



COVID-19 Prevention Program

An Addendum to the Injury and Illness
Prevention Program

[Updated 1/19/21]

Sacramento County Office of Education
P.O. Box 269003
Sacramento, CA 95826-9003

COVID-19 Prevention Program

Contents

(a) Scope of program.	5
(b) Definitions.....	5
(c) Written COVID-19 Prevention Program Components.....	7
(1) System for communicating	7
(A) Employee Reports	7
(B) Procedures for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness	7
(C) Access to COVID-19 testing	8
(D) COVID-19 hazards and SCOE’s COVID-19 policies and procedures to protect employees and other employers, persons, and entities within or in contact with the employer’s workplace.....	8
(2) Identification and evaluation of COVID-19 hazards.	8
(A) Identification and evaluation of COVID-19 hazards.....	8
(B) Employee Symptom Screening.....	9
(C) Response to COVID-19 case	9
(D) Workplace Assessment.....	10
(E) Ventilation Systems.....	10
(F) Ongoing monitoring and review of orders and guidance.....	10
(G) Evaluate existing prevention controls	11
(H) Periodic Inspections.....	12
(3) Investigating and responding to COVID-19 cases in the workplace.....	12
(A) Procedure to investigate COVID-19 cases in the workplace.....	12
(B) Response to a COVID-19 case in the workplace:.....	12
(C) Confidentiality of Personal Identifying Information.....	13
(D) Confidentiality of Employee Medical Records	13
(4) Correction of COVID-19 hazards.	14
(5) Training and instruction.....	14
(6) Physical distancing.	15
(7) Face coverings.	17
(8) Other engineering controls, administrative controls, and personal protective equipment. .	18
(A) Partitions	18

(B) Maximize Outdoor Air18

(C) Cleaning and Disinfecting18

(D) Handwashing Facilities.....20

(E) Personal protective equipment.....21

(9) Reporting, recordkeeping, and access.....21

 (A) Local Public Health.....21

 (B) Cal/OSHA22

 (C) Injury & Illness Prevention Program.....22

 (D) Access to the COVID-19 Prevention Program22

 (E) Access to COVID-19 Case Records.....22

(10) Exclusion of COVID-19 cases.22

 (A) COVID-19 Cases22

 (B) COVID-19 Exposure Cases22

 (C) Earnings & Benefits while excluded22

 (D) This section does not limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections.23

 (E) Information on Benefits & Leaves23

(11) Return to work criteria.....23

 (A) COVID-19 cases with COVID-19 symptoms shall not return to work until:.....23

 (B) COVID-19 cases who tested positive but never developed COVID-19 symptoms:23

 (C) A negative COVID-19 test shall not be required for an employee to return to work.23

 (D) If an order to isolate or quarantine an employee is issued by a local or state health official:.....23

 (E) Division approval of return to work24

§ 3205.1. Multiple COVID-19 Infections and COVID-19 Outbreaks.....25

 (a) Scope.....25

 (b) COVID-19 testing.....25

 (c) Exclusion of COVID-19 cases.....25

 (d) Investigation of workplace COVID-19 illness.25

 (e) COVID-19 Investigation, review and hazard correction.....26

 (f) Notifications to the SCPH.26

§ 3205.2. Major COVID-19 Outbreaks.27

 (a) Scope.....27

 (b) COVID-19 testing.....27

(c) Exclusion of COVID-19 cases.....27

(d) Investigation of workplace COVID-19 illnesses.27

(e) COVID-19 hazard correction.....27

(f) Notifications to the SCPH.28

Appendix A: Guidance29

 Employers - General Guidance29

 Guidance Employers – Office Workspaces29

 Guidance - K-12 Education29

 Face Covering Information29

 California Healthy Schools Act & Integrated Pest Management (IPM)29

 Americans with Disabilities Act - U.S. Equal Employment Opportunity Commission30

Appendix B: Sample Forms.....31

(a) Scope of program.

(1) This program applies to all employees and all Sacramento County Office of Education worksites, with the following exceptions:

- (A) Worksites with one employee who does not have contact with other persons.
- (B) District owned worksites (district plans and protocols will apply).
- (C) Employees working from home.
- (D) Employees when covered by section [5199, Aerosol Transmissible Diseases](#).

(b) Definitions. The following definitions apply:

“COVID-19” means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

“COVID-19 case” means a person who:

- (1) Has a positive “COVID-19 test” as defined in this section;
- (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or
- (3) Has died due to COVID-19, in the determination of a SCPH or per inclusion in the COVID-19 statistics of a county.

A person is no longer a “COVID-19 case” in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the SCPH pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the SCPH.

“COVID-19 exposure” means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.

“COVID-19 hazard” means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

“COVID-19 symptoms” means the following unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

- Fever of 100.4 degrees Fahrenheit or higher
- New loss of taste or smell
- Cough
- Muscle or body aches
- A sore throat
- Congestion or a runny nose
- Shortness of breath or difficulty breathing
- Chills
- Headache
- Nausea or vomiting, or diarrhea

“COVID-19 test” means a viral test for SARS-CoV-2 that is:

(1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and

(2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

“Exposed workplace” means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.

Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksite” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

“Face covering” means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

“High-risk exposure period” means the following time period:

(1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or

(2) For persons who test positive and never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

(c) Written COVID-19 Prevention Program Components.

SCOE has developed this written COVID-19 Prevention Program, in accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention.

SCOE's Prevention Program has been developed in accordance with the issued guidance from the State of California Department of Public Health, the Sacramento County Public Health Department, and Cal/OSHA (Appendix A).

SCOE has a COVID Response Team comprised of: The Chief Administrator, Human Resources, Personnel Coordinator, Personnel Analyst (Leaves Management), and the Director III, Business, Technology Operations and Facilities Development. The COVID response team is responsible for responding to COVID related issues.

Elements of the COVID-19 Prevention Program include:

(1) System for communicating.

SCOE will do all of the following in a form readily understandable by employees:

(A) Employee Reports:

All employees of SCOE are to, without fear of reprisal, report to their supervisor or manager any of the following:

1. **COVID-19 symptoms:** If any employee is experiencing any of the identified symptoms of COVID-19 they are to contact their supervisor and then contact [the Personnel Department](#) at (916) 228-2365.
2. **Possible COVID-19 exposures:** If any employee has been exposed or possibly exposed to an individual who is positive for or has been diagnosed with COVID-19, they should contact [the Personnel Department](#) at (916) 228-2365 immediately.
3. **Possible COVID-19 hazards at the workplace:** If any employee becomes aware of a possible hazard in the workplace that could increase the likelihood of exposure to COVID-19, please complete the COVID Hazard Alert Form located on SCOE SharePoint under Forms and Documents/Health and Safety/COVID-19 Hazard Alert Form. Complete the form and send it to supportservices@scoe.net. A Support Services representative will review the hazard alert form and assess the condition for possible corrective action.

(B) Procedures for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

Employees requesting reasonable accommodations should inform their supervisor and then contact the Personnel Department at (916) 228-2365. An interactive meeting may be held to discuss work restrictions and reasonable accommodations.

(C) Access to COVID-19 testing.

If testing is required in accordance with this written program, SCOE shall inform any affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test.

Employees who may have been exposed to COVID-19 will be notified by the Personnel Department and asked to self-quarantine. The Sacramento County Public Health Department (SCPH) provides free testing throughout the County. Free response testing is available at any of the sites listed here: https://www.saccounty.net/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx.

(D) COVID-19 hazards and SCOE's COVID-19 policies and procedures to protect employees and other employers, persons, and entities within or in contact with the employer's workplace.

If an employee has come into close contact with someone who has been diagnosed with COVID-19 or been asked by their physician to isolate or quarantine within the last two weeks, they should self-quarantine and consult with the Personnel Department regarding protocols.

SCOE's Workplace Wellness Document is located on the SCOE SharePoint under Forms and Documents/Health and Safety. SCOE's Injury and Illness Protection Program (IIPP) document is located in the same location on SharePoint. A hard copy of both documents may be provided by Personnel upon request.

(2) Identification and evaluation of COVID-19 hazards.

(A) Identification and evaluation of COVID-19 hazards

SCOE will include opportunities for employees and authorized employee representatives to participate in the identification and evaluation of COVID-19 hazards as follows:

At the onset of the pandemic, the SCOE Support Services Department evaluated each SCOE work site for potential COVID-19 hazards. Higher risk work areas were identified and mitigation steps were taken such as purchasing and installing clear, cleanable plastic barriers in reception areas, closing bathroom stalls and sinks to provide six feet of space and creating socially distanced break room seating areas by removing tables and chairs.

SCOE continues to evaluate worksites periodically and make adjustments where necessary. Support Services reacts quickly to incoming feedback regarding potential COVID-19 hazards via the COVID-19 Hazard Alert form or other feedback mechanism.

SCOE provides opportunities for employees and authorized employee representatives to participate in the identification and evaluation of COVID-19 hazards by utilizing the existing process detailed in our bargaining unit contracts; CSEA Section 23.01 and SCOETA Section 13.01, 13.02.

(B) Employee Symptom Screening

SCOE has implemented a process for screening and responding to employees with COVID-19 symptoms.

SCOE employees should self-screen for COVID-19 related symptoms before leaving home to enter a SCOE worksite and at various times throughout the workday. Signage at entrances at SCOE worksites includes a symptoms checklist.

The symptoms currently associated with COVID-19 are:

- Fever (100.4° F or greater)
- Loss of smell or taste
- A cough
- Muscle aches
- A sore throat
- Congestion or a runny nose
- Shortness of breath
- Chills
- Headache
- Nausea, vomiting, diarrhea

This list is not all possible symptoms. Employees should contact their medical provider for any other symptoms that are severe or concerning.

IMPORTANT: SCOE employees are encouraged to seek emergency medical attention if showing any of the following signs:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

(C) Response to COVID-19 case

SCOE has developed COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission of COVID-19 in the workplace.

SCOE has a contact tracing system in place. If an employee has come into close contact with someone who has tested positive or been diagnosed with COVID-19 or been asked by their physician to isolate or quarantine within the last two weeks, they should self-quarantine and consult with Personnel regarding protocols.

(D) Workplace Assessment

SCOE will conduct a workplace-specific assessment of SCOE worksites to identify all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

SCOE will take universal precautions and treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious:

1. This shall include identification of places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, for instance during meetings or trainings and including in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.
2. This shall include an evaluation of employees' potential workplace exposure to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. Employers shall consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

SCOE has developed a Workplace Assessment document (for SCOE worksites) that will help administrators validate that they are protecting employees from COVID-19. The assessment can be found in Appendix B of this program document.

(E) Ventilation Systems

For indoor locations, SCOE will evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.

The SCOE facilities development team has analyzed the ventilation systems at each of its operating sites. In consultation with our HVAC service vendor, Air Systems, we have increased intake of outside air and reduced recirculation at all worksites where SCOE maintains the HVAC systems. We have also worked with our district partners to make sure they are taking similar steps. Where feasible and safe, site staff have been instructed to prop outside doors open as well as open windows.

(F) Ongoing monitoring and review of orders and guidance

SCOE will monitor and review applicable orders and guidance from the State of California and the SCPH related to COVID-19 hazards and prevention, including information of general application and information specific to the employer's industry, location, and operations.

SCOE administration, including the Superintendent, the Deputy Superintendent, and the Chief Administrator of Human Resources communicate regularly with the SCPH. Executive Orders, Health Orders, and updated guidance is reviewed and implemented

as conditions change. SCOE's COVID Response Team will update protocols as necessitated by new orders and guidance.

(G) Evaluate existing prevention controls

The SCOE COVID Response Team will regularly evaluate COVID-19 prevention controls. These controls include:

Employee Communication

- Are employees being provided information on SCOE's preventative measures and mandates? Does this communication include instructions on proper use of PPE and wellness self-checks?

Signage

- Are informational posters up-to-date and relevant for the worksite function? Are posters visible, clear and concise?

Policies

- Are SCOE's leave policies compatible with the goal of having employees stay at home when they are feeling ill or experiencing any of the symptoms associated with COVID-19?

Leadership

- Are supervisors advising employees to stay at home when they are feeling ill or experiencing any of the symptoms associated with COVID-19?
- Are supervisors aware of the proper protocols when an employee discloses the following:
 - They tested positive for COVID-19.
 - They are feeling ill or displaying symptoms of COVID-19.
 - They are aware of a co-worker who is feeling ill or displaying symptoms of COVID-19.
 - They were in close contact with someone who has tested positive or is suspected of having COVID-19.
 - They know a co-worker who was in close contact with someone who has tested positive or is suspected of having COVID-19.
- Are departments taking steps to stagger the number of employees who are working in the office and performing remote work?
- Are employees wearing face coverings unless they are alone in an office?
- Are employees wearing face coverings when working with others?
- Are supervisors requiring the use of face coverings?

Facilities

- Determine if further steps can be taken to prevent COVID-19 above and beyond wiping down high-touch surfaces and sanitizing work areas, common areas and restrooms. If so, implement increased precautions.

(H) Periodic Inspections

SCOE will conduct periodic inspections of SCOE worksites as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with employers' COVID-19 policies and procedures.

The inspection will include the following:

1. Observing common areas to ensure six feet of social distancing is being maintained when employees are entering and exiting.
2. Checking that there is enough space for employees to pass in the hallways and remain six feet apart.
3. Checking the distances between common area tables and chairs to ensure six feet of social distancing can be maintained.
4. Checking each entrance for up-to-date signage that details SCOE's social distancing, face covering and wellness self-check policies.
5. Observing to be sure SCOE's social distancing policy is being followed in work areas and meeting spaces. This includes eliminating unpackaged foods/snacks being shared in workspaces.
6. Checking restrooms to make sure they are fully stocked with hand soap, paper towels and toilet paper. Checking soap dispensers and paper towel dispensers to make sure they are functional.
7. Checking multi-use bathrooms to make sure that every other stall/sink in the restrooms been taped off to reduce capacity and increase space between the occupants.
8. Checking that common areas have an adequate supply of face masks, hand sanitizer and sanitizing wipes.

(3) Investigating and responding to COVID-19 cases in the workplace.

(A) Procedure to investigate COVID-19 cases in the workplace.

The Personnel Department conducts contact tracing for any known or suspected COVID-19 case. Information received from employees, the SCPH, or their physician regarding symptoms, test results or medical diagnosis are treated confidentially. The identity of any employee COVID-19 case is not shared with other employees. COVID-19 tracking data is kept in a confidential electronic file.

(B) Response to a COVID-19 case in the workplace.

SCOE will take all of the following steps in response to a COVID-19 case in the workplace:

1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and

the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.

2. Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.

Note: See subsection (c)(10) for exclusion requirements for employees with COVID19 exposure.

3. Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
 - a. All employees who work at the worksite where the COVID-19 case was located.
 - b. The exclusive labor representatives of above employees.
 - c. Independent contractors and other employers present at the workplace during the high-risk exposure period.
4. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits described in subsections (c)(5)(B) and (c)(10)(C).
5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards. See Appendix B for the SCOE COVID-19 Workplace Investigation Form sample and a link to the fillable PDF.

(C) Confidentiality of Personal Identifying Information

All personally identifying information regarding COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer under this section and sections 3205.1 through 3205.4 shall be provided in a manner that ensures the confidentiality of employees.

EXCEPTION to subsection (c)(3)(C): Unredacted information on COVID-19 cases shall be provided to the SCPH, CDPH, the Division, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

(D) Confidentiality of Employee Medical Records

All Employee medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.

EXCEPTION 1 to subsection (c)(3)(D): Unredacted medical records shall be provided to the SCPH, CDPH, the Division, NIOSH, or as otherwise required by law immediately upon request.

EXCEPTION 2 to subsection (c)(3)(D): This provision does not apply to records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

(4) Correction of COVID-19 hazards.

SCOE has implemented policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

If a SCOE employee recognizes a potential COVID-19 hazard:

- Report the hazard by completing a COVID-19 Hazard Alert form and emailing it to supportservices@scoe.net. The form can be found on SCOE SharePoint under Forms and Documents/Health and Safety. See Appendix B for the SCOE COVID-19 Hazard Alert Form sample and a link to the fillable PDF.
- The originator should inform their supervisor of the hazard and provide them with a copy of the completed hazard alert.
- A member of the Support Services team will review the alert form and investigate the potential hazard. If warranted, steps will be taken to correct the hazardous condition.
- Regardless of the outcome, a Support Services representative will provide feedback to the originator and their supervisor.

Support Services will maintain a spreadsheet of all reported hazards that includes the results of the investigation and the steps that were taken, if there were any, to correct the hazardous condition.

(5) Training and instruction.

SCOE has developed a training program for all employees with instruction to employees including, but not limited to, the following:

- SCOE's COVID-19 policies and procedures to protect employees from COVID-19 hazards ("Workplace Wellness" document).
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.
- The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales;

that COVID19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.

- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
- COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

(6) Physical distancing.

(A) Employees will be separated from other persons by at least six feet (except where it can be demonstrated that six feet of separation is not possible, and except for momentary exposure while persons are in movement).

Physical distancing is a key prevention practice to limit the spread of COVID-19. SCOE follows physical distancing protocols to promote a safe and healthy environment and is adding additional practices as employees return to SCOE worksites (see guidelines below for Reception Areas, Kitchen and Break/Lunch Rooms, and Restrooms).

Entrances, Elevators, Stairways, and Hallways

- When approaching building entrances, employees should take care to maintain six feet of distance between themselves and others who may be entering or exiting the building at the same time.
- Elevators are limited to two riders at a time in the DPMEC building. Floor markings inside the elevator indicate where the riders should stand. The elevator at the Cy Young building is limited to one rider at a time.
- Employees should take care and do their best to maintain six feet of distance between them and other employees in all hallways.

Reception Areas

- Floor markings will be placed that indicate six feet of distance to reception desks such as in the Cy Young and DPMEC buildings.

Workspace

- Most of the cubicles and workspaces at SCOE are designed to include at least six feet between co-workers, or are separated by a cubicle wall.
- Employees should take care not to enter other staff's cubicles or workspaces so that six feet of distance is maintained.
- Face coverings do not need to be worn in private offices or workspaces that are not shared with others.

Kitchens and Break/Lunch Rooms

- Lunch and break areas will have modified occupancy to comply with six-foot distancing requirements.
- Floor markings are placed outside the small kitchens and break rooms indicating six feet of distance.
- The larger breakrooms and lunch rooms will accommodate more occupants as long as employees remain six feet apart.
- Tables in common areas, such as reception areas, kitchens, and break/lunch rooms are separated by six feet and include only one chair.
- Supervisors work with employees to stagger breaks and lunch periods to reduce traffic and congregating in kitchens and break/lunch rooms.

Restrooms

- Employees must remain conscious of physical distancing protocols in restrooms.
- Restroom capacity will be modified to provide physical distancing space (e.g., use every other sink/stall).

Meeting Rooms

- Until further notice, SCOE has suspended scheduled events in all meeting rooms including staff meeting rooms at DPMEC, Cy Young, the Bunker, and the Conference Center. However, small impromptu meetings (of fewer than ten individuals) may take place in available meeting rooms at the discretion of the department director or Cabinet representative.
- Meeting facilitators will adhere to physical distancing protocols for all meeting participants by ensuring that all participants are seated at least six feet apart.
- Virtual meetings via phone or internet are the preferred venue for meetings.

Greetings

- Eliminate greetings that involve physical contact such as hugs, handshakes, or high fives.

Telecommuting

- SCOE continues to provide telecommuting options based on individual employee's needs and job duties. Supervisors will work with employees to determine what options are most feasible.

(7) Face coverings.

(A) SCOE will:

- Comply with all public health orders regarding face coverings.
- Provide clean and undamaged face coverings to all employees as needed.
- Ensure they are worn by employees over the nose and mouth when;
 - indoors,
 - when outdoors and less than six feet away from another person,
 - and where required by orders from the CDPH or SCPH.
- Ensure face shields are not used as a replacement for face coverings, although they may be worn together for additional protection.
- The following are exceptions to the face coverings requirement:
 1. When an employee is alone in a room or their own office.
 2. While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
 3. Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders.
 4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
 5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

(B) Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

(C) Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19. COVID-19 testing cannot be used as an alternative to face coverings when face coverings are otherwise required.

(D) SCOE will not prevent any employee from wearing a face covering when required, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

(E) SCOE will implement the following measures to communicate to non-employees the face coverings requirements on their premises:

Signs have been placed at each entry point of SCOE worksites indicating that face coverings are required in order to enter the facility. Each public reception desk has a

supply of face coverings for use by employees or visitors who do not have a face covering available.

(F) SCOE has developed COVID-19 policies and procedures to minimize employee exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public. The policies include:

Any employee or member of the public entering a SCOE facility must be wearing a face covering. Anyone entering a SCOE facility without a face covering will be politely asked to wear a face covering. Refusal to wear a face covering without an applicable exemption will bar entry to the facility. A supply of face coverings are available at each reception desk. On November 16, 2020 the California Department of Public Health (CDPH) issued guidance regarding face coverings.

(8) Other engineering controls, administrative controls, and personal protective equipment.

(A) Partitions

SCOE provides cleanable partitions and clear plastic shields for employees in classroom settings. Cleanable plexiglass shields have been installed on all reception desks. Administrative worksites are office and cubicle based. The cubicles are at least six feet apart and the walls separating employees are generally at least 60 inches tall. In cases areas where employees do not have a physical barrier between them and their co-workers, the department supervisor will stagger schedules to ensure employees have at least six feet of social distance between them and their co-workers.

(B) Maximize Outdoor Air

For buildings with mechanical or natural ventilation, or both, SCOE will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

SCOE has taken steps to increase air flow and maximize filtration. Employees have been instructed to open windows and doors where possible and safe. The environmental controls have been adjusted to increase the circulation of outside air and to reduce the amount of air that is recirculated at sites where SCOE maintains the HVAC systems. This is all done in coordination with our HVAC experts at Air Systems.

(C) Cleaning and Disinfecting

SCOE has implemented cleaning and disinfecting procedures at SCOE worksites, which require:

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. SCOE will inform employees and

authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.

2. Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles shall be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.

3. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

SCOE Workspaces

- SCOE uses cleaners and disinfectants that are EPA approved for use against SARS-CoV-2 (COVID-19).
- The SCOE Custodial team sanitizes desks, keyboards, mice, phones (desk and cell), printers, and copiers nightly. Work surface clutter should be removed for thorough nightly work surface cleaning. Custodial staff will not move paperwork or personal items to clean.
- Employees are expected to sanitize their desks, keyboards, mice, phones, and printers before they start work each day and when needed during the day using approved sanitizing products provided by SCOE.

Meeting Rooms

- The meeting rooms in SCOE administrative offices, including all tabletops and chair arms, are cleaned and sanitized nightly.
- Meeting rooms are stocked with hand sanitizer and wipes (or other approved sanitizing product). NOTE: Contingent upon product availability.

Kitchens and Break/Lunch Rooms

- SCOE breakrooms and kitchens are cleaned and sanitized nightly. They are also be sanitized several times during the workday. This includes:
 - Counters
 - Light switches
 - Dispensing Equipment - Soap, Sanitizer, Towels
 - Trash/Recycling Receptacles
 - Coffee Pots/Coffee Makers
 - Water dispenser handles
 - Refrigerator and freezer doors and handles
 - Vending machine doors and keypads
 - Microwave oven door and keypad

- All SCOE breakrooms and kitchens are stocked with hand sanitizer and approved sanitizing products. NOTE: Contingent upon product availability.
- The SCOE Custodial Team ensures that breakrooms and kitchens are stocked at all times with hand soap and paper towels.

SCOE Entrances, Elevators, Stairways, and Hallways

- The SCOE custodial team sanitizes “high touch” items frequently throughout the workday. This includes:
 - Hand rails
 - Door handles
 - Elevator doors, rails and buttons
 - Hallway corner guards

SCOE Restrooms

- Restrooms are cleaned and sanitized nightly. They are also sanitized several times during the workday. This includes:
 - Dispensing Equipment—Soap, Sanitizer, Towels
 - Bathroom Fixtures—Sink Faucet, Toilet Flush Handle
 - Toilets
 - Changing Stations
 - Stalls
 - Stall Handles
 - Trash/Recycling Receptacles
 - Door handles
- The SCOE Custodial Team will ensure that bathrooms are operational and stocked at all times with hand soap and paper towels.

(D) Handwashing Facilities

To protect employees from COVID-19 hazards, SCOE will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. Employers shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.

SCOE actively encourages its employees to wash their hands frequently. Employees should wash their hands with soap and water, including scrubbing with soap for 20 seconds. Hand sanitizer may be used (with at least 60% ethanol or 70% isopropanol) when soap and water are not immediately available. All SCOE bathrooms are stocked with hand soap.

- Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather hands by rubbing them together with the soap. Lather the backs of hands, between fingers, and under the nails.

- Scrub hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- Rinse hands well under clean, running water.
- Dry hands with a paper towel and use the towel to turn off the water flow (if necessary).
- Use the towel to touch the door handle upon exiting.
- Dispense of the paper towel in the nearest trash receptacle.

Hand sanitizer usage:

- Apply the gel or foam product to the palm of one hand (read the label to learn the correct amount).
- Rub the gel over all the surfaces of hands and fingers until hands are dry. This should take around 8 seconds.

(E) Personal protective equipment.

1. SCOE will evaluate the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide such personal protective equipment as needed.
2. SCOE will evaluate the need for respiratory protection in accordance with section 5144 when the physical distancing requirements in subsection (c)(6) are not feasible or are not maintained.
3. SCOE will provide and ensure use of respirators in accordance with section 5144 when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.
4. SCOE will provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

SCOE has determined that its classroom-based employees require access to gloves, face shields and disposable gowns. A supply of each of these items is provided to all SCOE classroom-based employees. This is in addition to disposable masks, hand sanitizer and disinfectant wipes.

SCOE has determined that school nurses and any employee temporarily acting in a medical capacity requires access to N95 respirators.

(9) Reporting, recordkeeping, and access.

(A) Local Public Health

SCOE reports information about COVID-19 cases at the workplace to the SCPH whenever required by law, and shall provide any related information requested by the SCPH.

(B) Cal/OSHA

SCOE will report immediately to the Division any COVID-19-related serious illnesses or death, as defined under section 330(h), of an employee occurring in a place of employment or in connection with any employment.

(C) Injury & Illness Prevention Program

SCOE maintains records of the steps taken to implement the written COVID-19 Prevention Program in accordance with section 3203(b).

(D) Access to the COVID-19 Prevention Program

The written COVID-19 Prevention Program shall be made available at the workplace to employees, authorized employee representatives, and to representatives of the Division immediately upon request. The COVID-19 Prevention Program is located on the SCOE Sharepoint in the COVID-19 Resources folder as well as in the Health and Safety folder.

(E) Access to COVID-19 Case Records

SCOE keeps a record of and contact traces all COVID-19 cases with the employee's name, contact information, job title, work site, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information is kept confidential in accordance with subsections (c)(3)(C) and (c)(3)(D). The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

(10) Exclusion of COVID-19 cases.

The purpose of this section is to limit transmission of COVID-19 in the workplace.

(A) COVID-19 Cases

SCOE ensures that COVID-19 cases are excluded from the workplace until the return to work requirements in alignment with the most up to date SCPH and CDPH guidelines are met.

(B) COVID-19 Exposure Cases

SCOE excludes employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.

(C) Earnings & Benefits while excluded

For employees excluded from work and otherwise able and available to work, SCOE continues and maintains the employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job.

SCOE uses employer-provided employee sick leave and other paid leaves for this purpose and considers benefit payments from other public sources (e.g. Education Code, collective bargaining agreement leaves) in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

EXCEPTION 1: Subsection (c)(10)(C) does not apply to any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission.

EXCEPTION 2: Subsection (c)(10)(C) does not apply where the employer demonstrates that the COVID-19 exposure is not work related.

(D) This section does not limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections.

(E) Information on Benefits & Leaves

At the time of exclusion, SCOE will provide the employee with information in writing on available benefits and leaves as required.

EXCEPTION to subsection (c)(10): Employees who have not been excluded or isolated by the SCPH need not be excluded by the employer, if they are temporarily reassigned to work where they do not have contact with other persons until the return to work requirements of subsection (c)(11) are met.

(11) Return to work criteria.

(A) COVID-19 cases with COVID-19 symptoms shall not return to work until:

1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications; and
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared.

(B) COVID-19 cases who tested positive but never developed COVID-19 symptoms:

Shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

(C) A negative COVID-19 test shall not be required for an employee to return to work.

(D) If an order to isolate or quarantine an employee is issued by a local or state health official:

The employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be:

- 10 days from the time the order to isolate was effective, or
- 14 days from the time the order to quarantine was effective.

Guidance from the California Department of Public Health:

[Guidance on Returning to Work or School Following COVID-19 Diagnosis](#)

[Self-Quarantine Instructions for Individuals Exposed to COVID-19](#)

[Self-Quarantine Guidance for Individuals Exposed to COVID-19](#) These instructions are for people who have been in close contact with someone who has been diagnosed with COVID-19.

[Self-Isolation Instructions for Individuals Who Have or Likely Have COVID-19](#)

[Self-Isolation Guidance for Individuals Who Have or Likely Have COVID-19](#) These instructions are for people who have or likely have COVID-19. They include information for households, families, caregivers, or close contacts.

Guidance from the Sacramento County Department of Public Health:

Isolation and Quarantine Guidance:

<https://dhs.saccounty.net/PUB/Pages/Communicable-Disease-Control/COVID-19-Resources-for-Those-in-Isolation-or-Quarantine.aspx>

COVID-19 Resources: <https://www.saccounty.net/COVID-19/Pages/default.aspx>

(E) Division approval of return to work

If there are no violations of local or state health officer orders for isolation or quarantine, the Division may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, SCOE will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not possible, the use of respiratory protection in the workplace.

Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3 and 144.6, Labor Code.

§ 3205.1. Multiple COVID-19 Infections and COVID-19 Outbreaks.

(a) Scope.

(1) This section applies to a place of employment covered by the SCOE COVID-19 Prevention Program if:

- The exposed workplace has been identified by the SCPH as the location of a COVID-19 outbreak or,
- When there are three or more COVID-19 cases in an exposed workplace within a 14-day period.

(2) This section shall apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

(b) COVID-19 testing.

(1) SCOE will provide COVID-19 response testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a SCPH or the relevant 14-day period(s) under subsection (a), as applicable. COVID-19 response testing shall be provided at no cost to employees during employees' working hours.

(2) COVID-19 response testing shall consist of the following:

(A) Immediately upon being covered by this section, all employees in the exposed workplace shall be tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the SCPH.

(B) After the first two COVID-19 tests required by (b)(2)(A), SCOE will provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the SCPH, until this section no longer applies pursuant to subsection (a)(2).

(C) SCOE will provide additional testing when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

(c) Exclusion of COVID-19 cases.

SCOE will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with this COVID-19 Prevention Program and local health officer orders if applicable.

(d) Investigation of workplace COVID-19 illness.

SCOE will immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak in accordance with our COVID-19 Prevention Program.

(e) COVID-19 Investigation, review and hazard correction.

In addition to the requirements of the COVID-19 Prevention Program, SCOE will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and include:

- (1) Investigation of new or unabated COVID-19 hazards including leave policies and practices and whether employees are discouraged from remaining home when sick; COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.
- (2) The review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
- (3) SCOE will implement changes to reduce the transmission of COVID-19 based on the investigation and review required by the COVID-19 Prevention Program. SCOE will consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as possible, respiratory protection, and other applicable controls.

(f) Notifications to the SCPH.

- (1) SCOE will contact the SCPH immediately but no longer than 48 hours after the SCOE knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.
- (2) SCOE will provide to the SCPH the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, job title, worksite, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the SCPH. SCOE will continue to give notice to the SCPH of any subsequent COVID-19 cases at the workplace.
- (3) Effective January 1, 2021, SCOE will provide all information to the SCPH required by Labor Code section 6409.6.

§ 3205.2. Major COVID-19 Outbreaks.

(a) Scope.

(1) This section applies to any place of employment covered by the COVID-19 Prevention Program when:

- there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period.

(2) This section shall apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

(b) COVID-19 testing.

SCOE will provide twice a week COVID-19 testing, or more frequently if recommended by the SCPH, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace.

COVID-19 testing will be provided at no cost to employees during employees' working hours.

(c) Exclusion of COVID-19 cases.

SCOE will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with the COVID-19 Prevention Program and any relevant SCPH orders.

(d) Investigation of workplace COVID-19 illnesses.

SCOE will comply with the investigation procedures (for SCOE worksites) in accordance with the COVID-19 Prevention Program. SCOE will coordinate and cooperate with SCOE programs located on district sites.

(e) COVID-19 hazard correction.

In addition to the requirements of the COVID-19 Prevention Program, SCOE will take the following actions:

- (1) In SCOE buildings or structures with mechanical ventilation, employers shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, employers shall use filters with the highest compatible filtering efficiency. Employers shall also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and shall implement their use to the degree feasible.

(2) SCOE will determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.

(3) SCOE will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

(4) Any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

(f) Notifications to the SCPH. Employers shall comply with the requirements of section 3205.1(f).

Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3 and 144.6, Labor Code.

Appendix A: Guidance

Employers - General Guidance

- [California Blueprint for a Safer Economy](#) - Find the status of activities in your county
- [Follow the Employer Playbook for a Safe Reopening](#)
- [Industry guidance to reduce risk](#)
- [Guidance on Returning to Work or School Following COVID-19 Diagnosis](#)
- [Responding to COVID-19 in the Workplace for Employers](#)

Guidance Employers – Office Workspaces

- Follow this [guidance for office workspaces](#) to create a safer environment for workers.
- Review the guidance, prepare a plan, and post the [checklist for office workspaces](#)

Guidance - K-12 Education

- Follow this [guidance for schools and school-based programs](#)
- Review the guidance, prepare a plan, and post the [checklist for schools](#)
- Check the answers to [frequently asked questions](#) about guidance for schools.
- Follow the [guidance related to cohorts](#) of children and youth.
- Some schools may have reopened based on the [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools](#). These schools should follow the guidance on school closure provided in that framework when determining whether to close due to COVID-19 spread.

Face Covering Information

- [Guidance for the Use of Face Coverings](#)
- [Face coverings, masks, and respirators](#) – Information & Overview
- [Face coverings, masks & respirators](#) - Handout
- [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#) – CDC Recommendations
- [Voluntary use of N95 masks](#) - Cal/OSHA

California Healthy Schools Act & Integrated Pest Management (IPM)

- [Do I need training to use a disinfectant?](#)
- [IPM Training for School Staff](#) - Online [Training Options](#)
- [Reminders for Using Disinfectants for Schools and Child Care](#)
- [What About Hand Sanitizers?](#)
- EPA [Approved Cleaners](#)
- [Disinfecting Fogger Tips](#)
- [EPA Supports Healthy Indoor Environments in Schools During COVID-19 Pandemic](#)

Americans with Disabilities Act - U.S. Equal Employment Opportunity Commission

- [Pandemic Preparedness in the Workplace and the Americans with Disabilities Act](#)
- [What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws](#)

Appendix B: Forms

[Insert link to SCOE COVID-19 Workplace Assessment Form when finalized](#)

[Insert link to SCOE COVID-19 Hazard Alert Form when finalized](#)

[Insert link to SCOE COVID-19 Workplace Investigation Form when Finalized](#)

See samples on next page

SCOE COVID-19 Workplace Assessment

Name of person completing the assessment: _____

Organization: _____

Date: _____

Workplace Information

Facility Name: _____

Facility Location: _____

Facility Point of Contact (POC) Name: _____

POC Position/Title: _____

POC Phone #: _____

POC Email: _____

Number of employees: _____

1 - Reduce Transmission Among Employees

A. Actively require sick employees to stay home

Are employees who have symptoms (i.e., fever, cough, shortness of breath, body aches, chills, loss of taste/smell, sore throat, congestion or runny nose, headache, nausea, vomiting or diarrhea) instructed to stay home and have employees received training and education on employee health policies?

Yes No

Are systems in place for employees to notify their supervisor if they develop symptoms while at home?

Yes No

Are sick employees being asked to stay home, notify their supervisor, and follow CDC-recommended guidelines for what do to if you are sick?

Yes No

Are sick employees being told they must consult with healthcare providers and state and local health departments to determine when they can return to work?

Yes No

B. Identify where and how workers might be exposed to COVID-19 at work

Has facility reviewed Cal OSHA COVID-19 website and guidance for employers for information on how to protect workers from potential exposures?

Yes No

Has SCOE considered additional social distancing or other Cal OSHA approved methods for employees that may be at higher risk for serious illness?

Yes No

C. Monitor employees for fever and symptoms

Are employees being screened upon arrival at the facility for fever (>100.4°F) and other symptoms of COVID-19?

Yes No

Is SCOE systematically logging this screening information?

Yes No

Are employees being reminded to monitor and immediately report any symptoms they develop while at work to their supervisor and the Personnel Department?

Yes No

D. Separate sick employees

Are employees who appear to have symptoms of COVID-19 upon arrival at work or who become sick during the day being immediately separated from other employees, customers, and visitors and sent home?

Yes No

Has SCOE established a protocol for informing fellow employees of possible exposure to COVID-19 in the event an employee is confirmed to have COVID-19 infection? Facilities must maintain confidentiality as required by the Americans with Disabilities Act (ADA).

Yes No

E. Educate employees about how they can reduce the spread of COVID-19

Have employees been educated about steps they can take to protect themselves at work and at home?

Yes No

Have employees been informed that older people and people with serious chronic medical conditions are at higher risk for complications?

Yes No

Have employees been instructed to follow the policies and procedures of your employer related to illness, cleaning and disinfecting, and work meetings and travel?

Yes No

Are employees being educated about recommended guidelines for what do to if you are sick, including staying home except to get medical care?

Yes No

Have employees been informed of how and when to inform their supervisor if they have a sick family member at home with COVID-19? Review CDC guidelines for what to do if someone in your house is sick.

Yes No

Have employees been educated to wash their hands often (including after coughing or sneezing) with soap and water for at least 20 seconds or else in accordance with all applicable requirements under state statutes and regulations? Hand sanitizer with at least 70% alcohol may be used if soap and water are not available in some work settings provided applicable state code requirements are being met.

Yes No

Have employees been instructed to avoid touching their eyes, nose, and mouth with unwashed hands?

Yes No

Have employees and custodial services staff been informed how to clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, electronic handheld devices, handrails, light switches, and doorknobs?

Yes No

Are employees instructed to avoid using other employees' phones, desks, offices, other work tools and equipment, or dishes and utensils when possible? If necessary, do you clean and disinfect them before and after use?

Yes No

Have workplace policies been implemented to allow for teleworking for all employees who are able to conduct their duties from home?

Yes No

Have employees been educated about how to practice social distancing at work by avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible?

Yes No

Have employees been instructed on alternative methods for site visits/meetings (e.g., video conferencing)?

Yes No

For in-person meetings that must take place, are you keeping a visitor log and attendance in case contact tracing is necessary at a later date?

Yes No

Have employees been trained to restrict visitors and non-essential personnel, except when necessary (i.e., meetings, site visits)?

Yes No

Are signs posted at entrances to the facility advising that no visitors may enter the facility?

Yes No

If visitors are necessary, are potential visitors screened prior to entry for symptoms of COVID-19, restricting entry for those with symptoms?

Yes No

If visitors are necessary, have they been instructed to wear a face covering/mask while in the building and to restrict their access to as few locations as possible?

Yes No

Have you trained employees on the use of cloth/other face masks and other personal protective equipment (PPE)? Training should include when to use PPE, what PPE is necessary, how to properly wear, use, and remove PPE, and how to properly dispose of PPE.

Yes No

Is employee education about best practices to prevent the spread of COVID-19 in the workplace ongoing, with frequent reminders communicated to all employees?

Yes No

Are communications regarding COVID-19 being provided to employees in their preferred language?

Yes No

2 - Maintain Healthy Business Operations

Have you identified a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace, who can also act as point of contact with the local health department?

Yes No

Name, phone number and email of workplace coordinator: _____

Are you frequently monitoring public health communications about COVID-19 recommendations for the workplace and ensuring that all workers have access to and understand that information?

Yes No

Have you implemented flexible sick leave and non-punitive, supportive policies and practices?

Yes No

Have you assessed your essential functions and the reliance that others and the community have on your services or products?

Yes No

- Have you changed your business practices to maintain critical operations?

Yes No

- Have you identified alternate supply chain for critical goods and services?

Yes No

- Have you talked with companies that provide your business with contract or temporary employees about the importance of sick employees staying home?

Yes No

A. Determine how you will operate if absenteeism spikes

Do you have a plan to monitor and respond to absenteeism at the workplace?

Yes No

Can you implement plans to continue your essential business functions in case you experience higher than usual absenteeism?

Yes No

Have you cross-trained employees to perform essential functions so the workplace can operate even if key employees are absent?

Yes No

B. Establish policies and practices for social distancing

Have you implemented flexible worksites (e.g., telework)?

Yes No

Have you implemented flexible work hours (e.g., staggered shifts)?

Yes No

Have you increased physical space between employees at the worksite, including break areas and lunchrooms? Social distancing should be 6 feet or greater.

Yes No

Have you increased physical space between employees and customers (e.g., clear plastic barriers, partitions)?

Yes No

Have you implemented flexible meeting and travel options (e.g., postpone non-essential meetings or events)?

Yes No

Can any of your services be delivered remotely (e.g., phone, video, or web)?

Yes No

Can incoming deliveries be left at loading docks or other locations that do not require person-to-person exposures?

Yes No

C. Increase availability of face masks and personal protective equipment

Are you able to issue facemasks or approve employee supplied cloth face coverings in the event of shortages?

Yes No

Have you assessed the current supply of face masks/cloth face covers and other critical materials (e.g., hand sanitizer, EPA-registered disinfectants, tissues)?

Yes No

Are all employees being instructed to wear a face mask/cloth face cover at all times while in the workplace?

Yes No

3 - Maintain A Healthy Work Environment

Have you considered improving the engineering controls using the building ventilation system? This could include increasing ventilation rates, increasing percentage of outdoor air that circulates into the system, or opening windows and doors.

Yes No

A. Strengthen respiratory etiquette and hand hygiene for employees, customers, and worksite visitors

Do you provide tissues and no-touch disposal receptacles/trash cans throughout the facility?

Yes No

Do you provide soap and water in the workplace?

Yes No

Do you provide alcohol-based hand sanitizer?

Yes No

Have you placed hand sanitizers in multiple locations to encourage hand hygiene?

Yes No

Have you hung posters throughout the facility that encourage hand hygiene?

Yes No

Have you discouraged handshaking and encouraged use of other noncontact methods of greeting?

Yes No

B. Perform routine environmental cleaning and disinfection

Does your workplace routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs, per CDC guidance?

Yes No

Do you provide disposable wipes so that commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use?

Yes No

Has your workplace made plans to enhance cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility?

Yes No

Are you using EPA-registered disinfectants with an emerging viral pathogens claim against COVID-19 for frequent cleaning of high-touch surfaces and shared equipment, with sufficient contact time?

Yes No

Have you ensured workers performing cleaning are trained on the facility's standard operating procedures and on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard?

Yes No

C. Advise employees before / after traveling to take additional preparations

Have you advised employees to check themselves for symptoms of COVID-19 (i.e., fever, cough, or shortness of breath) before starting travel and after returning from travel and notify their supervisor and stay home if they are sick?

Yes No

Have you carefully considered whether work-related travel is necessary?

Yes No

D. Take care when attending meetings and gatherings

When videoconferencing or teleconferencing is not possible, can you hold meetings in open, well-ventilated spaces?

Yes No

Has facility implemented engineering controls for close contact where it cannot be eliminated and when practical (e.g., using face shields, plastic or plexiglass dividers, increasing ventilation)?

Yes No

COVID-19 Hazard Alert
Support Services – Bunker
supportservices@scoe.net
Phone: (916) 228-2696 Fax: (916) 228-2728

Instructions: This form is to be used by district employees to report potential COVID-19 hazards or unsafe conditions.

Person reporting: _____
Name

Department Name: _____

Phone Number: _____

Date of report: _____

Location of Hazard: _____
School Site/Department/Other

Description of COVID-19 hazard (attach pictures if available):

Description of hazard or process creating the hazard: _____

Recommendations to Correct the Condition or Hazard:

Follow-up: _____

SCOE COVID-19 Workplace Investigation Form

Name of person completing the assessment: _____

Organization: _____

Date: _____

Workplace Information

Facility Name: _____

Facility Location: _____

Number of employees: _____

COVID-19 Case Information

Employee Name: _____

Employee Job Title: _____

COVID-19 test offered:Yes No

Name(s) of staff involved in investigation:

Date and time the employee was last at facility: _____

Date of positive test and/or diagnosis: _____

Date and time of first symptom(s): _____

Information received regarding COVID-19 test results and onset of symptoms (attach documentation):

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):

Notification

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

.....Yes No

Date notice given:

Name of employees that were notified:

.....Attach list if more than fifteen employees (15)

Date notice given:

Name of other individuals that were notified:

.....Attach list if more than eight non-employees (8)

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?

What could be done to reduce exposure to COVID-19?

Was the local health department notified?Yes No

Date of notification: _____