with a tissue when you cough or sneeze then throw the tissue in the trash.

Source: U.S. Centers for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

### Recommended Public Health Resources:

**U.S. Centers for Disease Control and Prevention (CDC)** – <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

**World Health Organization (WHO)** – <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>



**This service should not be used for emergency or urgent care needs. In an emergency, call 911 or go to the nearest emergency room.** The information and therapeutic approaches in this article are provided for informational and/or educational purposes only. They are not meant to be used in place of professional clinical consultations for individual health needs. Certain treatments may not be covered in some benefit plans.

Insurance coverage provided by or through UnitedHealthcare Insurance Company or its affiliates. Administrative services provided by United HealthCare Services, Inc. or their affiliates. Do not reproduce, transmit or modify the content set forth herein in any form or by any means without written permission of UnitedHealthcare.

© 2020 United HealthCare Services, Inc. All rights reserved. WF135745 200855-022020

# WUHAN CORONAVIRUS

## WHAT YOU NEED TO KNOW



### WHAT IS CORONAVIRUS?

Coronaviruses are a family of viruses that cause a range of illnesses from the common cold to severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

The 2019 Novel Coronavirus (2019-nCoV) is identified as the cause of a respiratory illness outbreak first detected in Wuhan, China. This coronavirus has resulted in suspected cases in other countries including the United States. The U.S. Centers for Disease Control & Prevention (CDC) recommends avoiding non-essential travel to China. The first case was confirmed in the state of Washington on January 21, 2020.

Based on current information, the CDC believes the immediate health risk from 2019-nCoV to the general American public is considered low at this time.

### HOW DO I RECOGNIZE IT?

The CDC believes at this time that symptoms of 2019-nCoV may appear in as few as two days or as long as 14 days after exposure. Patients with confirmed 2019-nCoV infection have reportedly had mild to severe respiratory illness with symptoms including:

- » Fever
- » Cough
- » Shortness of breath



## WHAT CAN I DO TO PROTECT MYSELF?

- » Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol based hand sanitizer
- » Avoid touching your eyes, nose, and mouth
- » Avoid close contact with sick people
- » Stay home when you are sick.
- » Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- » Clean and disinfect frequently touched objects and surfaces.
- » If you need to travel, make sure to follow [these guidelines](#) to avoid illness while away



## WHAT DO I DO IF I THINK I HAVE THE VIRUS?

- » Cover your mouth with a tissue when you cough or sneeze or consider using a face mask
- » Remain at home if possible
- » If you show any symptoms, especially after having traveled to an affected area, please seek medical care immediately and mention your recent travels to your doctor

## MORE INFORMATION

For more information on the novel coronavirus please follow the below links:

- [World Health Organization](#)
- [Centers for Disease Control and Prevention](#)
- [Johns Hopkins Center for Systems Science and Engineering](#)

**Together, all the way.®**



# NOVEL CORONAVIRUS

## (a.k.a. 2019-nCoV)

### What you should know

Cases of 2019 novel coronavirus, or 2019-nCoV, are now in the United States. Despite this, per the Centers for Disease Control and Prevention (CDC), the immediate health risk from 2019-nCoV to the general American public is considered low at this time.

It's still cold and flu season, and the same practices that stop the spread of these common illnesses are recommended:

- Wash your hands often with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home if you are sick, except to get medical care.
- Cover mouth and nose when you cough or sneeze. Throw the tissue away and wash your hands.
- Clean and disinfect objects and surfaces you touch.

There is no specific treatment for coronavirus. Most infected people will recover on their own. If you or a family member have traveled recently to an area of risk and have symptoms of respiratory illness, you should call the Kaiser Permanente Appointment and Advice line (see number below) for further instructions.

**It's important to call us before you come in.** Calling ahead helps us direct you to the most appropriate care, and take precautions to protect other members, patients, and employees.

- Appointment and Advice Line: 1-833-KP4CARE (1-833-574-2273)
- Visit the CDC website at <https://www.cdc.gov/coronavirus/about/> for the latest coronavirus information.



## **ANSWERS TO THE QUESTIONS EVERYONE'S ASKING ABOUT THE NEW CORONAVIRUS**

**(Updated: January 31, 2020)**

The news has been full of stories about a fast-spreading virus from China called the novel (new) coronavirus. As scientists around the globe race to learn more about the virus, your employees — especially those who travel for business — may have questions and concerns about how to protect themselves. Here's what they need to know.

### **What do we know so far about the illness?**

The new coronavirus causes respiratory illness, which is an infection of the airways and lungs. It's part of the same family of viruses that include the common cold, severe acute respiratory syndrome (SARS) and Middle East respiratory syndrome (MERS). The virus is linked to an outbreak of respiratory illness in Wuhan, China.

### **What are the symptoms?**

The most common early symptoms appear between 2 and 14 days after being infected. These symptoms, which range from mild to severe, include:

- Fever
- Cough
- Shortness of breath

### **How does the virus spread?**

Like many other viruses, the new coronavirus seems to spread from person-to-person through a cough, sneeze or kiss.

### **What is the risk?**

While five cases have been confirmed in the United States, the risk here is low. In addition to screening arriving airline passengers from China, the Centers for Disease Control and Prevention (CDC) is also urging health care providers to watch for patients with symptoms who have recently traveled to China.

### **How can employees protect themselves?**

The most effective way to protect yourself from the new coronavirus is frequent handwashing. Other good habits to practice include covering your mouth and nose with a tissue when you cough and sneeze, and cleaning frequently touched items such as phones, keyboards and doorknobs to help remove germs.

## Important information for travelers

### Is it safe to travel to China?

The CDC and the U.S. State Department are urging Americans to avoid all nonessential travel to China. Employees with travel plans to China — whether for business, leisure or mission/humanitarian work — should consider postponing their trip.

Those who must travel to China should discuss their plans with their health care provider before going, check the [CDC website](#) for the latest precautions about travel and follow local recommendations at their destination.

### What about traveling from China to the U.S.?

All travelers arriving from China can expect to be screened. Health officials will check for fever, coughing or shortness of breath. This screening, which is being done by the CDC and the U.S. Customs and Border Protection at 20 major airports, can help protect the U.S. population from the virus.

**If a traveler is sick**, CDC health officials will check for other symptoms and recommend next steps.

**If a traveler isn't sick**, CDC staff will advise them to be alert to any changes in their health for 14 days. They'll also send travelers home with health information cards that include details about symptoms to watch for and what to do if they become sick within 14 days.

Travelers who want more specifics about the screenings can check the [CDC website](#).

## Recommendations

While the CDC believes the immediate risk of this new virus to the American public is low at this time, they encourage everyone to do their part to reduce all respiratory infections. To help, you can:

- Encourage your employees to visit the [cdc.gov](#) for the most up to date information.
- Alert employees who may have been exposed to the new coronavirus to follow the [CDC guidance](#) on how to reduce the risk of spreading the illness to others.
- Tell travelers to stay up-to-date with the [CDC's travel health notices](#) related to this outbreak.
- Encourage employees to get a flu shot to prevent the flu.
- Remind employees to practice good health habits to help prevent the spread of all respiratory viruses. Employees should:
  - Wash hands often with soap and water for at least 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

- Avoid touching their eyes, nose and mouth.
- Avoid close contact with people who are sick.
- Stay home when sick. This includes staying home from work, school, errands and travel.
- Cover a cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Get plenty of sleep, be physically active, drink lots of fluids and eat nutritious food.

For the most updated information on the coronavirus, visit [cdc.gov](https://www.cdc.gov).

S:\DHRSec\Cynthia Harding\Coronavirus Update from Anthem Blue Cross Attachment VI.docx