



# COVID-19 Health & Safety Information for PCOE Workplace Facilities

## TABLE OF CONTENTS

Overview .....	2
Health & Safety .....	2
Employee Training.....	3
Individual Control Measures & Screening .....	3
Cleaning and Disinfection Protocols .....	5
Key Resources .....	6
Contact Information .....	6

## OVERVIEW

The Placer County Office of Education (PCOE) employs a diverse workforce, with different experiences and concerns, who work in a variety of workplace facilities each with unique challenges. Along with staff feedback, PCOE considered guidance and recommendations from regional, state and federal agencies including Placer County Public Health, the California Department of Education (CDE), the California Department of Public Health (CDPH) and the Centers for Disease Control and Prevention (CDC). PCOE determined to the extent possible, whether and how to implement the guidance and considerations while adjusting to meet the unique needs and circumstances of our local school communities. These actions, along with additional community mitigation strategies, are outlined in this plan for PCOE workplace facilities.

This document provides guidance for operating in office workspaces at the Placer County Office of Education (PCOE) to support a safe, clean environment for employees taking into consideration guidance and recommendations from the California Department of Public Health (CDPH), Placer County Public Health and the Emergency Temporary Standards from the California Division of Occupational Safety and Health (Cal/OSHA).

- PCOE staff working at district school sites should also follow the guidance as outlined below.
- PCOE staff at PCOE student-based sites should refer to the [COVID-19 PCOE Programs Framework](#) for additional guidance related to student instruction and safety.
- PCOE staff in the Early Childhood Education division should also refer to specific state pre-school and childcare guidance.

This plan 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 Cal/OSHA.<sup>1</sup>

## HEALTH & SAFETY

1. The PCOE Deputy Superintendent can be reached at (530) 745-1389 for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.
2. PCOE will train and communicate with employees and employee representatives on the plan.
3. PCOE will regularly evaluate the office workspace and student-based sites for compliance with the plan and document and correct deficiencies identified.
4. PCOE will, in consultation with the Placer County Public Health Department, investigate any confirmed COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. PCOE will update the plan as needed to prevent further cases.
5. PCOE will identify close contacts (within six feet) of a confirmed infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

6. PCOE will adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

## EMPLOYEE TRAINING

1. PCOE will provide information on COVID-19, including how to prevent the spread of germs and which underlying health conditions may make individuals more susceptible to contracting the virus.
2. PCOE will outline employee expectations in the workplace and provide training on those expectations in the areas of health self-assessments, physical distancing strategies, proper use of face coverings, and importance of frequent hand washing.
3. PCOE will train on and reinforce self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
4. PCOE will ensure temporary or contract workers at PCOE facilities are properly trained in COVID-19 prevention policies and workplace expectations by discussing responsibilities in advance with the organization supplying temporary and/or contract workers. PCOE will provide necessary Essential Protective Gear (EPG) when possible.

## INDIVIDUAL CONTROL MEASURES AND SCREENING

### Health Self-Assessments

1. **Employees are expected to conduct health self-assessments before reporting to work.**
2. In lieu of requiring symptom screenings at the workplace, PCOE is training and reinforcing employees to conduct a health self-assessment before reporting to work or interacting with others. This an appropriate alternative to providing health screenings onsite.
3. Employees are expected to follow [CDC guidance](#), using the following criteria. If the answer to any of the questions below is “**yes**” the staff member should contact their supervisor and Human Resources.
  - Do you exhibit [symptoms](#) of COVID-19 which cannot otherwise be explained with pre-existing conditions such as seasonal allergies? Primary symptoms of COVID-19 include fever, cough, loss of taste or smell, and difficulty breathing. For children and adults, fever is 100.4 degrees or above using a thermometer.
  - Do you have any other signs of communicable illness such as a cold, flu, rash or inflammation?
  - Have you had close contact with or live in the same household as someone who has been diagnosed with COVID-19 within the past 14 days? A close contact is someone who has been within six feet of the positive person while they were infectious for 15 minutes or more, even if one or both people were wearing face coverings.

Should a staff member or student exhibit symptoms of illness or COVID-19, be in close contact/exposed to someone who tests positive for COVID-19, or be diagnosed with COVID-19, PCOE will follow [CDPH Public Health Guidance for K-12 Schools in California, 2021-22 School year](#).

4. Staff will be monitored for signs of illness throughout the day including:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
5. If a staff member is exhibiting any COVID-19 like symptoms during the workday, they will be asked to leave the workplace facility.
6. PCOE encourages employees to seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).

### Face Coverings

1. **Employees are expected to wear face coverings following CDPH current guidance.**
2. PCOE is training and reinforcing employees to wear face coverings when they are in the vicinity of others. Face coverings may be required based on the individual assignment. *\*Subject to updated mandates from the California Department of Public Health.*
3. Employees should have face coverings available and wear them when at work, in offices, or in a vehicle during work-related travel with others.
  - Face coverings are considered Essential Protective Gear (EPG).
  - Face coverings must not be shared and should be washed after each shift.
  - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
  - Employees should wash or sanitize hands before and after using or adjusting face coverings. Avoid touching eyes, nose and mouth.
4. PCOE will take reasonable measures to remind workers that face coverings are expected in the workplace. Facemasks or clear face shields will be available from PCOE if needed.
5. Video examples will be available to all employees on wearing face coverings in shared areas, in workspaces, and when traveling about PCOE buildings.

## Hand Hygiene

1. **Employees are expected to wash hands frequently.**
2. PCOE is training and reinforcing employees to wash hands upon arrival, before and after meal breaks, before and after using restroom facilities and at regular intervals throughout the day.
  - Wash hands with soap and water, including scrubbing with soap for 20 seconds.
  - Hand sanitizer with at least 60 percent ethanol or 70 percent isopropanol if appropriate when soap and water is not available.
3. Videos examples will be available for all employees on the use of hygiene stations and hand washing throughout the day and when using shared spaces.

## CLEANING AND DISINFECTING PROTOCOLS

1. PCOE will perform thorough cleaning on high-traffic areas such as breakrooms and lunch areas, as well as areas of ingress and egress including stairways, stairwells, escalators, handrails, and elevator controls. PCOE will frequently disinfect commonly used surfaces including doorknobs, toilets and handwashing facilities.
2. PCOE will provide several Hygiene Stations established in multiple locations in each facility with hand sanitizer, disinfectant wipes and other health and safety supplies.
3. PCOE will provide time for employees to implement cleaning practices during their shift.
4. PCOE will adjust or modify hours to provide adequate time for regular thorough cleaning and disinfection of office spaces.
5. PCOE will encourage and reinforce employees to avoid sharing phones, other work supplies, or office equipment wherever possible. Never share Essential Protective Gear (EPG).
6. PCOE will ensure that where such items must be shared, disinfect between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc., with a cleaner appropriate for the surface.
7. PCOE will ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
8. PCOE will provide cleaning chemicals approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and follow product instructions.
9. PCOE will use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (five tablespoons per gallon of water), or alcohol solutions with at least 70 percent alcohol that are appropriate for the surface.
10. PCOE will provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.
11. PCOE will provide video examples of supporting regular cleaning and disinfecting to all employees.

## KEY RESOURCES

1. [Placer County Coronavirus Webpage](#)
2. [Placer County Office of Education Crisis Response Webpage](#)
3. PCOE Childcare Referrals for Essential Workers: [childcare@placercoe.org](mailto:childcare@placercoe.org)

## CONTACT INFORMATION

If you have any questions about this overview document, staffing and logistics, please contact your supervisor or Human Resources.