



Government Training Agency Informational Bulletin – Coronavirus (COVID-19) DATE: March 9, 2020

Responding to COVID-19

To our valued Customers,

We consider you part of our GTA Family and there is no higher priority than the health and safety of our students, instructors and employees. We are in the business of serving people and in the midst of this coronavirus outbreak it's important that we give you as much information as possible when planning your next training event. It's also important we give you information about the procedures we follow to clean our classrooms and our relationships with the many hotels and agencies where we conduct our classes throughout the state.

Our staff here at GTA are in daily contact with the hotels and other venues where we conduct GTA classes and we are up to date on information coming from the Centers for Disease Control and Prevention (CDC), California Public Health, federal agencies and other sources to share the most up-to-the-minute information to ensure the actions we are taking are comprehensive and appropriate. According to the most recent information from the CDC, for most people, the immediate risk of being exposed to the virus that causes COVID-19 is thought to be low.

We want you to feel confident when attending training with GTA. As a result, we have enhanced some of our cleaning procedures in the interest of our Customers' and Employees' health and safety.

Cleaning at GTA

Hard surfaces such as tables, counter tops and armrests are thoroughly wiped down with a high-grade disinfectant and multi-purpose cleaner after each class. Softer surfaces are generally sprayed with disinfectant after each class to ensure new students attending classes at GTA are not exposed to any bacteria or virus.

Working with outside venues

GTA works with and holds classes at a number of hotels throughout California and other states as well as using host agencies (County and Municipal government entities). GTA staff is in contact with our various venues to ensure they are adhering to CDC standards of cleaning.

What can students and trainers do to protect themselves and others?

CDC recommends avoiding nonessential travel. If you must travel:

- Avoid contact with sick people.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Clean your hands often by washing them with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer that contains at least 60%–95% alcohol. Soap and water should be used if hands are visibly dirty.
 - It is especially important to clean hands after going to the bathroom; before eating; and after coughing, sneezing or blowing your nose.
 - Supplies of hand sanitizer, tissues, and other hygiene products may be limited, so consider bringing them with you.
- Avoid traveling if you are sick.

What is the Coronavirus COVID-19?

COVID-19 is a respiratory virus first identified in China. This virus most likely originally emerged from an animal source but is now spreading person-to-person. For confirmed COVID-19 infections, reported illnesses have ranged from people with little to no symptoms to people being severely ill and dying. Symptoms can include fever, cough, and shortness of breath. The CDC believes at this time that symptoms of COVID-19 may appear in as few as two or as long as fourteen days after exposure.

How does COVID-19 spread?

According to the CDC, little is known about how COVID-19 spreads. Most often, spread from person-to-person happens from close contacts (about six feet). Person-to-person spread occurs mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or can be inhaled into the lungs. It is currently unclear if a person can contract Coronavirus by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

Typically, as with most respiratory viruses, people are thought to be most contagious when they are most symptomatic (the sickest). With COVID-19 however, there have been reports of spread from an infected patient who had no symptoms to a close contact. There is much more to learn about the transmission, severity, and other features associated with this Coronavirus and investigations are ongoing.

Information about COVID-19 is constantly developing. We will continue to monitor issues related to this Coronavirus and will issue ongoing information as it becomes available. You should also continue to refer to the CDC, WHO, CAPH and OSHA websites for the latest information.



Cancellation of Classes

As of publication of this bulletin, there are no plans to cancel any upcoming classes. As the number of infections continue to rise there is a possibility classes may need to be canceled to protect students and staff from exposure. If a class is canceled, notifications will be made in the timeliest manner possible.

If you have any questions please contact us at the Government Training Agency at 858-550-0040.