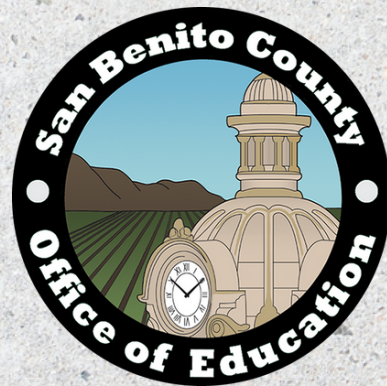# *WORK PLACE WELLNESS*

SAN BENITO COUNTY OFFICE OF EDUCATION

Engage, Encourage,Empower...Educate!

Updated 1.4.23

IMPORTANT

This document is not exhaustive, nor is it a substitute for any safety and health-related regulatory requirements such as those of the California Department of Public Health.

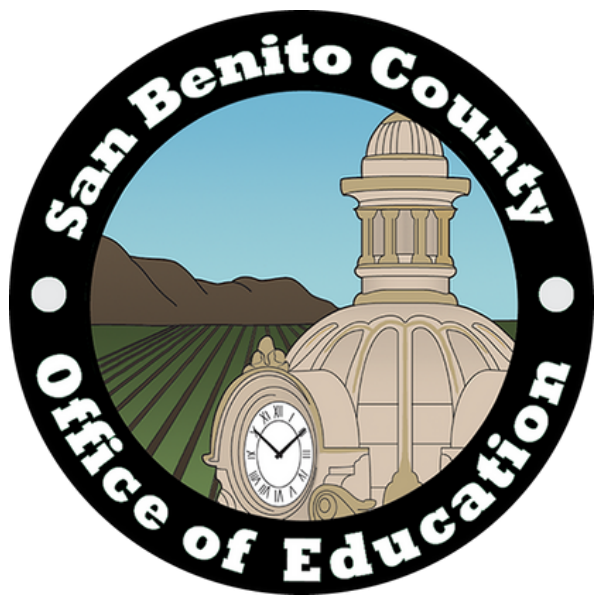**Modifications will be made as public health guidelines are updated.**

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BACKGROUND

Over the past several years, COVID-19 has had a significant effect on San Benito County. Additional infectious illnesses, including Influenza (Flu) and Respiratory Syncytial Virus (RSV) have also affected our staff and families. The San Benito County Office of Education collaborates with our local and state public health departments to ensure all SBCOE staff are following the current guidance to support a clean and safe environment. Most of the practices described in this document are already in place and have been used throughout the duration of the pandemic to ensure the health and wellness of the employees who are working on site. As circumstances change, the practices may continue to be revised. This document outlines practices and protocols as outlined in the San Benito County SBCOE COVID-19 Injury and Illness Prevention Program which can be found at https://www.sbcoe.org/District/1473-Safety.html. The plan outlines health and safety protocols and strategies for all SBCOE employees. Employees working at district school sites should also follow the guidance outlined in this document.
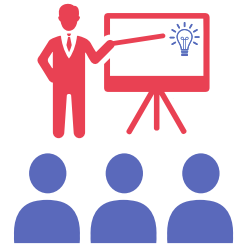
The document includes:
- Employee Resources
- Individual Control Measures
- Cleaning and Disinfecting Protocols
- Safety Guidelines, Procedures and Protocols

This document is not intended to revoke or repeal any employee rights, either statutory, regulatory, or collectively bargained, and is not exhaustive, as it does not include county health orders. Nor is it a substitute for any existing safety and health-related regulatory requirements such as those of the California Department of Public Health and Cal/OSHA.

Additional guidance can be found at these web locations:
- **California Department of Public Health: COVID Updates and Guidance Documents**
  https://covid19.ca.gov/
- **San Benito County COVID-19 Resources**
  https://hhsa.cosb.us/public-health/covid-19/
- **Keenan Safe School Training**
  https://sbcoe-keenan.safeschools.com/login
- **San Benito County Office of Education Staff Safety Page**
  https://www.sbcoe.org/District/1473-Safety.html
- **SBCOE Injury & Illness Prevention Program COVID-19 Addendum**
  https://www.sbcoe.org/District/1473-Safety.html
- **SBCOE COVID-19 Safety Plan**
  https://www.sbcoe.org/District/1473-Safety.html

EMPLOYEE RESOURCES

TRAINING

To promote health and safety, employees will be provided training on prevention practices and protocols at the workplace that includes:

- The importance of not reporting to work when ill, especially when the following symptoms are present: cough, fever, shortness of breath or difficulty breathing, chills, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting diarrhea or the employee lives with someone who has been diagnosed with COVID-19
- Information on COVID-19 prevention measures, and underlying health conditions that may make employees more susceptible to contracting the virus
- Self-screening procedures
- Hand washing procedures and use of approved sanitizing agents
- Proper use of face coverings
- Additional safety procedures and protocols

MENTAL HEALTH RESOURCES

It is critical that employees take care of their own mental health and well-being. Employees are encouraged to build resilience by reaching out to their social support systems, listening, showing compassion, and utilizing resources available to them. A few resources are listed below:

Anthem Self-Insured Schools of California
   https://www.anthem.com/ca/sisc/
Center for Disease Control and Prevention (CDC)
   https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html
Headspace
   https://drive.google.com/drive/folders/1YRN7U-iDbv89GZB_5RMK-P5VnIz__1zQ?usp=sharing
National Institute of Mental Health
   https://www.nimh.nih.gov/health/publications/my-mental-health-do-i-need-help

VACCINE OR BOOSTER APPOINTMENTS

Employees can make an appointment to receive a Flu vaccine, COVID-19 vaccine and/or booster at myturn.ca.gov.

Distinguishing Symptoms

Covid-19, flu and RSV can be difficult to distinguish, since they share many common symptoms. But it's useful to know which virus you have, since that determines the treatments you should receive and how long you should isolate. Certain hallmarks — either symptoms or how the illness progresses — can help differentiate each virus. The chart below is a guide to help discern your symptoms. However, testing is still the best practice to know for sure.

COVID vs Flu vs. Common Cold vs. RSV: What You Need to Know

	LEVEL OF INFECTIVITY	TIME FROM EXPOSURE TO INFECTION	SYMPTOMS	PREVALENCE IN CHILDREN	VACCINE AVAILABILITY
COMMON COLD *Rhinovirus*	Less contagious Symptomatic individuals shed the virus during the first 2 to 3 days of infection.	2 to 3 days	Cough Low-grade fever Sneezing Sore throat Stuffy nose	Common Most children experience 2 to 4 colds per year; frequently associated with asthma exacerbations.	None
SEASONAL INFLUENZA *Influenza virus (A and B)*	Contagious Viral shedding occurs 24 hours before symptoms appear, peaking around day 3 of illness.	1 to 4 days	Body aches Chills Cough Fatigue Fever Headache Sore throat Stuffy nose	Common Children younger than 2 are at highest risk for more severe disease.	Multiple approved
COVID-19 *Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)*	More contagious Viral shedding occurs 2 to 3 days before symptoms appear, peaking around day 3 of illness. However, there can be viral shedding without ever developing symptoms.	2 to 14 days	Body aches Chills Cough Diarrhea Fatigue Fever Headache Loss of smell/taste Nausea/vomiting Shortness of breath Stuffy/runny nose	Becoming more common, and asymptomatic children are possible Typically children have mild symptoms, and rarely they develop multisystem inflammatory syndrome in children (MIS-C) weeks after a SARS-CoV-2 infection.	Two- and three-dose vaccine approved for ages 6 months–4 years Two-dose vaccine and booster approved for ages 5 and older Multiple vaccines and boosters approved for adults
RSV *Respiratory syncytial virus*	Very contagious Symptoms can last 7 to 10 days, but some kids can develop a cough that takes up to six weeks to clear	4 to 6 days	Cough Runny nose Sneezing Fever Wheezing	Common Infants are at high risk for severe disease, including pneumonia or bronchiolitis, an inflammation of the small airways in the lungs.	None

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INDIVIDUAL CONTROL MEASURES

Employees can help prevent COVID-19, Flu, RSV and other contagious illnesses promote wellness by following these simple steps.
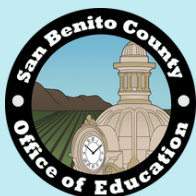
1. Wellness Self-Check

2. Wash Hands Frequently

3. Wipe Down Surface Areas and Equipment

4. Wear a Face Covering as Needed

Thank you for making the SBCOE workplace a place for wellness

1. **Wellness Self-Check**

All SBCOE employees must self-screen for COVID-19 related symptoms before coming to work. The symptoms currently associated with COVID-19 are:

A complete list of COVID-19 symptoms is available at: www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms. Employees should contact their medical provider for these or any other symptoms that are severe or concerning.

Upon entering the worksite, employees will complete the Daily COVID-19 Health Screening Form or scan the QR code to verify the following:

STAFF QR CODE
DAILY CHECK IN

- Have you had one or more of these symptoms: fever (100.4 Degrees/37.8 Celsius or greater), cough, shortness of breath/difficulty breathing, sore throat, recent loss of taste of smell, chills, headache, muscle aches, nausea, diarrhea, vomiting, runny nose or congestion?

Employees who respond "Yes" to the above-mentioned question, MUST contact their supervisor immediately before reporting to work. All employees are required to notify their supervisor, manager, and/or Human Resources immediately if they are experiencing any COVID-19 symptoms.

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Employees who are ill and/or exhibiting symptoms of illness associated with the COVID-19 virus are instructed not to report to work, enter their absence into the Frontline Absence Management System, and test as soon as possible. Employees are strongly encouraged to call their health care provider and arrange to be tested for COVID-19. You may also use an At-Home Covid Test. You can request an At-Home Covid test from Health Services Specialist, Mackenzie Hignel at mhignel@sbbcoe.org or 831-637-5393 x111 . Free COVID-19 AND Flu testing is also available at the following locations:
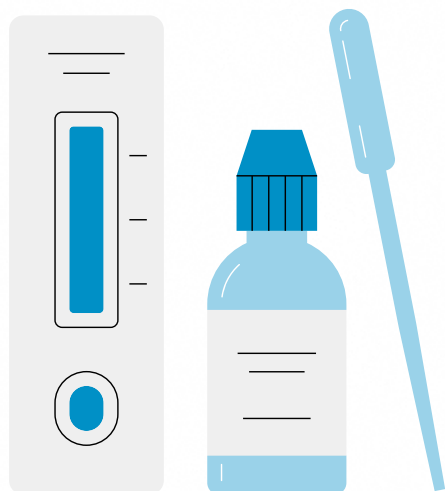
Hazel Hawkins Community Health Center
7:00am to 7:00 pm

Sunday, Tuesday,& Thursday
930 Sunset Drive
Building 2, Suite B
Hollister
1-888-634-1123

IMPORTANT: SBCOE employees are encouraged to seek emergency medical attention if they show any of the following signs:

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

Call 911 or call ahead to a local emergency facility. The operator should be notified that the person is seeking care for someone who has COVID-19 related symptoms.

The CDC continues to update the list of symptoms as they learn more about COVID-19. More information can be found at:

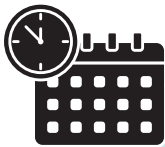https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

Self Testing

What is a Self Test or At-Home Test?

Self-tests for COVID-19 give rapid results and **can be taken anywhere**, regardless of your vaccination status or whether or not you have symptoms.

- They detect **current** infection and are sometimes also called "home tests," "at-home tests," or "over-the-counter (OTC) tests."
- They give your **result in a few minutes** and are different from the laboratory-based tests that may take days to return your result.
- Self-tests along with vaccination, wearing a well-fitted mask, and physical distancing, help protect you and others by reducing the chances of spreading COVID-19.
- Self-tests **do not** detect antibodies which would suggest a previous infection and they do not measure your level of immunity.

When to Take an At-Home COVID-19 Test?

Test Yourself If...	Timing
You have any COVID-19 symptoms	Immediately
You were exposed to someone with COVID-19	At least 5 days after your exposure **If you test negative** for COVID-19, consider testing again 1 to 2 days after your first test
You are going to an indoor event or a gathering	Immediately before the gathering, or as close to the time of the event as possible **This is especially important before gathering with** individuals at risk of severe disease, older adults, those who are immunocompromised, or people who are not up to date on their COVID-19 vaccines, including children who cannot get vaccinated yet.

Primary Health Information

SBCOE partners with CDPH and Primary.Health to provide on-site testing to employees twice each week. Results are uploaded by staff to the Primary.Health website which then emails and/or texts the employee the results. At-Home Test results can also be uploaded to the Primary.Health app. All employees are encouraged to register for Primary.Health and download the app.

With the app and/or website you can:
- Register and upload your At-Home test results
- View test results history
- Update your vaccination status
- Add members of your family, so reporting vaccination status or uploading results is in one convenient place

You must register first before you are able to upload results

Website
https://my.primary.health/l/sbc-oe-testing

App
You can download the app in the Google Play Store and Apple App Store

primary
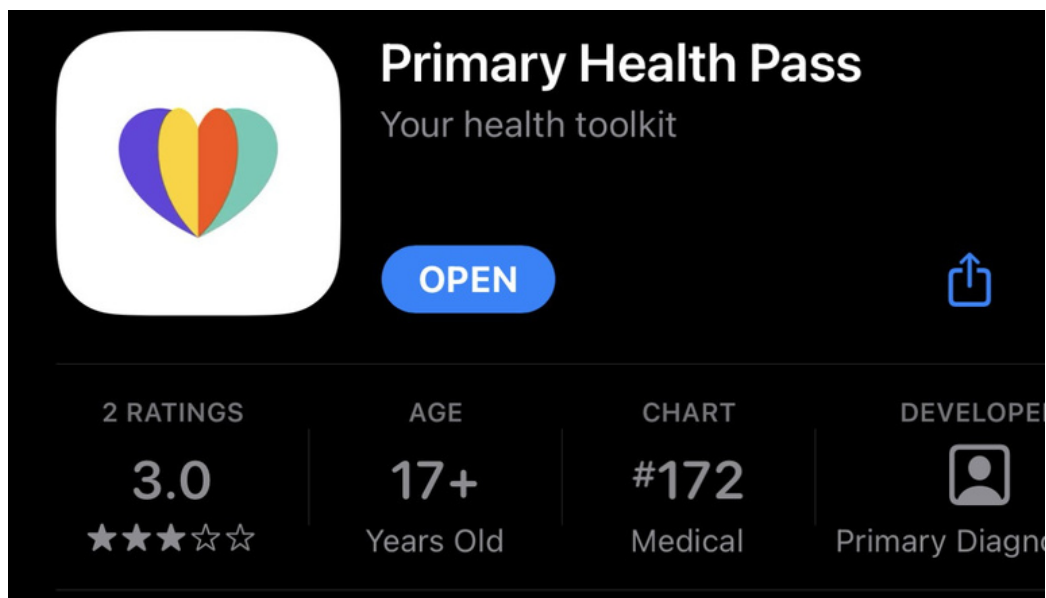
San Benito County Office of Education COVID-19 Testing

1 **Open the camera on your device**

Abra la cámara de su dispositivo

2 **Point to the QR Code & tap the link**

Apunte al código QR y haga clic en el enlace

3 **Complete Registration**

Complete el formulario de registro

my.primary.health/l/sbc-oe-testing

Need help? Contact us at

¿Necesitas ayuda? Contactanos en

(650) 275-5419

Powered by Primary.Health

2. Wash Hands Frequently

Employees are required to wash their hands upon entering the workplace and are encouraged to wash hands throughout the day. Employees should wash hands with soap and water, including scrubbing with soap for 20 seconds.

Hand sanitizer (with at least 60% alcohol) may be used when soap and water are not immediately available. All SBCOE bathrooms are stocked with hand soap.

Proper Hand Washing Protocol

- Wet hands with clean, running water, turn off the tap, and apply soap.
- Lather hands by rubbing them together with the soap. Lather the backs of hands, between fingers, and under the nails.
- Scrub hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- Rinse hands well under clean, running water.
- Dry hands with a paper towel and use the towel to turn off the water flow (if necessary).
- Use the towel to touch the door handle upon exiting.
- Dispense the paper towel in the nearest trash receptacle.

Hand Sanitizer Usage

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

Resource: CDC Handwashing: Clean Hands Save Lives

3. Wipe Down Desks & Equipment

Employees should wipe down the following items in their workspace frequently with an approved sanitizing product:

- Desktop or work surface
- Keyboard
- Mouse
- Desk phone
- All other items in the workspace that are used frequently

Employees using shared workspaces such as classrooms, the boardroom, breakrooms and restrooms should wipe down all furniture and equipment they touched including but not limited to:

- copy machine
- tables
- chairs
- microwave oven

4. Wear a Face Covering (optional)

Masking is still an important tool to help protect you and your family from COVID-19, Flu and RSV

- California uses the Centers for Disease Control and Prevention CDC COVID-19 Community Levels to inform statewide masking recommendations. Californians can reference the CDC COVID-19 Community Levels to decide which prevention actions (including masking) to use depending on if their community is in the low, medium, or high risk level.
- Masking is required at all times in healthcare facilities.
- Masking is required in shelters and detention centers when CDC Community Levels are medium or high.
- Workers must also follow Cal/OSHA rules for when masks are required in a work environment.

Other Things to Consider:
- Follow all local health rules, which may be more restrictive than statewide rules.
- You cannot be denied service or entry if you choose to wear a mask.
- When choosing a mask – choose a good one. Choose a well-fitting respirator mask (N95, KN95, KF94) if possible. A surgical mask combined with a cloth mask on top is also a good option.
- Learn how to Get the Most Out of Masking. Read the state's full masking guidance.

SBCOE Safety Protocols for Staff

Workspace

- Employees should continue to follow the California Department of Public Health, CDC, and Cal OSHA requirements.

Kitchens and Break/Lunchrooms

- When using the breakroom, employees are expected to 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 expected 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 staff are to reduce traffic and congregating in kitchens and break/lunchrooms.
- Breakroom areas are cleaned at least once per day by custodial staff. 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.

Meeting Rooms

- Windows should be opened to allow fresh air in the room and all filtration systems are to be on during meetings.
- It is strongly recommended all attending the meeting wear face coverings.
- If an employee or participant is showing signs of illness, the employee/participant should not attend the meeting in person.

Deliveries

- Deliveries received at SBCOE sites will be limited to SBCOE supplies only.
- No personal deliveries are to be sent to SBCOE sites.

Absence Reporting

- Employees will continue to follow established absence reporting procedures outlined in the SBCOE Absence Reporting Procedures Handout.
- Employees are expected to enter all absences into the Frontline (Aesop) Absence Management System as soon as they know they will be absent. Early reporting helps increase the likelihood of procuring a substitute for an employee's absence.

In order to keep staff safe and healthy, SBCOE is implementing the following safety protocols. All staff are required to follow these procedures while on any SBCOE site.

Prior to entering the work site:

1. Employees must complete the [Daily Staff COVID-19 Health Screening Form](). Employees **may not** enter the worksite if they respond yes to the question below:

   a. Have you had one or more of these symptoms: fever (100.4 Degrees/37.8 Celsius or greater), cough, shortness of breath/difficulty breathing, sore throat, recent loss of taste of smell, chills, headache, muscle aches, nausea, diarrhea, vomiting, runny nose or congestion?

2. It is strongly recommended employees wear a face covering (face coverings, gloves and hand sanitizer will be available at the entrance of each site).

Entering the worksite:

Upon entering the building, employees will wash their hands for at least 20 seconds. Employees will report to work area and complete the [Daily Staff COVID-19 Health Screening Form](). **Employees who cannot verify the criteria described in the survey must notify their supervisor immediately.**

Personal Protective Equipment

Employees will be issued proper personal protective equipment ("PPE") according to their job responsibilities. PPE includes nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC. This PPE must be maintained in good order. Reusable PPE should be cleaned and sanitized per manufacturers' instructions.

Visitors

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

- Visitors may be asked to make an appointment prior to entering SBCOE's property and/or facilities.
- Entrances to the workplace/jobsite will be controlled and monitored.
- Visitors are required to follow all SBCOE Covid-19 safety protocols and policies and practice good personal hygiene.
- Visitors must complete a health screening upon entry, including a screening questionnaire.

Reporting COVID-19 Workplace Safety Issues

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 workplace safety 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 workplace safety should be directed to Shannon Hansen, Assistant Superintendent of Business Services at 831-637-5393 x123 or shansen@sbcoe.org.

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.
- Any and all unsafe conditions or violations of the SBCOE's COVID-19 Safety Protocols in order to minimize the potential illness to others.
- 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.

What to do if an employee tests positive for COVID-19

Employee:

Report information to your Supervisor immediately upon notification of a suspected or confirmed COVID-19 case. If an employee is not able to contact their supervisor, the employee must contact Leanna Morgan, Director of Human Resources at (831) 637-5393, ext. 106.

Supervisor:

Report a suspected or confirmed COVID-19 case immediately to the Director of Human Resources (831) 637-5393, ext. 106. Supervisors will need to know the following information:

- Name and work location of the employee.
- The date the employee first reported symptoms **or** the date the employee tested positive for COVID-19.
- A list of co-workers who have had close contact with the employee at least 2 days prior to the employee's onset of symptoms or positive test results.
- An SBCOE representative will report all confirmed positive COVID-19 cases to Keenan UltraClaim Portal.
- If an SBCOE employee tests positive for COVID-19, SBCOE will conduct an investigation to collect pertinent information and conduct contact tracing. SBCOE will identify those who are "close contacts" (within six feet for 15 minutes or more, regardless of vaccination status or masking) to the infected employee and take steps based on the current guidance.
- The employee's work area should be vacated immediately. A representative from the custodial staff will sanitize and disinfect the work area before anyone else is allowed in the work area.

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Cal/OSHA ETS's and CDPH Isolation & Quarantine Periods

The ETS's required exclusion periods for employees with COVID-19 are the same as CDPH's recommended isolation periods for positive COVID-19 cases. For exclusion requirements for employees who test positive for COVID-19, please refer to Table 1 below.

For employees who had a close contact, employers must review CPDH guidance and implement quarantine and other measures to prevent COVID-19 transmission in the workplace. Please refer to table 2 and table 3 below for CDPH quarantine guidance after close contact.

Where the tables refer to action to be taken on a specified day (e.g., "day 5" or "day 10"), day 1 is the first day following the onset of symptoms or, if no symptoms develop, the day following the first positive test.

Table 1: Exclusion Requirements for Employees Who Test Positive for COVID-19

Requirements apply to **all** employees, regardless of vaccination status, previous infection, or lack of symptoms.	- Employees who test positive for COVID-19 must be excluded from the workplace for at least 5 days after start of symptoms or after date of first positive test if no symptoms. - Isolation can end and employees may return to the workplace after day 5 if symptoms are not present or are resolving, **and** a diagnostic specimen* collected on day 5 or later tests negative. - If an employee's test on day 5 (or later) is positive, isolation can end and the employee may return to the workplace after day 10 if they are fever-free for 24 hours without the use of fever-reducing medications. - If an employee is unable or choosing not to test [i], isolation can end and the employee may return to the workplace after day 10 if they are fever-free for 24 hours without the use of fever-reducing medications. - If an employee has a fever [ii], isolation must continue and the employee may not return to work until 24 hours after the fever resolves without the use of fever-reducing medications [iii]. - If an employee's symptoms other than fever are not resolving, they may not return to work until their symptoms are resolving or until after day 10. - Employees must wear face coverings around others for a total of 10 days. Please refer to the section in this FAQ on face coverings for additional face covering requirements. * Antigen test preferred.

Table 2: CDPH Guidance for Close Contacts – Employees Who Are Exposed to Someone with COVID-19 (except for High-Risk Settings)

For employees who are **asymptomatic**. Applies to all employees, regardless of vaccination status.	o Exposed employees must test within three to five days after their last close contact. Persons infected within the prior 90 days do not need to be tested unless symptoms develop. o Employees must wear face coverings around others for a total of 10 days after exposure. Please refer to the section in this FAQ on face coverings for additional face covering requirements. o If an exposed employee develops symptoms, they must be excluded pending the results of a test. o If an exposed employee who develops symptoms is unable to test or choosing not to test, they must be excluded until 10 days after the date of symptom onset. o If an exposed employee tests positive for COVID-19, they must follow the isolation requirements above in Table 1. o Employees are strongly encouraged to get vaccinated and boosted.
For employees who are **symptomatic**. Applies to all employees, regardless of vaccination status.	o Symptomatic employees must be excluded and test as soon as possible. Exclusion must continue until test results are obtained. o If the employee is unable to test or choosing not to test, exclusion must continue for 10 days. o If the employee tests negative and returns to work earlier than 10 days after the close contact, the employee must wear a face covering around others for 10 days following the close contact. o CDPH recommends continuing exclusion and retesting in 1-2 days if testing negative with an antigen test, particularly if tested during the first 1-2 days of symptoms. o For symptomatic employees who have tested positive within the previous 90 days, using an antigen test is preferred.

On August 11, 2022, CDC updated its testing guidance, shortening the time when individuals who have been previously infected are not recommended to test from 90 days to 30 days. This update reflects the current science and the increased transmissibility of the recent Omicron variant.

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Definitions of Common COVID-19 Language

Close contact:

- In indoor spaces of 400,000 or fewer cubic feet per floor (such as homes, clinic waiting rooms, airplanes, etc.), close contact is defined as sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) during an infected person's (confirmed by COVID-19 test or clinical diagnosis) infectious period.
- In large indoor spaces greater than 400,000 cubic feet per floor (such as open-floor-plan offices, warehouses, large retail stores, manufacturing, or food processing facilities), close contact is defined as being within 6 feet of the infected person for a cumulative total of 15 minutes or more over a 24-hour period during the infected person's infectious period. Spaces that are separated by floor-to-ceiling walls (e.g., offices, suites, rooms, waiting areas, bathrooms, or break or eating areas that are separated by floor-to-ceiling walls) must be considered distinct indoor airspaces.

Potential Exposure:

- Someone sharing the same indoor airspace, e.g., home, clinic waiting room, airplane etc., for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) during an infected person's (confirmed by a COVID-19 test of clinical diagnosis) infectious period.

Infectious Period:

- For symptomatic infected persons, 2 days before the infected person had any symptoms (symptom onset date is Day 0) through Day 10 after symptoms first appeared (or through Days 5–10 if testing negative on Day 5 or later), and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved, OR
- For asymptomatic infected persons, 2 days before the positive specimen collection date (collection date is Day 0) through Day 10 after positive specimen collection date (or through Days 5–10 if testing negative on Day 5 or later) after specimen collection date for their first positive COVID-19 test.

Isolation:

- Separates those infected with a contagious disease from people who are not infected.

Quarantine:

- Restricts the movement of susceptible persons who were exposed to a contagious disease in case they become infected.

For the purposes of identifying close contacts and exposures, infected persons who test negative on or after Day 5 can end isolation in accordance with this guidance and are no longer considered to be within their infectious period. Such persons should continue to follow CDPH isolation recommendations, including wearing a well-fitting face mask through Day 10.

Post Covid Conditions (or Long Covid)

Some people have new, returning, or lingering symptoms weeks to months after having Covid-19. This condition can be called many names including post-COVID conditions, long COVID, long haul COVID, and Post-Acute Sequelae of COVID-19 (PASC). Since July 2021, post-COVID conditions have been considered a disability under the Americans with Disabilities Act (ADA).

Anyone who had COVID-19 can develop a post-COVID condition, including people who had COVID-19 with no symptoms or very mild symptoms. People in any age group can develop post-COVID conditions.

The best way to prevent post-COVID conditions is by taking precautions to prevent COVID-19. This includes getting the COVID-19 vaccine and booster, and wearing a face mask that has both good fit and good filtration, like an N95, KF94, or KN95.

What are the treatment options?

There is no specific cure for long COVID, but there may be some treatments that can help you feel better. If you have symptoms of long COVID, see a health care provider and check out important resources at cdph.ca.gov/longcovid

Common symptoms include, but are not limited to, any combination of:

- ❏ Trouble breathing
- ❏ Chronic pain
- ❏ Rash
- ❏ Cough
- ❏ Fast heartbeat
- ❏ Stomach pain
- ❏ Fatigue
- ❏ Trouble focusing
- ❏ Forgetfulness
- ❏ Headaches
- ❏ Dizziness
- ❏ Mood changes
- ❏ Change in smell/taste
- ❏ Menstrual changes
- ❏ Vomiting
- ❏ Diarrhea

CLEANING AND DISINFECTING PROTOCOLS

The health and safety of our employees is of utmost importance. SBCOE is following the cleaning and disinfecting protocols described below in order to promote a safe and healthy environment.

Workspace

- SBCOE uses cleaners and disinfectants that are EPA approved for use against SARS-CoV-2 (COVID-19).
- SBCOE work areas and classrooms are sanitized daily. Work surface clutter should be removed for thorough daily cleaning. Custodial staff will not move paperwork or personal items to clean.

Meeting Rooms

- Meeting rooms, including all tabletops and chair arms, are cleaned and sanitized daily.
- Meeting rooms are stocked with hand sanitizer and wipes (or other approved sanitizing product). Employees should wipe down all tables and chairs they have used prior to leaving the meeting room. NOTE: Contingent upon product availability.

Kitchens and Break/Lunchrooms

- All break rooms and kitchens are cleaned and sanitized daily. This includes:
  - Counters
  - Light switches
  - Door Handles
  - Dispensing Equipment - Soap, Sanitizer, Towels
  - All break rooms and kitchens are stocked with hand sanitizer and approved sanitizing products. NOTE: Contingent upon product availability.
  - Restrooms, break rooms and kitchens are stocked at all times with hand soap and paper towels.

Entrances and Hallways

- SBCOE sanitizes "high touch" areas frequently. These include:
  - Handrails
  - Door handles
  - Light Switches

Restrooms

- All restrooms are cleaned and sanitized daily. This includes:
  - Dispensing Equipment—Soap, Sanitizer, Towels
  - Bathroom Fixtures—Sink Faucet, Toilet Flush Handle
  - Stalls and Toilets
  - Stall Handles
  - Door handles
- SBCOE will ensure that bathrooms are operational and stocked at all times with hand soap and paper towels.