



# SBCOE HEALTH & SAFETY PROTOCOLS TRAINING


AUGUST 10, 2020



## SBCOE HEALTH & SAFETY PROTOCOL TRAINING

# SBCOE employees attend mandated Health & Safety Protocol Training

### Training to include the following:

- Protocol to enter the work site
  - Protocol for Daily Staff COVID-19 Health Screening
  - Help Prevent the Spread
  - Supervisor/Manager Responsibilities
  - SBCOE Signage
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# PRIOR TO ENTERING THE WORK SITE

- Employees may not enter the worksite if they:
  - Have had a fever (100.4 or above) in the past 24 hours
  - Have used fever-reducing medications to reduce a fever within the past 24 hours
  - Have had any new or worsening symptoms of respiratory illness (cough, shortness of breath, runny nose, chills, fever) vomiting or diarrhea in the past 24 hours
  - Live with or have 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



# ENTERING THE WORK SITE



- Employees must wear a face covering before entering the work site and wear the face covering while at work.
  - Employees in an enclosed office, may remove their masks while working alone in their office.
- Employees will enter the worksite at the designated entrance, one person at a time. Employees must maintain social distancing of at least 6 feet while waiting to enter the building.

## AFTER ENTERING THE WORK SITE

- Employees will wash their hands for at least 20 seconds
- Employees will report to their work area and complete the Daily Staff COVID-19 Health Screening Survey.
  - Employees who cannot verify the criteria described on the survey **must** notify their supervisor **immediately**.





# HELP PREVENT THE SPREAD

## Promote Healthy Hygiene Practices!

- Keeping hands clean is especially important to prevent the COVID 19 virus from spreading
- Wash your hands often with soap and water for at least 20 seconds regularly
- If soap and water are not readily available, use hand sanitizer provided by SBCOE, and /or staff may bring their own. Utilize hand sanitizer stations located throughout **all SBCOE locations**
- Be mindful to wash hands before and after using high-touch common areas and before eating
- Do not touch your eyes, nose, and mouth, especially with unwashed hands

# FACE MASKS/COVERINGS

- The use of face masks/coverings slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.
- SBCOE employees are required to wear face masks/coverings **at all times**, immediately after exiting your car, when entering the building, moving throughout the building, arriving to your workspace location, when visiting the restroom and whenever in congregated areas.
- One reusable, washable cloth face mask will be provided to every employee upon their return to the worksite
- Employees may use their own face covering if they choose.
- Cloth face masks should be washed or cleaned regularly



## Social Distancing



- Limiting face-to-face contact with others is the best way to reduce the spread of COVID 19
- Stay at least 6 feet ( about 2 arm's length) from other people

## Cover Your Cough or Sneeze

- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands

## Stay Home When You Are Sick, Except to Get Medical Care

### Get Help

- If you experience symptoms of COVID-19 (cough not due to chronic or known condition), fever, shortness of breath, chills, muscle pain, sore throat, new loss of taste or smell) immediately notify your supervisor, go home and call your health care provider
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# Promote Behaviors that Reduce Spread

## Please Comply With SBCOE Office Protocols

It is vitally important that we respect this virus by complying with SBCOE protocols that have been established to keep us safe by Center for Disease Control, California Public Health and our local Public Health.

- Conduct DAILY Self-Assessment/Symptom Review prior to beginning work
- Stay home if you have symptoms of COVID 19, have been diagnosed with COVID 19 or have recently had close contact with a person diagnosed with COVID 19
- If you are at work and start to develop symptoms, immediately report to your supervisor, go home safely and contact your healthcare provider
- Follow return to work guidance from your healthcare provider

# SUPERVISOR/MANAGER RESPONSIBILITIES

## Help employees recognize signs and symptoms of COVID 19

- Cough (not due to a chronic or known condition)
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

# SUPERVISOR/MANAGER RESPONSIBILITIES

- Monitor and Encourage staff to adhere to SBCOE Health and Safety Protocols
- Model Healthy Behaviors ( e.g. mask wearing, social distancing)
- Provide safe environment for staff
  - Masks
  - Hand washing / hand sanitizer
  - Physical distancing of at least 6 feet
- Monitor and Encourage staff to perform daily self-assessment prior to beginning to work
  - Provide confidential opportunity for staff to report their possible COVID-19 symptoms
  - Follow SBCOE guidelines for sending staff home

# Signage

## Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



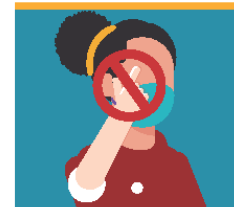
Stay at least 6 feet  
(about 2 arms' length)  
from other people.



Cover your cough or sneeze with a  
tissue, then throw the tissue in the  
trash and wash your hands.



When in public, wear a  
cloth face covering over  
your nose and mouth.



Do not touch your  
eyes, nose, and mouth.



Clean and disinfect  
frequently touched  
objects and surfaces.



Stay home when you are sick,  
except to get medical care.



Wash your hands often with soap  
and water for at least 20 seconds.



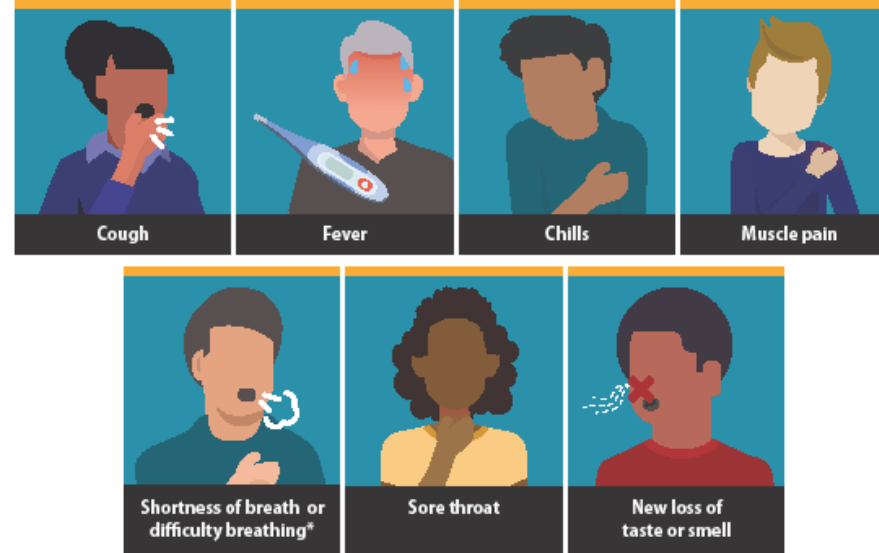
[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

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Stop the Spread

## Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

**\*Seek medical care immediately if someone has emergency warning signs of COVID-19.**

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

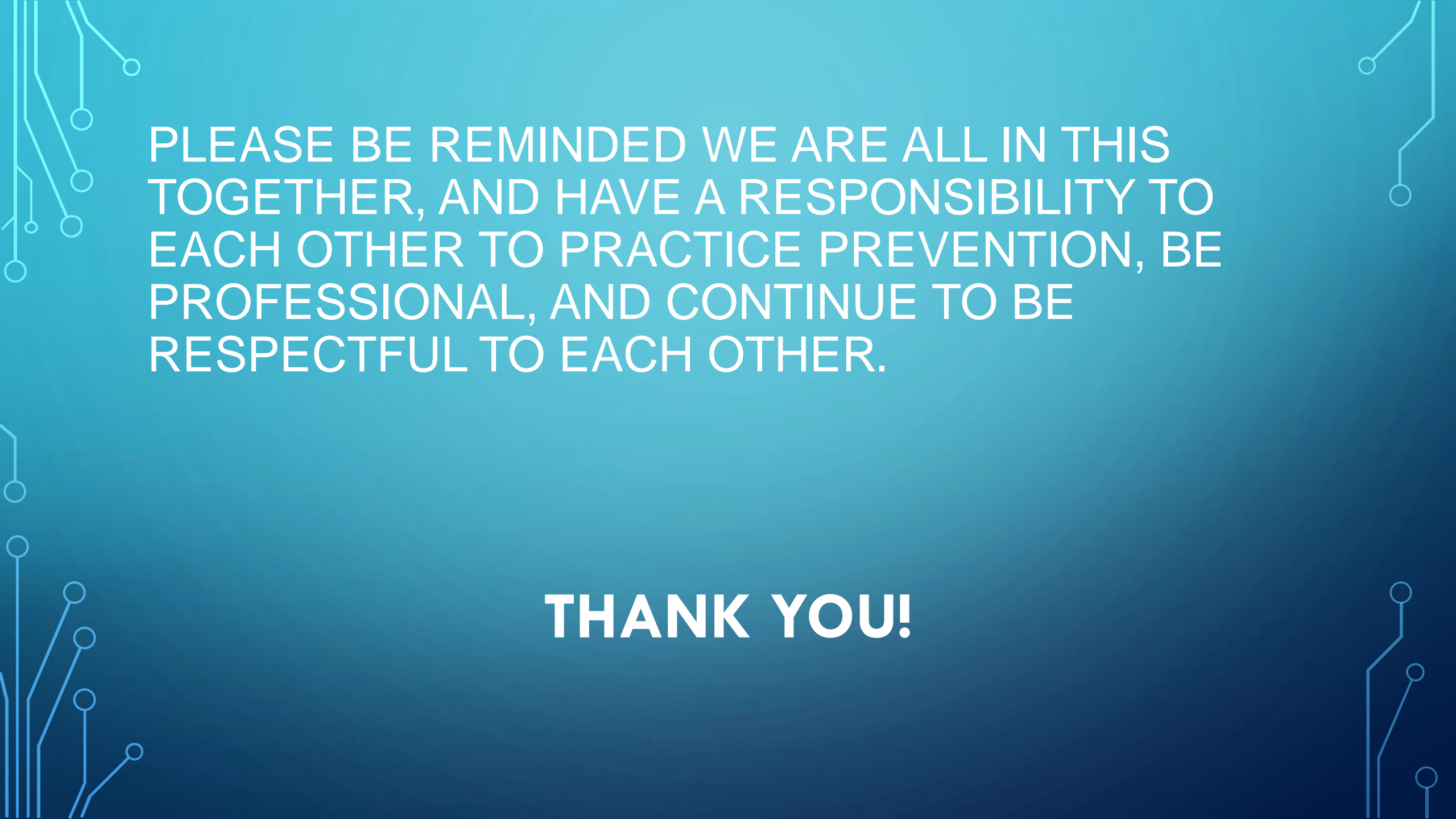
This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



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

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The background is a solid blue gradient. In the corners, there are decorative white line art elements resembling circuit boards or neural networks, with lines and small circles connecting them.

PLEASE BE REMINDED WE ARE ALL IN THIS  
TOGETHER, AND HAVE A RESPONSIBILITY TO  
EACH OTHER TO PRACTICE PREVENTION, BE  
PROFESSIONAL, AND CONTINUE TO BE  
RESPECTFUL TO EACH OTHER.

**THANK YOU!**