

San Benito County Office of Education

COVID-19 Prevention Program

Established: February 1, 2021

Updated February 7, 2022

I. POLICY

San Benito County Office of Education ("SBCOE") is fully committed to the health and safety of our employees and making sure the workplace is free of any recognizable hazards. As an employer, we are committed to mitigating the spread of the novel coronavirus or "COVID-19," a respiratory disease caused by the SARS-CoV-2 virus at the worksite. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Program ("Program") to be implemented throughout the SBCOE and at all of our worksites. We have also identified a team of employees to monitor this pandemic and provide updates as necessary.

It is the intent of SBCOE to comply with all laws. To do this, we must constantly be aware of conditions in all work areas that can produce exposure to COVID-19. No employee is required to work at a job the employee knows is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them, is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

This Program is based on currently available information from Cal/OSHA and the Centers for Disease Control available at the time of its development and is subject to change based on further information provided by these agencies, and other State and local public health officials. SBCOE may also amend this Program based on operational needs.

II. DESIGNATION OF RESPONSIBILITY

This Program will be administered by Shannon Hansen, Assistant Superintendent, Business Services (831- 637-5393 x123 shansen@sbcoe.org) who has the overall authority and responsibility for implementation.

III. MANAGEMENT AND SUPERVISORS

All managers and supervisors must be familiar with this Program and are responsible for communicating with their employees about COVID-19 exposure and protections in a language that the employees understand. Managers and supervisors must always set a good example by following this Program at all times. This involves wearing an appropriate face covering when applicable, practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must ensure the Program is being enforced and observed by all employees.

IV. EMPLOYEE RESPONSIBILITY AND EXPECTATIONS

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment. Employees are also responsible for whole-hearted, genuine compliance with all aspects of this Program while performing their duties to minimize the spread of the virus at our workplace we are asking our workers to help with our prevention efforts while at work. Specific questions about this Program or COVID-19 should be directed to Shannon Hansen, Assistant Superintendent.

In addition to those set forth in this Program, employees must adhere to the following expectations:

- Stay at home when sick and avoid close contact with others.
- Do not come to work if any member of your household is sick.

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- If you are at work and start to develop symptoms, immediately report to your supervisor, go home safely and contact your healthcare provider.
- Refrain from shaking hands, hugging, or touching others.
- Wear appropriate face coverings in the workplace, unless an exception to this requirement applies.
- Clean surfaces before and after use in common areas, and when using shared equipment.
- Avoid touching mouth, nose, and eyes.
- Wash hands with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Wash/sanitize hands multiple times daily, including before and after work; during breaks; before and after eating; after coughing, sneezing, or blowing nose; and before and after going to the restroom.
- Cover mouth and nose with a tissue when coughing or sneezing and immediately discard it after use and wash hands. If no tissues are available, cover mouth with shoulder or elbow and then wash hands.
- Follow all CDC, State, and local health department guidelines on use, removal, cleaning, and disinfection of face coverings.
- Conduct a daily self assessment and symptom review prior to beginning work.
- Complete the SBCOE Daily Staff COVID-19 Health Screening Form online at <https://forms.gle/QMgGZSzzq6pzKRV67> (Appendix J) as soon as you enter your work location. If you answer “yes” to any of the questions, contact your supervisor immediately.

V. SYSTEM FOR COMMUNICATING INFORMATION RELATED TO COVID-19 TO EMPLOYEES [Cal. Code Regs., tit. 8, §3205(c)(1)]

a. Employee Reporting Requirements [Cal. Code Regs., tit. 8, §3205(c)(1)(A)]

All employees are required to notify their supervisor and/or Human Resources immediately if any of the following occur:

- If they are experiencing any COVID-19 symptoms. A complete list of COVID-19 symptoms is available at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- If they have been exposed to, or potentially exposed to COVID-19 outside of work.
- If they have knowledge of any and all unsafe conditions or violations of the SBCOE’s COVID-19 Safety Protocols in order to minimize the potential illness to others.
- If they have knowledge of any and all possible COVID-19 hazards in the workplace.

SBCOE will not discharge, threaten to discharge, demote, suspend, reduce other employee benefits, or in any manner discriminate or take adverse action against any employee who makes a report pursuant to this requirement.

b. Accommodation Of Employees Who Are At Increased Risk Of COVID-19 [Cal. Code Regs., tit. 8, §3205(c)(1)(B)]

Employees who are at an increased risk of COVID-19 are encouraged to speak with Human Resources to discuss appropriate reasonable accommodations that may be available. SBCOE will engage in an interactive process to determine if SBCOE can reasonably accommodate these individuals so that they can perform the essential functions of a job unless doing so is an undue hardship or causes a direct threat to workplace safety. Please contact Leanna Morgan, Director of Human Resources (lmorgan@sbcOE.org) (831) 637-5831 x106) with any questions, any requests for accommodation, and/or any questions about available COVID-19 testing options.

c. Access to COVID-19 Testing [Cal. Code Regs., tit. 8, §3205(c)(1)(C)]

i. Employee Experiencing Recognized COVID-19 Symptoms

Employees who are ill and/or exhibiting symptoms of illness associated with the COVID-19 virus are instructed not to report to work. Instead, they are strongly encouraged to call their health care provider and arrange to be tested for COVID-19. Free COVID-19 testing is available through OptumServe at:

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Veteran's Memorial Building
649 San Benito St
Hollister CA 95023
1-888-634-1123
Lhi.care/covidtesting

Employees may also ask their health care provider for recommendations of additional locations and/or clinics where COVID-19 testing is available.

Upon receiving the test results, employees should immediately notify Human Resources and advise them of the test result.

Notes: Surveillance Testing is available to employees twice each week at designated sites (San Benito County Office of Education Main Office, Early Childhood Education Center, and San Andreas Continuation High School). Surveillance testing is ONLY for employees who are asymptomatic. Employees exhibiting symptoms should use one of the options described above.

ii. COVID-19 Testing In The Event Of COVID-19 Outbreak Or Multiple COVID-19 Infections
[Cal. Code Regs., tit. 8, §3205.1(b)]

In the event that the local health department identifies a workplace as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in a workplace within a 14-day period, the SBCOE shall immediately provide COVID-19 testing to all employees who were physically present at the exposed workplace during the period of an outbreak identified by the local health department or the relevant 14-day period. The COVID-19 testing shall be provided at no cost to employees during employees' working hours. **[Cal. Code Regs., tit. 8, §3205.1(b)(1)]**

COVID-19 testing shall consist of the following: **[Cal. Code Regs., tit. 8, §3205.1(b)(2)]**

- All employees in the exposed workplace shall be tested and then tested again one week later.
- After the first two COVID-19 tests, the SBCOE shall provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department until such time that the COVID-19 testing is no longer required.
- Continuous COVID-19 testing of employees will end once there are no new COVID-19 cases detected at the workplace for a 14-day period. **[Cal. Code Regs., tit. 8, §3205.1(a)(2)]**

Vaccinated employees who had COVID-19 exposure may continue to work as long as they do not have symptoms. Unvaccinated employees who had COVID-19 exposure shall be excluded from the workplace and may not report to work until the criteria set forth in [Section XIV\(B\) \[Exclusion Of Covid-19 Cases From The Workplace And Return To Work Criteria\]](#) (below) are met. **[Cal. Code Regs., tit. 8, §3205.1(c)]** Any employee who develops COVID-19 symptoms shall be excluded from work and may not report to work until the criteria set forth in Section XIV(B) is met.

iii. COVID-19 Testing In The Event Of Major COVID-19 Outbreak [Cal. Code Regs., tit. 8, §3205.2(b)]

In the event that there is a major COVID-19 outbreak at the workplace (i.e. when there are twenty (20) or more COVID-19 cases in a workplace within a 30-day period), the SBCOE shall provide COVID-19 testing to all employees who were physically present at the exposed workplace during the period of an outbreak identified by the local health department or the relevant 30-day period. The COVID-19 testing shall be provided at no cost to employees during employees' working hours.

COVID-19 testing shall consist of the following:

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- All employees in the exposed workplace shall be tested twice a week, or more frequently if recommended by the local health department until such time that the COVID-19 testing is no longer required.

Vaccinated employees who had COVID-19 exposure may continue to work as long as they do not have symptoms. Unvaccinated employees who had COVID-19 exposure shall be excluded from the workplace and may not report to work until the criteria set forth in [Section XIV\(B\) \[Exclusion Of Covid-19 Cases From The Workplace And Return To Work Criteria\]](#) (below) are met. [Cal. Code Regs., tit. 8, §3205.1(c)] Any employee who develops COVID-19 symptoms shall be excluded from work and may not report to work until the criteria set forth in Section XIV(B) is met.

iv. Investigation Of Workplace COVID-19 Illness. [Cal. Code Regs., tit. 8, §3205.1(d)] [Cal. Code Regs., tit. 8, §3205.2(d)]

Immediately following notice of multiple COVID-19 infections, a COVID-19 outbreak, and/or a major COVID-19 outbreak, the SBCOE shall investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak following the procedures set forth in [Section VII \(A\) \[Investigating And Responding To Covid-19 Cases In The Workplace\]](#) (below).

v. COVID-19 Investigation, Review And Hazard Correction. [Cal. Code Regs., tit. 8, §3205.1(e)]

Immediately following notice of multiple COVID-19 infections and/or a COVID-19 outbreak, SBCOE shall:

- ☐ Review potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.: [Cal. Code Regs., tit. 8, §3205.1(e)]
- ☐ Investigate whether any new or unabated COVID-19 hazards exist in the workplace including, but not limited to: [Cal. Code Regs., tit. 8, §3205.1(e)(1)]
 - SBCOE's leave policies and practices and whether employees are discouraged from remaining home when sick;
 - SBCOE's COVID-19 testing policies;
 - Insufficient outdoor air;
 - Insufficient air filtration; and
- ☐ Conduct workplace-specific evaluations using the [Appendix A: Identification of COVID-19 Hazards form](#).

This 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.

Based on the findings of this investigation and review, SBCOE shall implement changes to reduce the transmission of COVID-19. Among the changes SBCOE will consider are:

- 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.

vi. COVID-19 Investigation, Review And Hazard Correction. [Cal. Code Regs., tit. 8, §3205.2(e)]

Immediately following notice of a major COVID-19 outbreak, SBCOE shall take the following actions:

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- ☐ In buildings or structures with mechanical ventilation, SBCOE 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, SBCOE shall use filters with the highest compatible filtering efficiency. SBCOE 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.
- ☐ Determine the need for a respiratory protection program or changes to an existing respiratory protection program to address COVID-19 hazards.
- ☐ Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- ☐ Implement any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action.
- ☐ Conduct workplace-specific evaluations using the [Appendix A: Identification of COVID-19 Hazards form](#).

vii. Notifications To The Local Health Department. [Cal. Code Regs., tit. 8, §3205.1(f)]; [Cal. Code Regs., tit. 8, §3205.2(f)]

SBCOE shall contact the local health department immediately but no later than 48 hours after SBCOE 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. To contact the local health department, SBCOE shall use the [Appendix E: Initial Notice To Local Public Health Department Of COVID-19 Outbreak form](#).

SBCOE shall provide the local health department with the following information:

- 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.

SBCOE shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace. To contact the local health department regarding subsequent COVID-19 cases, SBCOE shall use the [Appendix F: Supplemental Notice Of COVID-19 Outbreak At Worksite Form](#).

Starting January 1, 2021, SBCOE shall provide all information to the local health department required by Labor Code section 6409.6.

d. Employees Who Test Positive For COVID-19 [Cal. Code Regs., tit. 8, §3205(c)(1)(C)]

Employees who test positive for COVID-19 must stay home and not come to work for at least 5 days. A worker can return to work after day 5 if they do not have symptoms and test negative as described in [Section XIV\(A\) \(1\) & \(2\) \[Exclusion Of Covid-19 Cases From The Workplace \[And/Or Jobsite\] And Return To Work Criteria\]](#) (below) are met. Employees must wear a face covering around others at work for a total of 10 days after the positive test. Employees who decline to test may return to work after 10 days.

e. COVID-19 Policies and Procedures [Cal. Code Regs., tit. 8, §3205(c)(1)(D)]

SBCOE has implemented the below-listed policies and procedures as a means to mitigate the risk of exposure to COVID-19 each workplace. These policies and procedures have been provided to employees via the SBCOE Wellness Handbook, SBCOE Employee Handbook, and SBCOE COVID-19 Prevention Program. Staff received

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Hard copies of the SBCOE Wellness Handbook and SBCOE Employee Handbook were emailed to each employee. All documents are posted on the SBCOE website at <https://www.sbcoe.org/District/1473-Safety.html>. Hard copies are also available and can be requested by contacting Jennifer Logue, Deputy Superintendent at jlogue@sbcoe.org or (831) 637 5831 x134. All employees received training on the updated policies and procedures at the 2021 SBCOE Opening Day Inservice (Aug 9, 2021). New employees receive training during their orientation (various dates). In addition, site administrators and supervisors continually train staff on policies and procedures during monthly staff meetings. Updated procedures were given to staff in January 2022.

The following is a list of policies that SBCOE has put into place:

- COVID-19 Employee Training & Daily COVID-19 Self-Assessment Policy
- COVID-19 Face Covering Policy
- Emergency PSL & Emergency FMLA Policy
- Infectious Diseases Control Policy (Superintendent Policy 4119)
- Social Distancing Policy
- Workplace Visitor Policy
- Workstation/Common Area Cleaning Policy
- Breakroom Policy
- COVID-19 Exposure Control Plan
- Meeting/Conference Protocols
- Pandemic Employee Temperature Monitoring Protocol
- Protocol for Handling Mail & Packages
- Reporting And Monitoring Employee Illness Protocol
- Reporting Workplace COVID-19 Safety Issues
- Return To Work Protocol
- Temperature Screener Guidelines
- Work from Home Policy (Superintendent Policy 4113.5)
- Entering the workplace protocol
- Reporting confirmed or possible COVID-19 cases
- Cleaning & Disinfecting Protocols
- PPE Policy
- Communication and Notification
- Bus/Transportation Protocols
- Surveillance Testing

If you have any questions regarding these new policies and procedures, please contact your supervisor and/or Human Resources.

VI. **PROCESS FOR IDENTIFYING AND EVALUATING COVID-19 HAZARDS** [Cal. Code Regs., tit. 8, §3205(c)(2)]

a. **Workplace Risk Assessment**

SBCOE has performed a detailed risk assessment of each workplace in order to identify and evaluate potential COVID-19 exposure hazards present in each workplace. [Cal. Code Regs., tit. 8, §3205(c)(2)(D)]

SBCOE will allow for employee and authorized employee representatives to participate in the identification and evaluation of COVID-19 hazards. [Cal. Code Regs., tit. 8, §3205(c)(2)(A)]

SBCOE has involved its employees in the risk assessment process by:

- Safety Meetings: Sept 30, 2020; Dec 9, 2020; Mar 10, 2021; May 11, 2021
- Classified Employer Employee Relations (EERC) Meetings: Aug 31, 2020; Sept 28, 2020; Oct 26, 2020; Dec 7, 2020; Jan 21, 2021; Feb 10, 2021; Mar 22, 2021; Apr 22, 2021, May 10, 2021, June 21, 2021, Aug 4, 2021

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- Certificated Consult Meetings: Oct 7, 2020; Nov 4, 2020; Dec 2, 2020; Jan 13, 2021; Feb 10, 2021, Mar 25, 2021, Apr 19, 2021, May 24, 2021, June 24, 2021, Aug 4, 2021
- SBCOE Reopening Task Force Meetings: July 2, 2020; July 14, 2020; July 20, 2020
- Site walk-throughs that include a bargaining unit representative from the site. The COVID-19 hazard identification and evaluation form is used to document findings held Jan 27, 2021; Feb 4, 2021; Feb 11, 2021; Aug 9, 2021; Aug 11, 2021
- Employees are encouraged to contact their supervisor directly or through the use of the COVID-19 Hazard Identification Form to report a hazard. Employees may also report COVID-19 hazards and/or safety concerns to the Assistant Superintendent, Business Services, Shannon Hansen.

The SBCOE's risk assessment included the following elements: **[Cal. Code Regs., tit. 8, §3205(c)(1)(D)]; [Cal. Code Regs., tit. 8, §3205(c)(2)(D)]**

- ☐ Conducting workplace-specific evaluations using the [Appendix A: Identification of COVID-19 Hazards form](#).
- ☐ Identifying all interactions, areas, activities, processes, equipment, and materials in each workplace that could potentially expose employees to COVID-19 hazards; including: **[Cal. Code Regs., tit. 8, §3205(c)(2)(D)]**
 - Identifying all places and times when employees may congregate or come in contact with one another in the each workplace during the workday — such as during meetings or trainings and/or in and around entrances, employee work stations, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas **[Cal. Code Regs., tit. 8, §3205(c)(2)(D)(1)]**
 - Evaluating employees' potential workplace exposure to any individuals who may enter the workplace. **[Cal. Code Regs., tit. 8, §3205(c)(2)(D)(2)]**
 - Evaluating how individuals enter, leave, and travel through the workplace and/or between fixed work stations **[Cal. Code Regs., tit. 8, §3205(c)(2)(D)(2)]**
- ☐ For all indoor locations, evaluating 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 **[Cal. Code Regs., tit. 8, §3205(c)(2)(E)]**
- ☐ Reviewing all applicable orders and guidance from the CDC, the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to the SBCOE's industry, location, and operations. **[Cal. Code Regs., tit. 8, §3205(c)(2)(F)]**
- ☐ Evaluating the COVID-19 prevention controls that the SBCOE has already implemented in each workplace and determining whether there is a need for different and/or additional controls. This evaluation includes but is not limited to the following controls already implemented by the SBCOE: **[Cal. Code Regs., tit. 8, §3205(c)(2)(G)]**
 - Protocols for correcting COVID-19 hazards
 - Physical/social distancing protocols
 - Face covering protocols
 - Any other engineering controls, administrative controls, and/or PPE implemented by the SBCOE to eliminate COVID-19 hazards

SBCOE will continue to conduct the above-described COVID-19 risk assessment on a regular basis and will conduct periodic inspections of each workplace using the [Appendix B: COVID-19 Inspections form](#) as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the SBCOE's COVID-19 policies and procedures. The SBCOE will update this Program as necessary based on any new findings and/or determinations reached in the ongoing risk assessments. **[Cal. Code Regs., tit. 8, §3205(c)(2)(H)]**

b. [Documentation of Employee Vaccination Status](#)

SBCOE documents the vaccination status of employees by using the confidential [SBCOE COVID-19 Vaccination Survey](#). Employees who decline to state their vaccination status or do not complete the survey will be required to follow the guidelines for unvaccinated people. Survey results will be maintained as a confidential medical record.

c. [Employee Health Screening Process](#) [Cal. Code Regs., tit. 8, §3205(c)(2)(B)]

The SBCOE has developed and implemented the following process to screen employees for COVID-19 symptoms and to prevent an employee who is exhibiting COVID-19 symptoms from entering the workplace.

We screen our employees by: Prior to coming to the workplace, employees are expected to complete a self evaluation, checking their temperature and answering the questions listed below. Employees who have a fever (100.4 degrees F or higher) or who exhibit ANY of the COVID-19 symptoms must remain at home and contact their supervisor. Upon entering the worksite, employees complete the SBCOE Daily COVID-19 Health Screening (See Appendix J) that includes the following screening questions:

1. Have you had a fever (100.4 degrees or higher) in the past 24 hours or used a fever-reducing medication to reduce a fever within the past 24 hours?
2. Have you had any new or worsening symptoms of respiratory illness (cough, shortness of breath, loss of taste/smell), fatigue, muscle/body aches, headache, sore throat, congestion/runny nose, vomiting, nausea or diarrhea in the past 24 hours?
3. Do you live with, or have you been in close contact with anyone with a prolonged cough, fever, or flu-like symptoms or with anyone who has been diagnosed with COVID-19 within the last 14 days?

Employees who answer “yes” to any of the questions must contact their supervisor immediately. Screening forms are completed electronically each day and/or every time an employee enters an SBCOE site. The Human Resources Department reviews responses each day.

We screen visitors by: Visitors must have an appointment and are limited to those who must do essential business only. All visitors have their temperature checked with a non-contact thermometer by a designated SBCOE employee who wears a face mask at all times. If the visitor does not have a fever and does not exhibit signs or symptoms of COVID-19, they complete the screening form online (see Appendix K) with the following questions:

1. Have you had a fever (100.4 degrees or higher) in the past 24 hours or used a fever-reducing medication to reduce a fever within the past 24 hours?
2. Have you had any new or worsening symptoms of respiratory illness (cough, shortness of breath, loss of taste/smell), fatigue, muscle/body aches, headache, sore throat, congestion/runny nose, vomiting, nausea or diarrhea in the past 24 hours?
3. Do you live with, or have you been in close contact with anyone with a prolonged cough, fever, or flu-like symptoms or with anyone who has been diagnosed with COVID-19 within the last 14 days?

Visitors who answer “yes” to any question are requested to leave the premises immediately.

SBCOE employees and SBC school district employees who are visiting SBCOE sites and/or designated school sites must complete the online screening form before entering the building. The form records the exact time they entered the building. Anyone who answers “yes” to any of the questions must leave the building and contact their supervisor immediately.

We screen our students by: Alternative Education students enter the school site through the designated entrance, where their temperature is checked with a walk-up, non-contact thermometer. A school employee who is wearing appropriate PPE asks the student the three screening questions:

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1. Have you had a fever (100.4 degrees or higher) in the past 24 hours or used a fever-reducing medication to reduce a fever within the past 24 hours?
2. Have you had any new or worsening symptoms of respiratory illness (cough, shortness of breath, loss of taste/smell), fatigue, muscle/body aches, headache, sore throat, congestion/runny nose, vomiting, nausea or diarrhea in the past 24 hours?
3. Do you live with, or have you been in close contact with anyone with a prolonged cough, fever, or flu-like symptoms or with anyone who has been diagnosed with COVID-19 within the last 14 days?

Students with a fever or who answer “yes” to any of the three questions will be sent home. Parents may be required to pick up their student. Students who are ill and are waiting for their parent to pick them up will be isolated in a designated area that can be cleaned and disinfected after they leave.

Preschool students who arrive at school by SBCOE Transportation have their temperature checked with a non-contact thermometer by the school bus driver while their parents wait. Bus drivers wear masks, face shields and gloves. Parents then answer the screening questions. Preschool students who are brought to the school by other means of transportation (i.e. parents, daycare, etc.) remain in the vehicle until an SBCOE employee wearing a mask, face shield and gloves takes their temperature with a non-contact thermometer and asks the driver the three screening questions:

1. Has your student you had a fever (100.4 degrees or higher) in the past 24 hours or used a fever-reducing medication to reduce a fever within the past 24 hours?
2. Have you or your student had any new or worsening symptoms of respiratory illness (cough, shortness of breath, loss of taste/smell), fatigue, muscle/body aches, headache, sore throat, congestion/runny nose, vomiting, nausea or diarrhea in the past 24 hours?
3. Does your student live with or been in close contact with anyone with a prolonged cough, fever, or flu-like symptoms or with anyone who has been diagnosed with COVID-19 within the last 14 days?

Students with a fever or who answer “yes” to any of the three questions will be sent home. Parents may be required to pick up their student. Students who are ill and are waiting for their parent to pick them up will be isolated in a designated area that can be cleaned and disinfected after they leave.

i. Employee At-Home Self Evaluation (passive screening- see definition in CDPH guidance) [Cal. Code Regs., tit. 8, §3205(c)(2)(B)]

To keep you and all our employees safe, the SBCOE is following local and State health department recommendations. Unless employees are screened at work, they should self-screen by taking a short self-assessment for COVID-19 symptoms and risk factors before reporting to work each day by asking themselves the following questions:

- Have I had any signs or symptoms of a fever in the past 24 hours such as chills, sweats, felt “feverish” or had a temperature that is elevated for me/100.4°F or greater?
- If you are feeling “feverish”, please take your temperature.
- Do I currently have (or, in the last 24 hours, have I had) any of the following symptoms
 - Cough
 - Trouble breathing, shortness of breath or severe wheezing
 - Sore Throat
 - Nasal Congestion/Runny Nose
 - Myalgia (Body/Muscle Aches)
 - New loss of taste and/or smell, or a change in taste
 - Diarrhea
 - Nausea
 - Vomiting
 - Fever of 100.4 F or above, or possible fever symptoms like alternating chills and sweating
 - Chills or repeated shaking with chills
 - Headache

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- Within the last 10 days, have I been in contact with someone with a confirmed diagnosis of COVID-19?
- Do I currently have any of the following possible emergency symptoms:
 - Struggling to breathe or fighting for breath even while inactive or when resting?
 - Feeling about to collapse every time you stand or sit up?

If your response is yes to any of the above questions, **please do not report to work** and immediately contact your direct supervisor and/or Director of Human Resources, Leanna Morgan.

ii. Pre-Entry Temperature Screening [Cal. Code Regs., tit. 8, §3205(c)(2)(B)]

Employees who have a fever of 100.4 degrees or higher may not enter the workplace. Employees will verify that they do not have a fever by completing the Daily COVID-19 Health Screening Form.

- ☐ The Alternative Education Principal (Alternative Education sites), Director of Student Services (Early Childhood Education Center), and Director of Human Resources (SBCOE Main Office) ensure each employee completes the Daily COVID-19 Health Screening Form. The Director of Human Resources reviews submissions daily and maintains all forms and records.
- ☐ The Director of Human Resources is responsible for enforcing this procedure for the organization.
- ☐ The Alternative Education Principal (Alternative Education sites), Director of Student Services (Early Childhood Education Center), and Director of Human Resources (SBCOE Main Office) are responsible for implementing, training and monitoring this procedure at their respective sites.

The following procedure outlines all necessary steps to monitor a student's or visitor's temperature:

- ☐ Staff members assigned to screen students and/or visitors are required to wear the following Personal Protective Equipment ("PPE") while they are monitoring temperatures and working in the designated areas:
 - Protective face mask (this may include a cloth face mask).
 - Latex or nitrile gloves.
 - Face shield and/or eye protection (optional)

This PPE will be provided by the SBCOE and must be maintained in good order.

- ☐ A non-contact thermometer or a no-touch walk-up thermometer will be used to measure the temperature.
- ☐ Temperatures will be monitored one person at a time.

iii. Failed Temperature Screening [Cal. Code Regs., tit. 8, §3205(c)(2)(B)]

If an employee does not pass the health check, the site administrator or Director of Human Resources will:

- ☐ Request and record the most recent contact information for the employee, including home or mobile telephone numbers, so that Human Resources can reach the employee for follow up information.
- ☐ Instruct the employee to go home and contact the employee's healthcare professional for guidance.
 - **NOTE:** If the employee is experiencing severe symptoms and requires urgent medical attention, the site administrator or Director of Human Resources will call 911 and notify the dispatcher that the distressed employee may have COVID-19 symptoms, so that emergency medical service responders may use appropriate precautions.

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- ☐ Immediately contact the employee's supervisor and Human Resources and advise them that the employee was sent home because the employee was ill and/or experiencing symptoms associated with COVID-19.
- ☐ Log the denial of entry to the workplace using the [Appendix F: Daily Employee Denied Entry Log form](#).

d. If An Employee Becomes Sick At Work [Cal. Code Regs., tit. 8, §3205(c)(2)(C)]

i. Sick Employee

If an employee starts feeling sick and/or experiences symptoms of illness associated with the COVID-19 virus during the work day, the employee is required to:

- ☐ Immediately report the symptoms to their supervisor and/or to Human Resources.
 - **NOTE:** If you are experiencing severe symptoms and require urgent medical attention, advise your supervisor and/or Human Resources so that they can call 911.
- ☐ Your supervisor and/or Human Resources will direct you to leave work.
- ☐ Provide your most recent contact information, including home or mobile telephone numbers, to your supervisor before leaving the workplace.
- ☐ Avoid close contact with other employees while at and when leaving the workplace.

ii. Sick Coworker

If you believe that one of your coworkers may be exhibiting symptoms of illness associated with the COVID-19 virus, please contact Human Resources. Human Resources will:

- ☐ Contact the employee and ask the employee if the employee is feeling well.
- ☐ If the employee indicates that the employee is feeling sick, Human Resources will ask the employee for the employee's most recent contact information, including home or mobile telephone numbers, and instruct the employee to go home and contact the employee's healthcare provider.
- ☐ Arrange for the sick employee's work station and all common areas to be immediately cleaned and disinfected following CDC guidelines using proper disinfection procedures and appropriate personal protective equipment.

e. Supervisor and HR Duties [Cal. Code Regs., tit. 8, §3205(c)(2)(C)]

If a supervisor is informed that an employee is feeling sick and/or experiencing symptoms of illness associated with the COVID-19, the supervisor is required to:

- ☐ Ask the employee for the employee's most recent contact information, including home or mobile telephone numbers.
 - **NOTE:** If the employee is experiencing severe symptoms and requires urgent medical attention, call 911 and notify the dispatcher that the distressed employee may have COVID-19 symptoms, so that emergency medical service responders may use appropriate precautions.
- ☐ Instruct the employee to leave work immediately and to avoid close contact with other employees when leaving the workplace
- ☐ Immediately report the employee's illness and departure to Human Resources.

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If Human Resources is informed that an employee is feeling sick and/or experiencing symptoms of illness associated with COVID-19, Human Resources is required to:

- ☐ Ask the employee for the employee's most recent contact information, including home or mobile telephone numbers.
 - **NOTE:** If the employee is experiencing severe symptoms and requires urgent medical attention, call 911 and notify the dispatcher that the distressed employee may have COVID-19 symptoms, so that emergency medical service responders may use appropriate precautions.
- ☐ Instruct the employee to leave work immediately and to avoid close contact with other employees when leaving the workplace.
- ☐ Instruct the employee to follow the CDC-recommended steps for individuals to follow if they are sick ("What To Do If You Are Sick" available here: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>).
- ☐ Inform the employee that the employee cannot return to work until the employee meets the criteria set forth in [Section XIV\(A\) \[Exclusion Of Covid-19 Cases From The Workplace \[And/Or Jobsite\] And Return To Work Criteria\]](#) (below) are met.
- ☐ Contact the employee's supervisor and advise the supervisor that the employee was sent home because the employee was ill and/or experiencing symptoms associated with COVID-19.

VII. [INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE](#) [Cal. Code Regs., tit. 8, §3205(c)(3)]

- a. [Procedure for Investigating COVID-19 Cases, Multiple COVID-19 Infections, COVID-19 Outbreaks, and/or Major COVID-19 Outbreaks In the Workplace](#) [Cal. Code Regs., tit. 8, §3205(c)(3)(A)]

Upon learning that there has been a COVID-19 Incident¹ at a SBCOE workplace, the SBCOE will take all of the following actions in order to determine if other employees may have been exposed to COVID-19 in the workplace by the sick individual(s). The following action items will be logged using the [Appendix C: Investigating COVID-19 Cases form](#). [Cal. Code Regs., tit. 8, §3205(c)(3)(B)]

- ☐ Determine the day and time the sick individual(s) was last present at any SBCOE workplace and, to the extent possible: [Cal. Code Regs., tit. 8, §3205(c)(3)(B)(1)]
 - the date of the sick individual's positive COVID-19 test(s) and/or diagnosis, and
 - the date the sick individual first had one or more COVID-19 symptoms, if any were experienced.
- ☐ Determine which employees at the workplace may have had a COVID-19 exposure. This determination will be made by evaluating (1) the activities of the sick individual(s) while at the workplace and (2) all locations at the workplace which may have been visited by the sick individual(s) during the high-risk exposure period. [Cal. Code Regs., tit. 8, §3205(c)(3)(B)(2)]
- ☐ 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 sick individual(s), to the following individuals: [Cal. Code Regs., tit. 8, §3205(c)(3)(B)(3)]
 - All employees who may have had COVID-19 exposure and their authorized representatives, if any; and
 - Any independent contractors and other employers present at the workplace during the high-risk exposure period.

¹ A COVID-19 Incident is defined to include all COVID-19 Cases, Multiple COVID-19 Infections, COVID-19 Outbreaks, and/or Major COVID-19 Outbreaks in a workplace.

The notices shall be provided using the following forms, as applicable:

- [APPENDIX G: Notice to Employees of Exposure to COVID-19](#)
- [APPENDIX H: Notice to Employees of Potential Exposure to COVID-19](#)
- [APPENDIX I: Notice to Union Representative\(s\) of Potential Exposure to COVID-19](#)

- ☐ 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 **[Cal. Code Regs., tit. 8, §3205(c)(3)(B)(4)]**
- ☐ Provide all employees who had potential COVID-19 exposure in the workplace with the information on any COVID-19-related benefits to which the employee may be entitled under applicable federal, State, or local laws (e.g. any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, statutory paid sick leave benefits, State and/or local COVID-19 supplemental paid sick leave benefits, the SBCOE's leave policies, and leave guaranteed by contract). **[Cal. Code Regs., tit. 8, §3205(c)(3)(B)(4)]**
- ☐ Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and determine what could be done to reduce exposure to COVID-19 hazards in the future. **[Cal. Code Regs., tit. 8, §3205(c)(3)(B)(5)]**

b. Confidentiality of Employee Medical Information **[Cal. Code Regs., tit. 8, §3205(c)(3)(C)&(D)]**

SBCOE will keep all personal identifying information relating to individuals with confirmed COVID-19 cases and/or individuals who are experiencing COVID-19 symptoms confidential.

In addition, all COVID-19 testing or related medical services provided by SBCOE will be administered in a manner that ensures the confidentiality of identity of employees receiving these services.

Please be advised that SBCOE is required by law to provide unredacted information on COVID-19 cases to the local health department, CDPH, the Division, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request. Except as required by law, this information will not be disclosed or reported by SBCOE without the employee's express written consent to any person within or outside the workplace.

VIII. CORRECTION OF IDENTIFIED COVID-19 HAZARDS **[Cal. Code Regs., tit. 8, §3205(c)(4)]**

In performing its workplace COVID-19 risk assessment, SBCOE identified the following COVID-19 hazards and has implemented the following measures in order to correct the COVID-19 hazard:

[Alternative Education Programs](#)
[Early Childhood Special Education Center](#)
[SBCOE Main Office](#)

SBCOE will regularly evaluate the corrective measures it has taken to correct these hazards in order to determine whether these measures are effective. In the event that SBCOE determines that a corrective measure was not effective, SBCOE will identify and implement additional corrective measure to correct the COVID-19 hazard.

In addition, SBCOE will continue to perform COVID-19 risk assessments on a regular basis in order to identify any other COVID-19 hazards that might arise at each workplace. In the event that SBCOE identifies other COVID-19 hazards, this section of the Program will be modified to identify those hazards and the measures SBCOE has taken to correct the hazard.

Unsafe or unhealthy work conditions, practices or procedures will be documented on the [Appendix B: COVID-19 Inspections form](#), and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed and correction time frames assigned, accordingly;
- Individuals are identified as being responsible for timely correction; and
- Follow-up measures are taken to ensure timely correction.

IX. EMPLOYEE TRAINING AND INSTRUCTION [Cal. Code Regs., tit. 8, §3205(c)(5)]

Management and supervisors ensure employees, prior to beginning of work assignment and regularly thereafter, participate in COVID-19 training in a language that is readily understandable by all employees that covers the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- ☐ The COVID-19 policies and procedures the SBCOE has adopted to protect employees from COVID-19 hazards. **[Cal. Code Regs., tit. 8, §3205(c)(5)(A)]**
- ☐ Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, State, or local laws (e.g. any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, statutory paid sick leave benefits, State and/or local COVID-19 supplemental paid sick leave benefits, the SBCOE's leave policies, and leave guaranteed by contract). **[Cal. Code Regs., tit. 8, §3205(c)(5)(B)]**
- ☐ Information regarding COVID-19, including 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 COVID-19 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. **[Cal. Code Regs., tit. 8, §3205(c)(5)(C)]**
- ☐ 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 workplace, and that hand sanitizer does not work if the hands are soiled. **[Cal. Code Regs., tit. 8, §3205(c)(5)(F)]**
- ☐ Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. **[Cal. Code Regs., tit. 8, §3205(c)(5)(G)]**
- ☐ Information regarding COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms. **[Cal. Code Regs., tit. 8, §3205(c)(5)(H)]**
- ☐ Information on how employees should report possible exposure or illness to SBCOE
- ☐ Information about Leaves and Workers' Compensation

All COVID-19-related employee training is documented.

X. PHYSICAL DISTANCING GUIDELINES [Cal. Code Regs., tit. 8, §3205(c)(6)]

Based on the July 9, 2021 updated guidance from CDC and the July 12, 2021 updated guidance from CDPH, physical distancing is not required for fully vaccinated people or when all people are wearing face coverings, regardless of vaccination status. Physical distancing of at least 6ft is required for all unvaccinated people who are not wearing a mask. Although physical distancing is not required, SBCOE has implemented the following measures to ensure that physical distancing is observed in the workplace wherever possible. **[Cal. Code Regs., tit. 8, §3205(c)(6)(A)]**

- Reducing the number of persons in an area at one time, including visitors;

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- Installing visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel;
- Closing worksites to visitors;

In addition, at fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the SBCOE has installed cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons. [Cal. Code Regs., tit. 8, §3205(c)(6)(B)] [Cal. Code Regs., tit. 8, §3205(c)(8)(A)]

XI. FACE COVERINGS [Cal. Code Regs., tit. 8, §3205(c)(7)] [Cal. Code Regs., tit. 8, §3205(c)(7)(F)]

a. Employees

In order to comply with the federal, State and county directives to slow the spread of COVID-19 and to better protect our workforce from exposure to COVID-19, the SBCOE is requiring that all employees wear an appropriate face covering when indoors unless they are alone in a room or office. and where required by orders from the CDPH or local health department. Face coverings are not required when outdoors with the exception of the preschool program where students are unvaccinated and staff and students are not able to maintain social distancing. [Cal. Code Regs., tit. 8, §3205(c)(7)(A)]

The face covering must be worn over the employee's nose and mouth and must be clean and undamaged. [Cal. Code Regs., tit. 8, §3205(c)(7)(A)]

SBCOE has provided each employee with three reusable face coverings and has disposable face coverings for all employees to use in the workplace. Disposable face coverings are available at the entrance to each worksite and in each classroom. Employees who need a replacement face covering, should see their supervisor and/or site administrator. Employees may use their own face covering if preferred so long as the face covering is clean and undamaged.

Face shields are available to employees at each site and may be required to be worn, depending on the work to be performed. Please be advised that face shields are not a replacement for face coverings, although they may be worn together for additional protection. [Cal. Code Regs., tit. 8, §3205(c)(7)(A)]

The following are exceptions to the SBCOE's face covering requirement:

- When an employee is alone in a room. [Cal. Code Regs., tit. 8, d §3205(c)(7)(A)(1)]
- 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. [Cal. Code Regs., tit. 8, §3205(c)(7)(A)(2)]
- While outdoors except in the preschool program where students are unvaccinated and staff and students are not able to maintain social distancing
- Employees wearing respiratory protection [Cal. Code Regs., tit. 8, §3205(c)(7)(A)(3)]
- 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. [Cal. Code Regs., tit. 8, §3205(c)(7)(A)(4)]
- When an employee is performing specific tasks which cannot feasibly be performed with a face covering. [Cal. Code Regs., tit. 8, §3205(c)(7)(A)(5)]
 - **NOTE:** This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee must be at least six feet away from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Please note, employees may choose to wear face coverings when an exception applies provided that wearing the face coverings will not create a safety hazard. No employee shall be penalized for choosing to wear a face mask. [Cal. Code Regs., tit. 8, §3205(c)(7)(D)]

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Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability must wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it. [Cal. Code Regs., tit. 8, §3205(c)(7)(B)]

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, must be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19. Please note that semiweekly COVID-19 testing **is not** an alternative to wearing a face covering in situations where wearing a face covering is required. [Cal. Code Regs., tit. 8, §3205(c)(7)(C)]

b. Students

i. Face Coverings Required For Students

In order to comply with the federal, State and county directives to slow the spread of COVID-19 and to better protect our students and staff from exposure to COVID-19, SBCOE is requiring that all students wear an appropriate face covering while on the school site except when outdoors. [Cal. Code Regs., tit. 8, §3205(c)(7)(A)]

The face covering must be worn over the student's nose and mouth and must be clean and undamaged. [Cal. Code Regs., tit. 8, §3205(c)(7)(A)]

SBCOE has purchased disposable face coverings for all students to use while on campus. These face coverings will be distributed to students when they arrive on campus. Students who need a replacement face covering, should contact their teacher or Principal. Students may use their own face covering if preferred so long as the face covering is clean and undamaged.

Please be advised that face shields are not a replacement for face coverings, although they may be worn together for additional protection. [Cal. Code Regs., tit. 8, §3205(c)(7)(A)]

The following are exceptions to the SBCOE's face covering requirement:

- While eating and drinking on campus, provided students and staff are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible. [Cal. Code Regs., tit. 8, §3205(c)(7)(A)(2)]
- While outdoors **except in** the preschool program where students are unvaccinated and staff and students are not able to maintain social distancing
- Students wearing respiratory protection [Cal. Code Regs., tit. 8, §3205(c)(7)(A)(3)]
- Students 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. [Cal. Code Regs., tit. 8, §3205(c)(7)(A)(4)]
- When a student is performing specific tasks which cannot feasibly be performed with a face covering. [Cal. Code Regs., tit. 8, §3205(c)(7)(A)(5)]
 - **NOTE:** This exception is limited to the time period in which such tasks are actually being performed, and the unmasked student must be at least six feet away from all other persons unless the unmasked student is tested at least twice weekly for COVID-19.

Please note, students may choose to wear face coverings when an exception applies provided that wearing the face coverings will not create a safety hazard. [Cal. Code Regs., tit. 8, §3205(c)(7)(D)]

Students exempted from wearing face coverings due to a medical condition, mental health condition, or disability must wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it. [Cal. Code Regs., tit. 8, §3205(c)(7)(B)]

With the exception of students attending Early Start or Preschool programs (ages 2-5), any student not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, must

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be at least six feet apart from all other persons unless the unmasked student is tested at least twice weekly for COVID-19. Please note that semiweekly COVID-19 testing **is not** an alternative to wearing a face covering in situations where wearing a face covering is required. [Cal. Code Regs., tit. 8, §3205(c)(7)(C)]

c. Visitors [Cal. Code Regs., tit. 8, §3205(c)(7)(E)]

i. Visitor Access To Workplace Is Limited

Access to the SBCOE's property and/or facilities is limited to employees and visitors with essential business only. Non-employee visitors must adhere to the following expectations:

- Visitors to the workplace/jobsite will be limited to only those necessary and must be approved.
- Entrances to the workplace/jobsite will be controlled and monitored.
- Visitors are required to practice good personal hygiene.
- Visitors must wear a face covering and use hand sanitizer upon entering the site.
- Visitors must complete a health screening upon entry, including a temperature check and screening questionnaire (See Appendix K)
- To the extent possible, outside deliveries are dropped off at a designated area away from employees and high-traffic areas.
- Visitors are requested to make an appointment if they have essential business with SBCOE and/or its sites.

ii. Face Coverings Required For All Visitors

To the extent that visitors are permitted entry to the worksite, all visitors will be required to wear an appropriate face covering while at the workplace. SBCOE has installed signs at each entrance to the workplace. Visitors who do not have an appropriate face covering will be provided a disposable face covering by SBCOE.

Visitors 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 must wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

Visitors who refuse to wear an appropriate face covering will be denied entry to the workplace.

XII. ENGINEERING AND ADMINISTRATIVE CONTROL MEASURES & PERSONAL PROTECTIVE EQUIPMENT IMPLEMENTED AT THE WORKPLACE [Cal. Code Regs., tit. 8, §3205(c)(8)]

a. Fixed Work Stations Where Physical Distancing Is Not Possible [Cal. Code Regs., tit. 8, §3205(c)(8)(A)]

At fixed work locations where it is not possible for employees to maintain physical distancing requirements, has installed cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.

b. Workplace Ventilation [Cal. Code Regs., tit. 8, §3205(c)(8)(B)]

All SBCOE facilities have mechanical ventilation. Employees are also encouraged to open doors and windows to increase natural ventilation. SBCOE has assessed ventilation at each site and verified that it includes the following:

SBCOE's buildings have both mechanical or natural ventilation.

The SBCOE has maximized 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.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Opening doors and windows
- Using portable HEPA-compliant air purifiers
- The ventilation system will be properly maintained and adjusted, whether SBCOE owns and operates the building, or not.

c. Cleaning And Disinfecting Protocols [Cal. Code Regs., tit. 8, §3205(c)(8)(C)]

The SBCOE has instituted regular housekeeping practices, which includes cleaning and disinfecting common surfaces, workplace common areas, frequently used tools and equipment, and other frequently touched surfaces and objects (e.g. doorknobs, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels) in the workplace in accordance with current [CDC guidelines](#). Employees should regularly do the same in their assigned work areas.

The SBCOE has implemented the following cleaning and disinfecting protocols: **[Cal. Code Regs., tit. 8, §3205(c)(8)(C)(1)]**

- ☐ Established procedures to routinely clean and disinfect commonly touched surfaces and objects (e.g., door handles, flat surfaces, hand rails, restrooms, etc.) throughout the workday, including:
 - Using disinfectants that are [EPA approved](#) for use against the virus that causes COVID-19.
 - Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces before and after use.
 - Following the manufacturer's instructions for all cleaning and disinfecting products (e.g., safety requirements, protective equipment, proper dilution, contact time).
 - Following safe work practices such as never mixing products together and using adequate ventilation.
 - Cleaning visibly dirty surfaces first before disinfection. Disinfectants are less effective if used on soiled surfaces.
 - Ensuring there are adequate supplies to support cleaning and disinfection practices, including cleaning products and tools and chemical resistant gloves. Make sure disinfectants are available to workers throughout the worksite.
- ☐ Breakroom areas are cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment ("PPE"), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- ☐ All trash receptacles at the workplace are changed daily by someone wearing nitrile, latex, or vinyl gloves.
- ☐ Employees are encouraged to routinely clean frequently touched surfaces in their workspace, such as keyboards, mice, telephones, desks.
- ☐ When using the breakroom, employees are asked to please wash and dry their dirty dishes immediately, dispose of all refuse so that no one else has to do so or come into contact with it, and wash their hands after completing the above tasks. Employees are also encouraged to wipe down the surface areas they touch before and after use, such as handles on the dishwasher, microwaves and refrigerators, water coolers, light switches, doorknobs, countertops, and tables. Wipes and sanitizer will be provided in the breakroom, in addition to handwashing soap located at the sink.
- ☐ All restrooms are thoroughly cleaned and disinfected at least once a day.

- ☐ When using shared work areas such as the SBCOE Boardroom, copy area, etc., employees are required to wipe down areas they touched. This includes tables, chairs, copy machine, etc. Wipes and sanitizer will be provided in each area.

d. Available Handwashing Facilities [Cal. Code Regs., tit. 8, §3205(c)(8)(D)]

The SBCOE evaluated its existing handwashing facilities and has determined that the number of handwashing facilities is sufficient so that hand-washing facilities are readily accessible to all employees at all times. The SBCOE encourages all employees to wash their hands frequently and has adjusted productivity expectations to allow extra time for employees to thoroughly and frequently wash their hands.

To ensure that employees have ample opportunity to properly wash their hands, the SBCOE has:

- Purchased single-use towels and additional soap.
- Provided hand sanitizer throughout worksites.

In addition, employees are strongly encouraged to follow the below protocols with respect to handwashing:

- ☐ Upon entering any SBCOE facility, wash hands thoroughly with soap and water. If soap and water are not readily available, employees may use hand sanitizer that is located at each entrance.
- ☐ Engage in thorough hand-washing. Hands should be washed with soap and water for at least 20 seconds.
- ☐ If employees have limited access to hand-washing or hand sanitizing, employees—as a last resort—can use disposable gloves to limit hand contact with potentially contaminated surfaces. Employers should encourage employees to change gloves frequently and before touching their face, eating, or using the restroom. In addition, provide an adequate supply of gloves and make them readily available. Employees should wash or sanitize hands as soon as possible after removing gloves.
- ☐ If respirators and other PPE is worn to protect against other hazards at work, hands should be washed before putting on PPE and after taking it off. Reusable PPE should be cleaned and sanitized per manufacturers' instructions.

e. Personal Protective Equipment [Cal. Code Regs., tit. 8, §3205(c)(8)(E)]

i. Additional Personal Protective Equipment [Cal. Code Regs., tit. 8, §3205(c)(8)(E)(1)]

The SBCOE has evaluated the workplace and determined that, in addition to wearing the required face coverings, employees in the positions listed below also need to wear additional personal protective equipment (e.g. gloves, goggles, and/or face shields) described below in order to prevent exposure to COVID-19 hazards:

Custodians and staff who clean and/or disinfect work areas	Gloves
Instructional Aides and staff who diaper students	Gloves, disposable gowns, face shields
Staff who screen students and/or visitors	Gloves, face shields (optional)
Staff who perform fingerprinting	Gloves, face shields (optional), custom plexiglass shield also used during fingerprinting
Staff who perform COVID-19 surveillance testing	Gloves, disposable gowns, face shields

The SBCOE shall reevaluate the workplace periodically and shall reassess whether additional personal protective equipment is needed in order to prevent exposure to COVID-19 hazards.

To the extent that employees are required to wear additional personal protective equipment in order to prevent exposure to COVID-19 hazards, the SBCOE will provide the additional personal protective equipment.

ii. Sharing of Personal Protective Equipment Is Prohibited [Cal. Code Regs., tit. 8, §3205(c)(9)(C)(2)]

SBCOE expressly prohibits employees from sharing personal protective equipment.

In addition, to the greatest extent feasible, the SBCOE also prohibits employees from sharing 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 for employees to avoid sharing these items, the sharing of such items must be minimized and employees are required to disinfect such items and equipment before and after using them.

The sharing of SBCOE vehicles shall also be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) and employees are required to disinfect these high touch points before entering and immediately after exiting the SBCOE vehicle.

iii. Cleaning and Disinfecting Sick Employee's Work Area [Cal. Code Regs., tit. 8, §3205(c)(9)(C)(3)]

After being informed that an employee has tested positive for COVID-19, SBCOE shall immediately clean and disinfect of all areas at the workplace accessed by the sick employee and all materials, tools, equipment, and commonly touched surfaced used by the sick employee during the high-risk exposure period.

XIII. REPORTING, RECORDKEEPING, AND ACCESS. [Cal. Code Regs., tit. 8, §3205(c)(9)]

The SBCOE shall report information about COVID-19 cases at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department. **[Cal. Code Regs., tit. 8, §3205(c)(9)(A)]**

The employer shall report immediately to Cal/OSHA any COVID-19-related serious illnesses or death of an employee occurring at the workplace. **[Cal. Code Regs., tit. 8, §3205(c)(9)(B)]**

The SBCOE shall maintain records of the steps taken to implement the written COVID-19 Prevention Program. The SBCOE's written COVID-19 Prevention Program has been distributed to all employees and shall be made available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request. **[Cal. Code Regs., tit. 8, §3205(c)(9)(C)&(D)]**

The SBCOE shall keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test using the [Appendix C: Investigating COVID-19 Cases form](#). Medical information shall be kept confidential. The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with any and all personal identifying information removed. **[Cal. Code Regs., tit. 8, §3205(c)(9)(E)]**

The SBCOE will record information as required on its Log of Work-Related Injuries and Illnesses (Log 300)

XIV. EXCLUSION OF COVID-19 CASES FROM THE WORKPLACE AND RETURN TO WORK CRITERIA

a. Sick Employees And Employees Who Test Positive For COVID-19

The SBCOE stresses the importance of employees staying home if either they or anyone they live with is sick and/or has tested positive for COVID-19. Employees who develop COVID-19 or other flu-like symptoms are required to remain at home and may not return to work until the following return to work requirements are met. **[Cal. Code Regs., tit. 8, §3205(c)(10)(A)]**

Please note: A negative COVID-19 test shall not be required for an employee to return to work. **[Cal. Code Regs., tit. 8, §3205(c)(11)(C)]**

i. Employee Exhibiting COVID-19 Symptoms, But Tests Negative For COVID-19

If an employee exhibits COVID-19 symptoms, but tests negative for COVID-19, the employee must remain at home until the employee is symptom free for 24 hours without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants).

The SBCOE will similarly require an employee that reports to work with symptoms (but tests negative for COVID-19) to return home until they are symptom free for 24 hours.

ii. Employee Tests Positive for COVID-19 [Cal. Code Regs., tit. 8, §3205(c)(10)(A)]

Employees who test positive for COVID-19 must stay home and not come to work for at least 5 days. An employee can return to work after day 5 if they do not have symptoms and test negative. Employees must wear a face covering around others at work for a total of 10 days after the positive test. Employees who decline to test may return to work after 10 days.

a. Employee Remains Symptom-Free [Cal. Code Regs., tit. 8, §3205(c)(11)(B)]

Employees who test positive for COVID-19 must stay home and not come to work for at least 5 days. Employees must wear a face covering around others at work for a total of 10 days after the positive test. Employees who decline to test may return to work after 10 days.

b. Employee Experiences COVID-19 Symptoms [Cal. Code Regs., tit. 8, §3205(c)(11)(A)]

An employee who tests positive for COVID-19 and experiences COVID-19 symptoms may return to work when the following occur:

- At least twenty-four (24) hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
- The employee's COVID-19 symptoms have improved; and
- At least five (5) days have passed since COVID-19 symptoms first appeared and the employee tests negative for COVID-19. Employees who decline to test may return to work after 10 days.

Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care provider. The SBCOE may require an employee to provide documentation clearing their return to work.

b. Employees Who Were Exposed At The Workplace To An Employee Who Has Tested Positive For COVID-19 [Cal. Code Regs., tit. 8, §3205(c)(10)(B)]

Employees who were exposed at the workplace to a person who has tested positive for COVID-19 may continue to report to the workplace if they are fully vaccinated and do not exhibit symptoms. Unvaccinated employees are required to remain at home and may return to work five (5) days after the last known COVID-19 exposure to a COVID-19 case if they have a negative test on day 5 or later. If the employee chooses not to test, they must remain at home for ten (10) days from the last known exposure. **[Cal. Code Regs., tit. 8, §3205(c)(10)(B) & Executive Order N-84-20]**

Exposed, asymptomatic employees who return to work, are required to take the following precautions:

- Adhere strictly to all CDC-recommended non-pharmaceutical interventions, including wearing face coverings at all times (both at work and when outside the home) and maintaining a distance of at least 6 feet from others for 10 days after last exposure;

COVID-19 Infectious Disease Prevention and Response Program

Updated: 8.5.21

- Self-monitor for COVID-19 symptoms through Day 10 and if symptoms occur, immediately self-isolate and contact their local public health department or healthcare provider and seek testing.

NOTE: If the local city/county health department in a city/county where SBCOE has operations has a more stringent quarantine requirement for exposed, asymptomatic individuals, then the SBCOE will adjust the quarantine period to align with the more stringent guidelines.

Please note: If an employee who is excluded from the workplace due to exposure to COVID-19 at work tests positive for COVID-19 during the period of quarantine, the employee must follow the return to work criteria set forth above in [Section XIV\(A\)\(2\) \[Employee Tests Positive For COVID-19\]](#).

c. [Employees Excluded From Work Due To COVID-19, But Otherwise Able To Work](#) [Cal. Code Regs., tit. 8, §3205(c)(10)(C)]

Your supervisor and/or Human Resources will advise you if your job duties can be performed remotely and, if applicable, will provide you with relevant information concerning your remote work.

d. [Order To Isolate Or Quarantine Issued By A Local Or State Health Official](#) [Cal. Code Regs., tit. 8, §3205(c)(11)(D)]

If an employee is ordered to isolate or quarantine 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 10 days from the time the order to quarantine was effective.

After the 10-day quarantine period has passed, exposed, asymptomatic employees may return to work, but are required to take the following precautions:

- Adhere strictly to all CDC-recommended [non-pharmaceutical interventions](#), including wearing face coverings at all times (both at work and when outside the home)
- Self-monitor for COVID-19 symptoms through Day 10 and if symptoms occur, immediately self-isolate and contact their local public health department or healthcare provider and seek testing.

e. [Information Regarding COVID-19-Related Benefits](#) [Cal. Code Regs., tit. 8, §3205(c)(10)(E)]

At the time an employee is excluded from the workplace for reasons related to COVID-19, SBCOE will provide the affected employee with information regarding any COVID-19-related benefits to which the employee may be entitled under applicable federal, State, or local laws (e.g. any benefits available under workers' compensation law, statutory paid sick leave benefits, State and/or local COVID-19 supplemental paid sick leave benefits, the SBCOE's leave policies, and leave guaranteed by contract).

XV. [PROGRAM COMPLIANCE](#)

The SBCOE:

- Conducts daily workplace inspections to ensure COVID-19 procedures are followed.
- Takes corrective action to address any deficiencies discovered.
- Documents corrective actions.
- Ensures CDC, State and local health department, and other applicable authorities' guidelines are incorporated into this Program and followed.

XVI. [APPENDIXES](#)

- [Appendix A: Identification Of COVID-19 Hazards](#)

- [Appendix B: COVID-19 Inspections](#)
- [Appendix C: Investigating COVID-19 Cases](#)
- [Appendix D: Initial Notice To Local Public Health Department Of COVID-19 Outbreak](#)
- [Appendix E: Supplemental Notice Of COVID-19 Outbreak At Worksite](#)
- [Appendix F: Daily Employee Denied Entry Log](#)
- [Appendix G: Notice To Employees Of Exposure To COVID-19](#)
- [Appendix H: Notice To Employees Of Potential Exposure To COVID-19](#)
- [Appendix I: Notice To Union Representative\(s\) Of Potential Exposure To COVID-19](#)
- [Appendix J: Daily covid-19 health screening form \(employees\)](#)
- [Appendix K: Daily covid-19 health screening form \(visitors\)](#)

XVII. [ADDITIONAL RESOURCES](#)

- [CDC - Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\)](#)
- [CDC – General Business FAQ](#)
- [Cal/OSHA Guidance on Requirements to Protect Workers from Coronavirus](#)
- [California Department of Public Health - Responding to COVID-19 in the Workplace](#)
- [Cal/OSHA FAQ](#)
- [Cal/OSHA Fact Sheet](#)
- [Cal/OSHA Model COVID-19 Prevention Program](#)

APPENDIX A: IDENTIFICATION OF COVID-19 HAZARDS



San Benito County Office of Education

Krystal Lomanto, County Superintendent of Schools

• 460 Fifth Street • Hollister, California 95023 • (831) 637-5393 • FAX (831) 637-0140

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: entrances, meetings, bathrooms, hallways, aisles, walkways, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be 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. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation:

Date:

Name(s) of employee and authorized employee representative that participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

APPENDIX B: COVID-19 INSPECTIONS



San Benito County Office of Education

Krystal Lomanto, County Superintendent of Schools

• 460 Fifth Street • Hollister, California 95023 • (831) 637-5393 • FAX (831) 637-0140

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

APPENDIX C: INVESTIGATING COVID-19 CASES



San Benito County Office of Education

Krystal Lomanto, County Superintendent of Schools

• 460 Fifth Street • Hollister, California 95023 • (831) 637-5393 • FAX (831) 637-0140

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Name of person conducting the investigation:

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

COVID-19 Infectious Disease Prevention and Response Program
Established: 2.1.21

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):		
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:		
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:	
	Names of employees that were notified:	
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:	
	Names of individuals that were notified:	

COVID-19 Infectious Disease Prevention and Response Program
Established: 2.1.21

<p align="center">What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</p>		<p align="center">What could be done to reduce exposure to COVID-19?</p>	
<p align="center">Was local health department notified?</p>		<p align="center">Date:</p>	

*Should an employer be made aware of a non-employee infection source COVID-19 status

|

APPENDIX D: INITIAL NOTICE TO LOCAL PUBLIC HEALTH DEPARTMENT OF COVID-19 OUTBREAK



San Benito County Office of Education

Krystal Lomanto, County Superintendent of Schools__

• 460 Fifth Street • Hollister, California 95023 • (831) 637-5393 • FAX (831) 637-0140

[Date]

Re: Notice of COVID-19 Outbreak at Worksite

Dear San Benito County Public Health Department

San Benito County Office of Education ("SBCOE") is hereby notifying you that within the past 48 hours the SBCOE has become aware that three or more of its employees at its **[insert address of worksite]** location have tested positive for COVID-19 within the past 14-day period.

The employees who tested positive for COVID-19 are:

1. **[Insert employee name; insert employee phone number; insert employee's position at the SBCOE].**
2. **[Insert employee name; insert employee phone number; insert employee's position at the SBCOE]**
3. **[Insert employee name; insert employee phone number; insert employee's position at the SBCOE]**
4. **[Insert additional lines, as necessary]**

The above-listed employees all work at the following location: **[insert the business address and NAICS code of the worksite where the employees work]**.

If you have any questions, please contact Leanna Morgan, Director, Human Resources at 831-637-5393 x106 or lmorgan@sbcoe.org.

Sincerely,

Krystal Lomanto

San Benito County Superintendent of Schools

APPENDIX E: SUPPLEMENTAL NOTICE OF COVID-19 OUTBREAK AT WORKSITE



San Benito County Office of Education

Krystal Lomanto, County Superintendent of Schools

• 460 Fifth Street • Hollister, California 95023 • (831) 637-5393 • FAX (831) 637-0140

[Date]

Re: Supplemental Notice of COVID-19 Outbreak at Worksite

Dear San Benito County Public Health Department

On **[insert date initial notice of COVID-19 outbreak was provided to local health department]**, the San Benito County Office of Education ("SBCOE") notified the San Benito County Public Health Department that a COVID-19 outbreak has occurred at its **[insert address of worksite]** location

Within the past 48 hours the SBCOE has become aware that **[insert number]** additional employees at its **[insert address of worksite]** location have informed the SBCOE that they have also tested positive for COVID-19.

The employees who tested positive for COVID-19 are:

1. **[Insert employee name; insert employee phone number; insert employee's position at the SBCOE].**
2. **[Insert employee name; insert employee phone number; insert employee's position at the SBCOE]**
3. **[Insert employee name; insert employee phone number; insert employee's position at the SBCOE]**
4. **[Insert additional lines, as necessary]**

The above-listed employees all work at the following location: **[insert the business address and NAICS code of the worksite where the employees work]**.

If you have any questions, please contact Leanna Morgan, Director, Human Resources at 831-637-5393 x106 or lmorgan@sbcoe.org.

APPENDIX F: DAILY EMPLOYEE DENIED ENTRY LOG



San Benito County Office of Education

Krystal Lomanto, County Superintendent of Schools

• 460 Fifth Street • Hollister, California 95023 • (831) 637-5393 • FAX (831) 637-0140

Employees who do not pass the daily wellness check and/or who have a temperature of over 100.4°F cannot enter workplace and must be immediately sent home. This form must be completed by the manager any time an employee is denied entry to workplace for one or more of the following reasons:

1. The employee is currently experiencing, or, in the last 24 hours has experienced, any of the following symptoms?

Cough, Shortness of Breath or Chest Tightness, Sore Throat, Nasal Congestion/Runny Nose, Myalgia (Body Aches), New Loss of Taste or Smell, Diarrhea, Nausea, Vomiting, Fever/ Chills/Sweats.

Yes _____

No _____

2. The employee has had close contact with a confirmed case of COVID-19 within the last 14 days?
Close contact is defined as: Spent longer than 15 cumulative minutes within six feet of someone who was positive for COVID-19.

Yes _____

No _____

3. The employee has self-attested to being fully vaccinated?

Yes _____

No _____

4. The employee has been asked to self-quarantine by any doctor, hospital, or agency?

Yes _____

No _____

5. The employee currently has a temperature of over 100.4°F?

Yes _____

No _____

DATE	PRINT EMPLOYEE NAME	MANAGER/SUPERVISOR SIGNATURE

NOTE: The completed form will remain confidential and stored in a file separate from the employee's regular personnel file.

APPENDIX G: NOTICE TO EMPLOYEES OF EXPOSURE TO COVID-19



San Benito County Office of Education

Krystal Lomanto, County Superintendent of Schools

• 460 Fifth Street • Hollister, California 95023 • (831) 637-5393 • FAX (831) 637-0140

[Date]

Re: Notice of Exposure to COVID-19

The health and safety of our students and staff is our top priority. This letter is to inform you that a person who was at your work location has tested positive for COVID-19. The last date the person was on campus was **[Date]**. Therefore, you may have been exposed to this virus and are considered a "Close Contact".

Per Cal/OSHA's COVID-19 Emergency Standard (Title 8, Section 3205), a COVID-19 exposure is defined as 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". This definition applies regardless of the use of face coverings.

Our records indicate that you are:

- ☐ Unvaccinated
- ☐ Vaccinated and booster-eligible but have not yet received your booster dose
- ☐ Boosted
- ☐ Vaccinated, but not yet booster-eligible

If you are Unvaccinated OR Vaccinated and Booster-Eligible But Have Not Yet Received your Booster dose

You will need to quarantine at home for at least 5 days after your last contact with a person. You will need to test on day 5 **[Date]** or later. Quarantine can end after day 5 if symptoms are not present and a diagnostic specimen collected on day 5 or later test negative. **You will need to wear your face covering at all times on days 6-10 while at work.**

If you are unable to test or choose not to test, your quarantine can end after day 10 **[Date]** if no symptoms are present.

Boosted OR Vaccinated, But Not Yet Booster-Eligible

You will continue to work and test on day 5 **[Date]**. If you test negative for COVID-19, you will continue to work. If you test positive, you will be sent home from work to begin isolation.

Symptoms of COVID-19 symptoms include, fever, headache, cough, sore throat, loss of taste/smell, etc. If you develop symptoms or become sick, you must contact your supervisor and Leanna Morgan, Director of Human Resources. If you have symptoms of illness, you will be required to quarantine and it is strongly recommended that you be tested for COVID-19.

COVID-19 Infectious Disease Prevention and Response Program
Established: 2.1.21

Please note, all potentially infected persons, even those without symptoms, are strongly encouraged to get a COVID-19 test that is approved by the US Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA. The test should also be administered in accordance with their approval or the Emergency Use Authorization as applicable. If you are determined to be exposed at work, a test shall be provided at no cost to you during your working hours. Free testing is available through OptumServe at the Hazel Hawkins Community Health Center at 930 Sunset Drive, Building 2, Suite B, Hollister, CA 95023. Make an appointment at 1-888-634-1123 or information is also available at <https://lhi.care/covidtesting>.

San Benito County Office of Education is following the latest recommendation for cleaning and disinfecting, including the use of ventilation by opening doors and windows to increase air circulation, and extensive disinfection of the surface and areas in which the person came in contact. SBCOE follows the safety and disinfecting protocols outlined by the San Benito County Public Health Department (www.hhsa.cosb.us/public-health/covid-19/).

You may be entitled to applicable federal, state, and/ or local laws, including, but not limited to, sick leave, state mandated leave (i.e., FMLA/CFRA), vacation, floating holiday and workers compensation.

Family Medical Leave Act/California Family Rights Act Leave

Workers' Compensation Benefits. If you believe you contracted a COVID-19-related illness as a result of your employment, you may be entitled to workers' compensation benefits. If it is determined the COVID-19-related illness arose out of and in the course of employment, you may be entitled to compensation including full hospital, surgical, and medical treatment, disability indemnity, and death benefits. To file a workers' compensation claim, please notify Human Resources that you believe your COVID-19-related illness is work-related and file a DWC 1 Claim Form pursuant to Labor Code Section 5401.

We want to thank you for your cooperation and understanding during this time. As we move forward, we encourage you to contact Leanna Morgan with any concerns or questions at 831-637-5393 x106 or lmorgan@sbcoe.org.

Sincerely,
Leanna Morgan, Director Human Resources

APPENDIX H: NOTICE TO EMPLOYEES OF POTENTIAL EXPOSURE TO COVID-19



San Benito County Office of Education

Krystal Lomanto, County Superintendent of Schools

• 460 Fifth Street • Hollister, California 95023 • (831) 637-5393 • FAX (831) 637-0140

[Date]

Dear Staff Members,

The health and safety of our students and staff is our top priority. We are sending this letter to inform you about a confirmed case of COVID-19 in a member of our staff. The individual who tested positive ("the case") was last on central office premises on **[Date]**.

Our office is working to follow up with the case and will reach out to all persons identified as having had close contact with the case to recommend quarantine and COVID-19 testing. If you are not contacted, it means that you were not identified as having been exposed to the case.

Please remember to use your face covering and wash your hands regularly. Symptoms of COVID-19 may appear 2-14 days after exposure to the virus.

Anyone with [COVID-19 symptoms](#) should be tested. However, many infected people do not develop symptoms, which is why it is recommended that exposed people be tested whether they have symptoms or not. No-cost COVID-19 test appointment can be made at www.lhi.care or call 888-634-1123 or visit www.sbccovid19.us for more information.

For more information regarding COVID-19 and Schools, please visit www.schools.covid.ca.gov.

Ensuring the health and safety of our students, teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact Leanna Morgan, Director Human Resources at 831-637-5393, ext.106.

Sincerely,
Leanna Morgan
Director Human Resources

APPENDIX I: NOTICE TO UNION REPRESENTATIVE(S) OF POTENTIAL EXPOSURE TO COVID-19



San Benito County Office of Education

Krystal Lomanto, County Superintendent of Schools

• 460 Fifth Street • Hollister, California 95023 • (831) 637-5393 • FAX (831) 637-0140

[Date]

Re: Notice of Potential Exposure to COVID-19

Dear **[Insert Union Representative name)]**,

San Benito County Office of Education ("SBCOE") is hereby notifying you that within the past 24 business hours the SBCOE has learned that a person at its worksite located at the Early Childhood Special Education site has a laboratory-confirmed case of COVID-19, as defined by the State Department of Public Health.

You are being provided with this notice because a member of the CSEA was working on the premises at the same worksite as this person one day prior to the infectious period; and, as such, it is possible that your member may have had a COVID-19 exposure on **[Insert date]**. The employee is quarantining per Cal/OSHA, California Department of Public Health and the San Benito County Public Health guidance.

The primary symptoms of COVID-19 infection include:

- Cough
- Trouble breathing, shortness of breath or severe wheezing
- Sore throat
- Nasal congestion/runny nose
- Myalgia (body/muscle aches)
- New loss of taste and/or smell, or a change in taste
- Diarrhea
- Nausea
- Vomiting
- Fever of 100.4 F or above, or possible fever symptoms like alternating chills and sweating
- Chills or repeated shaking with chills
- Headache

A complete list of COVID-19 symptoms is available at:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

In the event that your member experiences any of these symptoms, please immediately contact Leanna Morgan, Director, Human Resources and instruct your affected members **not to report for work for SBCOE**.

All affected members are encouraged to seek COVID-19 testing through OptumServe at Hazel Hawkin's Community Health Center, 930 Sunset Drive, Building 2, Suite B, Hollister CA 95023, 1-888-634-1123, www.lhi.care/covidtesting. SBCOE will reimburse affected members for the cost of COVID-19 testing. Affected members are asked to please submit their receipts for COVID-19 testing through the SBCOE's normal expense reimbursement process. Affected members will be permitted to undergo COVID-19 testing during normal working hours and will be paid for all time spent seeking testing, so affected members are asked to please keep careful track of their time if they are a non-exempt employee. If affected members wish to take an off-site COVID-19 test, they must notify their supervisor in advance that they intend to take the COVID-19 test so that proper coverage can be maintained. In addition, upon the affected members' return to the workplace, they will be required to submit written verification from the COVID-19 testing center of having taken a COVID-19 test.

If an affected member tests positive for COVID-19, please notify the SBCOE immediately.

The following benefits may be available to your members should they require time off due to COVID-19:

- Sick Leave
- Workers' Compensation benefits.
- Twelve weeks of California Family Rights Act (CFRA) leave.
- Twelve weeks of Family Medical Leave Act (FMLA) leave.

Please note, the above-listed benefits are only available to the extent that an individual employee has not already exhausted these available leave benefits. For more information regarding an employee's eligibility for these benefits, the employee should be instructed to speak to Human Resources.

Your member will not face discrimination, harassment or retaliation for disclosing a positive COVID-19 test or diagnosis or order to quarantine or isolate or for utilizing any of the benefits listed above.

Finally, be assured that the SBCOE is working with the **[Insert location]** to ensure all necessary and recommended precautions in an effort to help keep our working environment safe. Specifically, the **[Insert location]** is following the latest guidance regarding cleaning and disinfecting a workplace when an employee is sick, which is available at:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

This may include the following measures:

- Closing off areas used by the person who is sick.
- Opening outside doors and windows to increase air circulation in the area.
- Waiting 24 hours before cleaning or disinfecting the area.
- Cleaning and disinfecting all areas used by the sick employee, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, etc.
- Vacuuming the space with a vacuum equipped with high-efficiency particulate air (HEPA) filter.
- Temporarily turning off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.

COVID-19 Infectious Disease Prevention and Response Program
Established: 2.1.21

As always, please instruct your members to continue to observe the following standard practices:

- Do not come to work sick under any circumstances.
- Do not come to work if any member of your household is sick.
- Follow all applicable guidance if traveling.
- Avoid touching your eyes, nose, and mouth.
- Use a tissue to cover your cough or sneeze, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after using the restroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Wear a face-covering as required by SBCOE policy.

We are committed to providing a safe environment for all of our employees and our subcontractors and top quality service to our customers. It is in the interest of those goals that we provide this information out of an abundance of caution.

We also want to take this opportunity to remind you that one of our core values as a SBCOE is respect for and among our employees. We will treat information regarding the identity of employees with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. Further, per SBCOE policy, we will not tolerate harassment of, or discrimination or retaliation against, employees.

If you have any questions, please contact Leanna Morgan, Director Human Resources at 831-637-5393 x106 or lmorgan@sbcoe.org.

Sincerely,

Leanna Morgan, Director Human Resources

APPENDIX J: DAILY COVID-19 HEALTH SCREENING FORM (employees)

SBCOE COVID-19 Employee Screening Form

In order to prevent the spread of the virus and reduce potential risk of exposure to our workforce, we are asking that all employees complete and submit this questionnaire prior to entering any worksite. Please respond to each question truthfully and to the best of your ability. Your participation is important to help us take precautionary measures to protect you and our staff. This information is confidential.

The information collected on this form will be used to determine only whether you may be infected with COVID-19. Any questions should be directed to the site administrator.

* Required

Email *

Your email

Name: *

Your answer

SBCOE Site you are reporting to: *

- ☐ SBCOE Office
- ☐ Alt Ed/Ed Services - Santa Ana/San Andreas
- ☐ ECSE - Early Childhood
- ☐ Technology
- ☐ Other:



Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason: Fever (100.4 F/37.8 C or greater), Cough, Shortness of breath/Difficulty breathing, Sore Throat, New loss of taste or smell, Chills, Headache, Muscle aches, Nausea, Diarrhea, Vomiting, Runny Nose/Nasal Congestion. *

☐ Yes

☐ No

Have you had any new or worsening symptoms of respiratory illness (cough, shortness of breath, loss of taste/smell), vomiting, nausea or diarrhea in the past 24 hours? *

☐ Yes

☐ No

Do you live with or been in close contact with anyone with a prolonged cough, fever, or flu-like symptoms or with anyone who has been diagnosed with COVID-19 within the past 14 days? *

☐ Yes

☐ No

If you responded "Yes" to any of the questions, do not enter the premises and please contact the person you are supposed to be meeting with immediately.

Please confirm that you understand face masks are required when students are present. *

☐ YES

I attest that the above information is correct to the best of my knowledge: *

☐ YES

Submit

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APPENDIX K: DAILY COVID-19 HEALTH SCREENING FORM (visitors)



SBCOE COVID-19 Visitor Screening Form

In order to prevent the spread of the virus and reduce potential risk of exposure to our workforce, we are asking that all visitors complete and submit this questionnaire prior to entering any site. Please respond to each question truthfully and to the best of your ability. Your participation is important to help us take precautionary measures to protect you and our staff. This information is confidential.

The information collected on this form will be used to determine only whether you may be infected with COVID-19. Any questions should be directed to the site administrator.

* Required

Name: *

Your answer

Phone Number *

Your answer

Reason for your visit *

Your answer

SBCOE Site you are visiting: *

- ☐ SBCOE Office
- ☐ Alt Ed/Ed Services - Santa Ana/San Andreas
- ☐ ECSE - Early Childhood
- ☐ Technology
- ☐ Other:

Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason: Fever (100.4 F/37.8 C or greater), Cough, Shortness of breath/Difficulty breathing, Sore Throat, New loss of taste or smell, Chills, Headache, Muscle aches, Nausea, Diarrhea, Vomiting, Runny Nose/Nasal Congestion. *

- ☐ Yes
- ☐ No

Have you had any new or worsening symptoms of respiratory illness (cough, shortness of breath, loss of taste/smell), vomiting, nausea or diarrhea in the past 24 hours? *

- ☐ Yes
- ☐ No

Do you live with or been in close contact with anyone with a prolonged cough, fever, or flu-like symptoms or with anyone who has been diagnosed with COVID-19 within the past 14 days? *

☐ Yes

☐ No

If you responded "Yes" to any of the questions, do not enter the premises and please contact the person you are supposed to be meeting with immediately.

Please confirm that you understand face masks are required when students are present or you have not affirmed your vaccination status. *

☐ YES

I attest that the above information is correct to the best of my knowledge: *

☐ YES

Submit

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