



# COVID-19 Refresher for SBCOE Staff

December 9, 2020



# Purpose

- Celebrate work done on safety
- Define and explain “Close Contact”
- Review reporting and confidentiality
- Remind staff about COVID-19 protocols and procedures
- Answer questions about processes and procedures



# Good News!

- SBCOE staff has done a great job of following safety protocols and procedures.
- PPE and cleaning/sanitation supplies are available at all sites.
- Staff has done an amazing job of adapting to our new circumstances.



# What is Exposure?

- Direct exposure is between a person who tested positive for COVID-19 and another person.
- COVID-19 is most often spread through exposure due to Close Contact.
- Close Contact occurs when two people are less than 6 feet away from each other without a mask for 15 minutes or more.
- Contact tracing is based on Close Contacts.



# Reporting-When to Report

- If you test positive for COVID-19.
- If someone you have had close contact with tests positive for COVID-19.
- If a parent or student reports a positive COVID-19 test.

**Close Contact is:**  
**Less than 6ft**  
**Without a mask**  
**15 minutes or more**



# Reporting-How to Report

- Immediately contact your supervisor AND the Director of Human Resources, Leanna Morgan
- Director Morgan will contact you for details such as
  - When did close contact take place?
  - Was there close contact with other employees?
  - Do you have symptoms?
- You will be given directions based on guidance from SBC Public Health.



# Importance of Confidentiality

A person's health information is considered confidential. Based on HIPPA Laws, health information can only be shared with certain people.

If you hear about a positive case or a possible exposure, the correct way to report it is to contact your supervisor and Human Resources Director.

DO NOT share the information with other staff members, parents, students or community members



# Communication to Employees

Employees who have been in close contact with a person with a positive COVID-19 test will be contacted directly by SBCOE.

Employees will be informed about a classroom or school closure by their site administrator.





# Scenario-ECE

A parent tells you that their student tested positive for  
COVID-19.

What do you do?



# Scenario-Alt Ed

You overhear a student talking about another student testing positive for COVID-19.

What do you do?



# Scenario

You have an important deadline to meet today but this morning your daughter who lives with you wakes up with a headache and sore throat.

What do you do?



# Scenario

You stop to talk with a friend in the store for 5 minutes. You are both wearing masks but only stand 3 feet away from each other. She calls you a week later to tell you she tested positive for COVID 19.

What do you do?



# Reminders

- ★ Complete Health Screening Form each day
- ★ Stay home if you or a household member feels sick
- ★ Sign in and out when you travel to another site
- ★ Social Distance 6 feet or more
- ★ Wear face coverings over your nose and chin
- ★ Wash your hands frequently for at least 20 seconds
- ★ Avoid small group gatherings
- ★ Under the Governor's Orders, out-of-state travel is restricted-you will have to quarantine for 14 days if you travel out of California



# Questions?

Resources:

SBCOE Wellness Handbook

COVID19.ca.gov

San Benito County Public  
Health:

<https://hhsa.cosb.us/public-health/>