



## PREMIERE CAREER COLLEGE

12901 RAMONA BOULEVARD • IRWINDALE • CALIFORNIA • 91706 TEL. 626.814.2080 • FAX. 626.856.5766  
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# Memo

To: All Staff and Faculty  
From: Office of the President  
Date: March 11, 2020  
Subject: Coronavirus Disease 2019 (COVID-19) Information

Dear Premiere College Family,

In an effort to keep the faculty, students and staff safe and informed, Premiere Career College is providing updates about the coronavirus (COVID-19).

As part of California's response to address the global COVID-19 outbreak, Governor Gavin Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for COVID-19.

Despite this declaration, the L.A. County Department of Public Health has indicated that the risk of acquiring the virus is still very low. At present, there are **no** COVID-19 cases at Premiere Career College. The College remains open and classes are being held as usual. At this time, there is no recommendation to cancel classes, clinicals or our campuses' schedules. Should the need arise, the College has a team in place to coordinate and provide continuing education with minimal disruption as possible to students.

The college will continue to monitor the situation closely and update the faculty, students and staff on any developments. Local, national and global public health officials are also closely following this developing situation.

All faculty, students and staff are encouraged to take precautions to prevent the spread of infectious diseases. Precautions include frequent hand washing or sanitizing, as well as respiratory hygiene (e.g., covering your nose and mouth when you cough or sneeze, avoiding

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touching your eyes, etc.). These proven preventative measures will help reduce your risk of many respiratory infections, including influenza (the common flu), which is widespread in L.A. County.

### **Premiere Career College's Preparations**

Premiere Career College remains open for normal classes and operations. The College is not currently canceling activities or events at the College. This could change if county or state authorities advise the College to curtail operations.

College administrators and emergency managers have been meeting daily to ensure that our emergency operations plans are in place and resourced to respond, including communication strategies, contingency plans for employees, continuity of instruction plans for students and faculty, and continuity plans for operations for the College.

### **Special Advisory Team**

Several key employees have been appointed to serve on the Coronavirus Advisory Team, which will monitor developments and provide expertise to help us keep our College healthy and safe:

- Dr. Fe Ludovico-Aragon, Executive Director, President
- Dr. Antonio Torres, Surgical Technology Director
- Ofelia Layugan, Vocational Nursing Director
- Rowena Gabriel, Student and Employee Services Director

This team, working with my office, College administrators, and many others, will advise the College about steps that employees, students, and visitors can take to minimize exposure to COVID-19 and ensure we provide an environment that is safe for learning and working.

### **Steps We Can All Take**

We encourage everyone to follow the prevention protocols that you have been hearing about: wash hands, avoid close contact with persons who are symptomatic, stay at home if you are sick. Your physician or health care provider will assess your symptoms and determine if

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diagnostic testing for the COVID-19 virus is appropriate. If your health care provider suspects COVID-19, they will coordinate testing with the local and state health departments.

### **Students and Employees Who Are Ill**

In the case of students, the College is requesting that faculty institute a liberal absentee policy for those who are ill or self-isolating due to illness among colleagues or family. In the case of faculty and staff, we ask that managers grant sick leave, or request advanced sick leave for personnel who exhibit symptoms or have been in contact with persons who are ill. There is no need for employees or students to demonstrate a positive test for COVID-19 to be granted release. The College is trying to prevent the spread of this virus through enacting these protocols and we expect cooperation from all employees and students.

Should working, instruction, or learning remotely become necessary, the College is looking into options for helping those without access to technology to get connected and work or study from home. We will communicate these details as they develop.

### **Cleaning of Buildings**

The Logistics Department has taken several steps to increase the frequency and thoroughness of cleaning our buildings and workspaces, especially in high-traffic areas. This enhanced cleaning protocol is launching immediately, with frequent surface cleanings throughout the College. Additionally, you will see dispensers of sanitizing wipes for cleaning of workspaces and classroom surfaces. You can do your part to please disinfect your own personal workstations regularly.

### **Remain Calm and Respectful**

We understand that these conditions may create anxiety for many of us, but I want to encourage us all to remain calm while abiding by health protocols. Health authorities are reporting that, for many people, COVID-19 infection produces mild symptoms and they recover. Those with underlying conditions and the elderly are at higher risk for infection and for more serious symptoms and should consider extra precautions and treatments as directed by health care providers.

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Premiere Career College prides itself on its diverse, radically inclusive communities, and this means looking out for one another. Let's be intentional about not stigmatizing people assumed to be from those regions that first experienced the coronavirus outbreak. Fear and anxiety may contribute to broad generalizations and assumptions about people from other countries. Classifying people from other countries as dangerous or sick, or making assumptions about a person's nationality based on their physical features reinforces long-standing histories of xenophobia and racism, whether intentional or not. We must depend on one another to work successfully through this challenge with diligent hygiene, respectful interactions, and careful precautions that will serve us all well.

Thank you for your cooperation as we work together productively to minimize the impact of this challenge on our operations and help ensure that we provide a safe and healthy learning and working environment.

Please remember to always take care and be well.

### **Additional Information and Resources**

The CDC advises persons who recently traveled from affected areas (in the past 14 days) or those who have had close contact with someone suspected of having an infection with COVID-19 to watch for flu-like symptoms, including fever and respiratory symptoms (e.g., sore throat, cough or difficulty breathing). If you or someone you know is experiencing symptoms, use a face mask and seek immediate medical care. If you are not experiencing symptoms, you do not have to be seen by a health care provider.

Students should contact their health care provider if they have been exposed. Faculty and staff should contact their health care provider if they believe they have been exposed. Be sure to call before seeking care.

What are the symptoms I should be looking for?

Patients with a confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms of:

- fever (>100.4°F or 38°C)
- cough

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- shortness of breath
- sore throat

Reduce the risk of infection and prevent the spread of this or any other respiratory virus by doing the following:

- wash your hands with soap often
- avoid touching your eyes, nose and mouth with unwashed hands
- stay home when you are sick
- cover your cough or sneeze
- avoid close contact with people who are sick
- clean and disinfect frequently touched surfaces

Attached are informational materials provided by the CDC and also links to additional helpful resources for more information regarding this matter.

- Share Facts about COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/about/sharefacts-h.pdf>
- What You Need to Know About Coronavirus Disease 2019 (COVID-19): <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>
- Stop the Spread of Germs: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
- What To Do If You Are Sick: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sickwith-2019-nCoV-fact-sheet.pdf>
- Symptoms of Coronavirus Disease 2019: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>