



ASSESSOR UPDATE ON COVID-19

OUR RESPONSE

- The Assessor activated the Los Angeles County Emergency Notification System (LACENS). This is a mass text messaging service used to provide Assessor employees with emergency updates and instructions. To sign up for alerts, email your mobile phone number to: ASSR-DEC@assessor.lacounty.gov.
- We are executing plans to maintain essential public services, while facilitating telework, alternate work locations, and rotating staff assignment options.
 - Developed application for remote desktop access to enhance telework capabilities.
 - Increased conference bridge line capacity to accommodate teleconferencing meetings.
- All Assessor offices will be closed to the public effective, March 16, 2020. Services will remain available via email, helpdesk@assessor.lacounty.gov, or by phone at (213) 974-3211.

Preventative Measures to Ensure a Healthy Work Environment

- Postponed or cancelled all non-essential public outreach/educational seminars and events with 50+ participants, conferences, and business travel to all destinations until further notice.
- Directed custodial staff to perform deep cleaning of “high-touch” surfaces and disinfection services throughout all Assessor work locations (HOA headquarters and District offices).
- Placed orders to replenish high demand items (e.g., gloves, disinfectant wipes, and hand sanitizers) and to maintain adequate levels of soap and paper towels in restrooms.
- To mitigate the spread of COVID-19, we are limiting public service access for the safety of our employees and the public.

WHAT YOU CAN DO

Reporting COVID-19 Related Absences from Work

Your health and safety is one of our highest priorities. We are doing all we can to support you, while also ensuring vital operations are maintained. If you are:

- Experiencing fever or flu-like symptoms;
- Unable to secure child/elder care;
- Age 65 or older;
- Dealing with an underlying health condition (chronic disease):
 1. Stay home.
 2. Notify your supervisor.

Those unable to report to work must first make use of benefit time (i.e., sick, vacation, compensatory time, etc.) We will inform you if any additional resources become available.

If your benefit time is fully depleted, the Assessor's Office will review your situation on a case-by-case basis, to ensure that all employees have the support they need to overcome these challenges.

Precautionary Measures to Protect Yourself and Others

- Stay home when you are sick even if your symptoms are mild.**
- Program the Assessor's emergency hotline number 213-893-1238 into your phone to listen to emergency instructions affecting the Assessor's operations, facilities and/or workforce.
- Seek medical care if you, or a family member, have symptoms of illness. The County healthcare plans all offer tele-medicine services. These services are available 24 hours a day, 7 days a week and are accessible by computer, tablet, or phone.
- Do not gossip. Be sensitive and speak up in kindness when you hear false rumors or negative stereotypes that foster racism or xenophobia.
- Avoid blaming anyone or assuming someone has the disease because of the way they look, where their families come from, or due to recent travel from other affected countries.
- Do not touch your eyes, nose, and mouth with unwashed hands.
- Wash your hands frequently with soap and water for at least 20 seconds; use alcohol based hand sanitizers if soap and water is not available.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue, use your sleeve (not your hands).
- Practice social distancing, where possible, and limit close contact with people who are sick.
- Be proactive and stay informed with information from credible sources.

ADDITIONAL INFORMATION

Los Angeles County Assessor's Office

- For the latest information and Office updates, visit [Assessor Update on COVID-19](#).

County of Los Angeles

- [Confronting COVID-19: LA County Responds](#)

Los Angeles County Department of Public Health

- [Frequently Asked Questions \(FAQs\)](#)
- [What You Need to Know](#)
- [Learn More About Novel Coronavirus](#)
- [How to Cope with Stress \(COVID-19\)](#)
- [Preventing the Spread of Respiratory Illness in the Home](#)