



**Sent:** Monday, March 9, 2020 4:02 PM

**Subject:** Coronavirus Update

More cases of the coronavirus (COVID-19) that originated in China are being confirmed in the United States and the state of California. Currently, there are no confirmed cases of the virus in El Dorado County where LTCC is located.

**What Do You Need to Know at This Time?**

More cases of the coronavirus (COVID-19) that originated in China are being confirmed in the United States and the state of California. As of Monday morning, March 9, there are no confirmed cases of the virus in El Dorado County where LTCC is located.

The college's leadership team is taking a pragmatic approach to this virus. There is no cause to panic, but ignoring it is not an acceptable response either. We are prioritizing smart preparation, prevention, and communication.

Last Friday, LTCC's Risk Management team met to discuss steps forward. They focused on communication, planning, and the encouragement of good hygiene practices and personal responsibility, both of which heavily factor into the virus' potential spread. This group will continue to meet regularly as the situation develops.

Some key points from Friday's meeting:

- LTCC is in the process of creating online Canvas shells for all classes. This will allow learning to continue in the event of any necessary campus closure. In the case of any length of closure, students will receive necessary communication, training, and support for any virtual learning that might occur.
- We have purchased additional supplies needed to help curb the spread of the virus, including disinfectant, hand sanitizer stations, tissues, and more.
- Maintenance Department staff has increased disinfectant use and cleaning efforts on campus and will add additional staff to meet the need.
- LTCC is working with and will take direction from the California Community Colleges Chancellor's Office along with state, federal, and El Dorado County public health officials in the event of any cases appearing in our area.

For more information about the COVID-19 virus, including local efforts that are underway to help inform, plan, prevent, and communicate about it, [please visit LTCC's Coronavirus Information webpage \(www.ltcc.edu/coronavirus\)](http://www.ltcc.edu/coronavirus), which will be updated regularly. For information about symptoms and prevention, the [Centers for Disease Control's coronavirus website \(https://www.cdc.gov/coronavirus/2019-ncov/\)](https://www.cdc.gov/coronavirus/2019-ncov/) is updated regularly.

### **What Can You Do to Help Prevent Illness?**

The best thing you can do is to know the symptoms, act accordingly when they are present, and to take measures to prevent the spread of the COVID-19 virus.

**Symptoms are flu-like**, and include **coughing, sneezing, and difficulty breathing**.

**If you experience these symptoms, STAY HOME.** Even if the symptoms seem mild, do not come to campus or go out in public if you feel unwell, except to seek medical care. Even if you have a mild fever of 99 degrees, that is enough to warrant quarantining yourself at home. Contact your instructor to inform him or her about your absence. For science-based advice on how to quarantine safely, [visit the CDC's website on Quarantine and Isolation](#).

Simple prevention measures you can follow:

- Wash your hands often with soap and hot water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- There is [a proper way to wash your hands](#). To ensure you're washing long enough, do it while humming the entire tune to "Happy Birthday" twice. That will get you to at least 20 seconds.
- If soap and water are not available, then use an alcohol-based hand sanitizer with at least 60% alcohol as an alternative.
- Avoid touching your eyes, nose, and mouth with unwashed hands. [Here are some tips to help you](#) avoid touching your face.
- Avoid contact with people who are sick.
- Cover your coughs and sneezes with a tissue, then immediately throw used tissues away.
- Disinfect frequently touched objects and surfaces such as phones and light switches.
- STAY HOME when you are sick.