



STANISLAUS COUNTY OFFICE OF EDUCATION

CAL/OSHA EMERGENCY

AS MANDATED BY:
CCR Title 8 Sections 3205,
3205.1, 3205.2, 3205.3, 3205.4

Stanislaus County Office of Education (SCOE)
Cal/OSHA ETS
COVID-19 Prevention Program

SCOE has developed this Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout SCOE and at all of our work locations.

This Plan is based on information available from the CDC and Cal/OSHA at the time of its development, and is subject to change based on further information provided by the CDC, Cal/OSHA, and other public officials. SCOE may also amend or supplement this Plan based on operational needs. The Superintendent has the overall authority and responsibility for implementing the provisions of this Plan at SCOE.

I. Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and workplace safety practices to prevent the spread of the virus. Managers and Supervisors must strongly encourage this same behavior from all employees. All Managers and Supervisors are responsible to implement all aspects of this plan.

II. Responsibilities of Employees

SCOE is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our workplaces, everyone must play their part. As set forth below, SCOE has instituted various housekeeping, social distancing, and other best practices at our workplaces. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact Administration or Human Resources.

Employees and authorized employees' representative are encouraged to participate in the identification and evaluation of potential COVID-19 hazards by maintaining ongoing reciprocal verbal and written communication with administration. Union meetings are also regularly scheduled with Human Resources.

A. *CDC Guidelines of How the COVID-19 Virus Spreads*

- The virus that causes COVID-19 most commonly spreads between people who are in close contact with one another (within about 6 feet, or 2 arm lengths).
- It spreads through respiratory **droplets or small particles, such as those in aerosols, produced when an infected person coughs, sneezes, sings, talks, or breathes.**
 - These **particles can be inhaled** into the nose, mouth, airways, and lungs and cause infection. **This is thought to be the main way the virus spreads.**
 - Droplets can also land on surfaces and objects and be transferred by touch. A person may get COVID-19 by **touching the surface or object that has the virus on it** and then touching their own mouth, nose, or eyes. Spread from touching surfaces is not thought to be the main way the virus spreads.
- It is possible that **COVID-19 may spread through the droplets and airborne particles that are formed when a person who has COVID-19 coughs, sneezes, sings, talks, or breathes.** There is growing evidence that droplets and airborne particles can remain suspended in the air and be breathed in by others, and travel distances beyond 6 feet (for example, during choir practice, in restaurants, or in fitness classes). In general, indoor environments without good ventilation increase this risk.

CDC will continue to update this information as we learn more about the COVID-19 virus.

B. *Cal/OSHA and the CDC have provided the following control and preventive guidance for all workers, regardless of exposure risk:*

- Frequently wash your hands with soap and water for at least 20 seconds. At a minimum, employees **MUST** wash hands at the beginning and end of each shift, after using the toilet, before and after each break. When soap and running water are unavailable, use an alcohol-based hand rub with at least 70% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
- Avoid close contact with people who are sick.

C. *In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:*

- Coughing;
- New loss of taste or smell
- Fatigue
- Fever; *Any temperature of 100.4 degrees Fahrenheit or higher is defined as a fever*
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, congestion and runny nose.

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK**. Call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away. *Symptoms may appear 2-14 days after exposure to the virus.*

III. Workplace Protective Measures

SCOE has instituted the following protective measures at all workplaces. Please always use Universal Precautions.

A. General Safety Policies and Guidelines

- In accordance with state pandemic protocols, SCOE reserves the right to conduct health screening on employees (i.e. temperature check)
- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the workplace and return home.
- All in-person meetings will be limited. To the extent possible, meetings will be held by telephone or on virtual platforms (such as Zoom). During any in- person meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.

- Seats placed at least 6' apart in all directions.
 - Handwipes can be provided
 - Handwashing will be encouraged and sanitizer will be provided.
 - Gloves will be available, as necessary
 - Masks or faces shields be provided and will be required while inside the building
- Encourage employees not to share tools or work areas; if this does take place ensure the tools/areas are disinfected after use.
 - PPE must not be shared, for example, but not limited to: nitrile gloves, goggles, face masks and face shields.
 - Use a facemask when in common areas or work cubicles/stations when others are present. Each site will provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Employees may provide their own face coverings or use the disposable face coverings provided at the point of entry to the site.
 - Staff who need a facemask should request one from their supervisor. Face coverings will be based on local health department/CDC guidelines and/or requirements.

The following are exceptions to the use of face coverings in the workplace:

- When an employee is alone in an office or workplace.
 - 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.
 - Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
 - 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. Alternatives will be considered on a case-by-case basis.
 - Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.
- Hand Sanitizer and appropriate protective gloves shall be made available throughout each site and office, as necessary.
 - Employees must avoid physical contact with others and shall direct others

(co- workers/contractors/visitors) to increase personal space to at least six (6) feet, where possible. Where work cubicles are used, only necessary employees should enter the cubicles and all employees should maintain social distancing while inside the cubicles.

- No physical greeting such as a handshake or hug.
- Employees are encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people in any given break room while also practicing social distancing including personal space of six (6) feet.
- Employees are encouraged to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation. ***Encourage employees not to carpool unless they are members of the same household.***
- Please contact your supervisor for additional safety practices and procedures that may pertain to your location, classroom, or work area.
- Single point of entrance to the sites will be provided.
- Signage will be posted throughout SCOE buildings and work areas to raise awareness.
- Encourage personnel to use the stairs, not the elevator (if applicable).
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.
- The following measures will be implemented for situations where SCOE cannot maintain at least six feet between individuals: The use of partitions or barriers in classrooms and offices.
- Minimize number of employees at a work location based on the size of the work location, if applicable. No more than five (5) people per 1000 square feet inside a building. Cohort schedules will be implemented to minimize the amount of employees per location.

B. Workers entering Non-SCOE Building and Homes

- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.
- No physical greeting such as a handshake or hug.

- Please contact your supervisor for additional safety practices and procedures regarding entering Non-SCOE buildings and homes.

C. Workplace Visitors

- The number of visitors to the workplace, including the cubicle or office, will be limited to only those necessary for the work and by appointment only.
- Visitors, vendors, and deliveries are to follow SCOE site protocols and register at the front office.

D. Site deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols.

E. Personal Protective Equipment (PPE) Used to Control Employee's exposure to COVID-19

SCOE's intent is to follow the guidelines and protocols outlined by county and state officials. Please contact your manager or supervisor in regards to PPE for essential activities.

Personal protective equipment (PPE), such as but not limited to nitrile gloves, goggles, disposable face masks and face shields) as required by CCR Title 8, section 3380, will be provided, as needed. SCOE will provide and ensure use of eye protection and respiratory protection in accordance with CCR Title 8 section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

F. Temporary Alternative Working Conditions

Rotating work schedules will be considered when appropriate. Appropriate schedules could include:

- Staggered start and ending times
- AM/PM schedule
- Alternating cohort days
- Use of shift-work to minimize the number of employees working within certain areas.
- Stagger break and lunch time to avoid employees from gathering in one location.
- As possible, only perform critical/essential activities.

G. Wellness Check-in

- All employees must conduct a self-screening upon arriving to work each day. This wellness check will be used as a guide to determine if the employee continues to work or will be sent home. (See Self-assessment Log)

- Employees will be required to check their own temperature each and every day upon to coming to work. **Any temperature of 100.4 degrees Fahrenheit or higher is defined as a fever.**
- The employee will provide a completed self-assessment log to the supervisor at the end of each month. The Self-Screening log document will be entered into Laserfiche based on the most current procedures. SCOE will maintain these confidential documents for one (1) year.

IV. Engineering Controls

To the extent feasible, SCOE will maximize the quantity of outside air for buildings with mechanical or natural ventilation systems by:

- 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.
- If the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke, outside air vents and windows will be closed.
- 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.
- The HVAC system will be properly maintained and adjusted by designated OSS staff and HVAC Technician(s).
- The highest MERV filters will be utilized to insure adequate air filtration.
- Employees are encouraged to open windows or doors with outside conditions are favorable, if feasible and available.

V. SCOE Vehicles Usage

Please contact your supervisor regarding fleet vehicle usage, cleaning and disinfecting procedures.

- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between trips.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.
- Vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have

to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

VI. Workplace Cleaning and Disinfecting

SCOE has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used rooms, tools, equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Any trash collected from the workplace must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- SCOE will ensure that hand sanitizer dispensers are always filled.
- Ensure routine cleaning of frequently touched surfaces including the following: door handles, toilet seats, elevator buttons, all surfaces, equipment, and tool handles.

When a COVID-19 case is identified at a school site or workplace, the following procedures will be implemented:

- PPE will be worn by designated employees performing disinfection tasks.
- Disposable gloves- Ex: Latex or Nitrile
- Mask- Ex: Disposable face mask
- Eye covering- Ex: Safety glasses, Safety goggles, Face shield

Procedures

- Clean the surface first, and then disinfect.
- Body fluids must be thoroughly cleaned from surfaces/objects. Use soap and water to clean first.
- Apply the SCOE approved disinfection product. The designated employees should review the SDS for the chemical to be used and follow all label directions.
- The surface must stay wet with for 10 minutes, or for the appropriate dwell time listed on the product. If the surface dries before the 10 minutes (or, label listed dwell time), reapply
- Dispose into the trash any paper towels, gloves, and other materials that came in contact with the surfaces during the cleaning and disinfection process.

VII. Workplace Exposure Situations *Return to Work Criteria*

Employee Exhibits COVID-19 Symptoms

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants).

SCOE will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work. A negative COVID-19 test shall not be required for an employee to return to work.

Employee Tests Positive for COVID-19

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work with a doctor's note when at least fourteen (14) days have passed since the date of his or her first positive test, and have not had a subsequent illness. A negative COVID-19 test shall not be required for an employee to return to work.

Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least fourteen (14) days have passed since symptoms first appeared.

Employees who test positive and have been hospitalized may return to work when released to do so by their medical care providers. SCOE will require an employee to provide documentation clearing his or her return to work. A negative COVID-19 test shall not be required for an employee to return to work.

Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time.

If SCOE learns that an employee has tested positive, SCOE will conduct an investigation to determine co-workers who may have had close contact with the confirmed positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee.

If applicable, SCOE will also notify any contractors, sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed- positive employee. If an employee learns that he or she has come into close contact with a confirmed positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and self- quarantine for fourteen (14) days from the last date of close contact with that individual. SCOE will require an employee to provide documentation clearing his or her return to work. A negative COVID-19 test shall not be required for an employee to return to work.

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.

Exclusion of COVID-19 Cases (Summary)

When a COVID-19 case is identified in the workplace, the SCOE will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.

VIII. Investigating and Responding to COVID-19 Cases – Communication

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.
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 may have had COVID-19 exposure
 - b) 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 the COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This may include 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 employer's testing obligations are the following:

- Inform all employees on how they can obtain testing. This could be through the employer, local health department, a health plan, or at a community testing center.
 - Offer testing to an employee at no cost and during working hours in the event of a potential COVID-19 work-related exposure.
 - Provide periodic (at least weekly or twice per week depending on the magnitude of the outbreak) COVID-19 testing to all employees in an "exposed workplace" during an outbreak.
 - Testing must be provided in a manner that ensures employee confidentiality.
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.
6. 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.

Multiple COVID-19 Infections and COVID-19 Outbreaks

If a SCOE school site or SCOE workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period, this section of the Plan will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

System for Communicating

Stanislaus County Office of Education's goal is to ensure that effective two-way communication with employees, is performed and includes the following information:

- Employees should report COVID-19 symptoms and all possible hazards to their supervisor.
- Employees can report symptoms and hazards without fear of reprisal.
- SCOE procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- To give employees the tools to get tested when they have symptoms to reduce the likelihood of bringing the virus to work, employees may access COVID-19 voluntary testing available through health plans or local testing centers.
- In the event testing is required to be provided because of a workplace exposure or outbreak, SCOE will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with the workplace) may be exposed to, what is being done to control those hazards, and SCOE's COVID-19 policies and procedures.

Notifications to the Local Health Department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in the workplace, SCOE will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- SCOE will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, 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 local health department. SCOE will continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

Reporting, Recordkeeping, and Access

Designated Management will:

- Report information about COVID-19 cases to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in the place of employment or in connection with any employment.
- Maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make the written COVID-19 Prevention Program (CPP) available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Keep a record of and track all COVID-19 cases. The information will be made available as otherwise required by law, with personal identifying information removed.

IX. COVID-19 Investigation, Review and Hazard Correction

In addition to the identification, evaluation, and correction of COVID-19 Hazards, 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 will be documented and include:

- 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.
- Lack of physical distancing.

Updating the review:

- Every thirty days that the outbreak continues.
- In response to new information or to new or previously unrecognized COVID-19 hazards.
- When otherwise necessary.

Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. The following will be considered:

- Moving indoor tasks outdoors or having them performed remotely.

Employees and authorized employees' representative are encouraged to participate in the identification and evaluation of potential COVID-19 hazards by maintaining ongoing reciprocal verbal and written communication with administration. Union meetings are also regularly scheduled with Human Resources.

X. Scheduling Options in Support of Personal Distancing and Social Mixing

Yellow Cohort:

5 days a week (regular work hours) @ SCOE

Red Cohort:

Week 1 Monday/Wednesday/Friday @ SCOE; Tuesday/Thursday @ Work from home

Week 2 Monday/Wednesday/Friday @ Work from home; Tuesday/Thursday @ SCOE

Continue on a rotating schedule

Blue Cohort:

Week 1 Monday/Wednesday/Friday work remotely; Tuesday/Thursday @ SCOE

Week 2 Monday/Wednesday/Friday @ SCOE; Tuesday/Thursday work

remotely
Continue on a rotating schedule

Other: Form C-19, should the scenario arise to be re-implemented

XI. Working Remotely When Deemed Necessary

If SCOE approves an employees' request to work remotely, the following supports and criteria will be in effect:

A. SCOE support of employees working remotely includes:

- If the division has established temporary alternative working schedules.
- Employees with special/extenuating circumstances can request an assessment with their supervisor to devise a plan of support.
- Regular communication between supervisor and employee.
- Access to an immediate supervisor for direction and guidance on work tasks
- Payment of employees' expenses that are incurred as a result of working remotely if approved by SCOE-
- Should circumstances arise and be re-implemented, completion and approval of a Temporary Alternative Working Conditions Plan (Form C19).

B. Requirements for employees working remotely:

- Maintain professional conduct on all platforms during normal/regular work hours in alignment with policies, practices, job descriptions and collective bargaining agreements.
- Adhere to SCOE's best practices.
- Appropriately use SCOE equipment under the parameters of SCOE' Technology/Use agreement and other applicable policies.
- Secure, store and transport SCOE equipment in such a way as to protect against theft or damage.
- Ensure confidential, student, personally-identifiable, and all other sensitive information is maintained in a safe manner, and is not accessible by others, consistent with SCOE policies and procedures and protect the information from unauthorized disclosure to the maximum extent possible.
- Be accessible at all times during their scheduled work times.

- Enter an absence into the Frontline system if you cannot fulfill your work obligations on that day.
- Perform their duties during their regularly scheduled work hours.
- Submit their requests for vacation, sick leave, annual leave, or use of other leave credits must be submitted and approved by their supervisor in accordance with established procedures.
- Non-exempt employees may not deviate from their assigned work schedule and are required to take their rest and meal breaks while performing work remotely in full compliance with established agreements and/or policies/procedures.
- Employees are prohibited from working additional hours outside of their temporary remote working schedule and are prohibited from working overtime without prior approval from their supervisor.
- Learn and apply ergonomic safety practices.
- Establish and maintain a safe remote working environment.
- Minimize interruptions at remote work site and make arrangements for dependent care, if applicable.
- Keep remote work areas where SCOE work is performed clean and free of obstructions.
- Inform SCOE immediately and complete all necessary and/or required documents should employees incur a work related injury while working from home.
- Make their remote work sites available for inspection by SCOE during normal work times.
- Failure to maintain a proper remote work environment, as determined by SCOE, may lead to termination of the remote work site arrangement.

VII. General Questions and Training

Given the fast-developing nature of the COVID-19 outbreak, SCOE may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact Administration or Human Resources.

Training and Instruction

With the assistance of all managers and supervisors, SCOE will provide effective training and instruction that includes:

- COVID-19 policies and procedures to protect employees from COVID-19 hazards. Managers and Supervisors are to review site specific precautions and hazards to employees.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - 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 - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Training will be documented by a completed Training Verification Form provided during the training.

COVID-19 Checklist for Employers and Employees

Know the Symptoms of COVID-19

- Coughing, fever, fatigue, congestion, shortness of breath, and difficulty breathing.
- New loss of taste or smell
- Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, **DO NOT GO TO WORK**. Call your supervisor and health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms. *Symptoms may appear 2-14 days after exposure to the virus.*

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

- PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, will be provided, as needed.
- SCOE will evaluate the tasks or conditions in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained for the need to utilize N95 or other tight-fitting respirators.
- SCOE will provide and ensure use of eye protection and respiratory protection in accordance with CCR Title 8 section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Employer Responsibilities

- Develop and maintain COVID-19 Cal/OSHA ETS COVID-19 Prevention Program
- Conduct meetings by phone or virtually if possible. If not, instruct employees to maintain 6-feet between each other.
- Access to the workplace and work cubicle will be limited to only those necessary for the work.
- Visitors to SCOE's offices and school sites may be pre-screened to ensure they are not exhibiting symptoms.
- As necessary, supervisors will address employees if/when they are exhibiting symptoms.
- Individuals showing symptoms will be asked to leave the work place and return home.
- Provide hand sanitizer and maintain (Cal/OSHA) Safety Data Sheets of all disinfectants used on site.
- Provide Personal Protective Equipment (PPE) to any employees assigned cleaning/disinfecting tasks.
- SCOE will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with this Plan and any relevant local health department orders.

Employee Responsibilities

- Become familiar with this Cal/OSHA ETS COVID-19 Prevention Plan and follow all elements of the Plan.
- Employees and authorized employees' representative are encouraged to participate in the identification and evaluation of potential COVID-19 hazards by maintaining ongoing reciprocal verbal and written communication with administration. Union meetings are also regularly scheduled with Human Resources.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 70% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.
- Use a facemask when in common areas or work cubicles/stations when others are present.

- All employees must conduct a self-screening upon arriving to work each day.
- Please contact your supervisor for additional safety practices and procedures that may pertain to your location, classroom, or work area.
- Please contact your supervisor for additional safety practices and procedures regarding entering Non-SCOE buildings and homes.
- Please contact your supervisor regarding fleet vehicle usage, cleaning and disinfecting procedures.

Cleaning/Disinfecting Workplaces and Other Protective Measures

- Clean and disinfect frequently used tools and equipment on a regular basis. This includes other elements/areas of the work place where possible. Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as cubicles and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers. If not, disinfect before and after each use.
- Trash collected from the workplace must be changed by someone wearing gloves.

Critical Points to Remember

Employee Responsibilities

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 70% alcohol. Always wash hands that are visibly soiled.
- Use a facemask when in common areas or work cubicles/stations when others are present.
- All employees must conduct a self-screening upon arriving to work each day.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Please contact your supervisor for additional safety practices and procedures that may pertain to your location, classroom, or work area.
- Please contact your supervisor for additional safety practices and procedures regarding entering Non-SCOE buildings and homes.
- Please contact your supervisor regarding fleet vehicle usage, cleaning and disinfecting procedures.

General Work Place / Office Practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used tools and equipment on a regular basis.
 - This includes other elements of the work place where possible.
 - Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as cubicles and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers if it can be avoided. If not, disinfect before and after each use.
- Any trash collected from the workplace must be changed frequently by someone wearing gloves.
- SCOE's intent is to follow the guidelines and protocols outlined by county and state officials.

How to Safely Wear and Take Off a Mask

Accessible: <https://www.cdc.gov/coronavirus/2019-nCoV/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR MASK CORRECTLY

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE A MASK TO HELP PROTECT OTHERS

- Wear a mask over your nose and mouth to help prevent getting and spreading COVID-19
- Wear a mask in public settings when around people who don't live in your household, especially when indoors and when it may be difficult for you to stay six feet apart from people who don't live with you
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, wash your hands or use hand sanitizer

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Avoid crowds and places with poor ventilation
- Wash your hands often



TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place mask in the washing machine
- Wash your hands with soap and water



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Personal masks are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a mask, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Resources

Centers for Disease Control and Prevention: Coronavirus Disease 2019 (COVID-19)
<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs,
<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

COVID-19 Prevention Emergency Temporary Standards - Fact Sheets, Model Written Program and Other Resources
<https://www.dir.ca.gov/dosh/coronavirus/ETS.html>

SCOE COVID-19 Information & Resources: <https://www.stancoe.org/coronavirus>

Stanislaus County Office of Education (SCOE)
Cal/OSHA ETS
COVID-19 Prevention Program

TRAINING DOCUMENTATION

Name _____ *Please Print*

Job Title _____ Work Site _____

I have received and read the Stanislaus County Office of Education's (SCOE) Cal/OSHA ETS COVID-19 Prevention Program. The contents on this training included:

- An accessible copy of the standard and an explanation of its contents
- Explanation of the epidemiology and symptoms of COVID-19
- Modes of transmission of the COVID-19 virus
- Recognition of tasks and activities that may reduce or prevent the risk of exposure
- Universal precautions, use of face masks and personal protective equipment
- Engineering controls
- Temporary Alternative Working Conditions
- Daily Wellness Check-ins
- SCOE Vehicle Usage
- Social distancing measures and workplace practices
- Housekeeping practices which includes cleaning and disinfecting
- Workplace Exposure Situations: Procedures to follow if a COVID-19 exposure occurs - reporting and medical follow-up
- Post exposure follow-up and return to work procedures
- Becoming familiar with safety practices and procedures that may pertain to my location, classroom, or work area.

I understand that I can contact my supervisor, Administration, or Human Resources with any questions I may have in regards to the SCOE Cal/OSHA ETS COVID-19 Prevention Program.

Employee's Signature

Date

Supervisor's Signature

Date