RETURN TO PCOE WORKPLACE FACILITIES

FOR EMPLOYEES

JULY 1, 2020

This plan will be modified as public health guidelines are updated.

www.placercoe.org
Return to PCOE Workplace Facilities Plan

TABLE OF CONTENTS

Overview .......................................................................................................................... 3
Health & Safety .............................................................................................................. 3
Employee Training........................................................................................................ 4
Individual Control Measures & Screening ................................................................. 4
Cleaning and Disinfection Protocols ......................................................................... 6
Physical Distancing Guidelines .................................................................................... 7
Key Resources ................................................................................................................ 8
Contact Information ...................................................................................................... 8

Please note: This PCOE Employee Return to Workplace Facilities Plan will be updated as we receive additional input from all stakeholders (staff, students, parents and community members), with the ultimate goal for staff to return to work facilities, while doing everything reasonably possible to ensure the health and safety of our students, staff and community.
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. In preparation for returning to PCOE workplace facilities, the Placer County Office of Education surveyed staff about what was most important in regards to health and safety. The survey results represented that diversity with multiple viewpoints ranging from continuing full-time teleworking to opening offices and schools in the traditional manner, and every option in between. We also heard a variety of comments on physical distancing, face coverings and sanitization protocols. View Return to Workplace Facilities Survey results.

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 returning to 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. This plan outlines health and safety protocols and strategies for all PCOE employees.

- 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 Framework for Returning to School 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.¹

HEALTH & SAFETY

1. The PCOE Chief Operations Officer can be reached at (530) 889-5905 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 and stay home from the workplace and other activities.

   **Exposure**
   a. Do you live with anyone or had close contact with anyone with a prolonged cough, fever, flu-like symptoms or who has been diagnosed with COVID-19 within the last 14 days?
      ○ If so, staff member should follow exposure and isolation guidelines from Placer County Public Health and notify Human Resources immediately.
**Symptoms**

a. Do you live with anyone or do you have a fever, cough and/or shortness of breath? For children and adults, fever is 100.4 degrees or above using a thermometer.

b. Do you live with anyone or do you have any other signs of communicable illness such as a cold, flu, rash or inflammation?

c. Do you live with anyone or have you experienced diarrhea or vomiting (within the past 24 hours)?
   - If yes to any of the above, staff member should follow containment guidelines from Placer County Public Health and notify your supervisor.

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.

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.
PHYSICAL DISTANCING GUIDELINES

Personal Physical Distancing
1. Employees are expected to maintain physical distance from others whenever possible.
2. PCOE is training and reinforcing employees to maintain at least 3-6 feet between others whenever possible.
3. Physical distancing may look different in classroom settings based on the cognitive, emotional and physical abilities of our students.
4. Avoid handshakes and similar greetings that would break physical distance barriers.
5. Video examples of physical distancing in common areas, conference rooms, and individual workspaces will be available for all employees.

Organizational Physical Distancing
1. PCOE will utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time. This may include scheduling (e.g. staggering start/end times), establishing alternating days for onsite reporting, returning to the office workspace in phases, or continued use of telework when feasible. Schedules for PCOE workplace facilities will vary depending on work assignment, goals and objective of the department and physical workspace.
2. PCOE will implement measures to ensure physical distancing of at least six feet between employees and customers. This may include use of physical partitions or visual cues (e.g., floor markings or signs to indicate where employees should stand).
3. Consider offering workers who request modified duties options that minimize their contact with customers and other employees (e.g., managing inventory or managing administrative needs through telework).
4. PCOE will assess office spaces, cubicles, etc. and decrease the capacity for conference and meeting space to ensure six feet between employees.
5. PCOE will restrict the use of common areas, using barriers, or increasing physical distance between tables/chairs where employees are likely to congregate and interact, such as kitchenettes and break rooms; employees will be discouraged from congregating in high traffic areas such as bathrooms, hallways, and stairwells.
6. PCOE will reduce the number of separate routes for entry and exit into office spaces to help maintain social distancing and lessen the instances of people closely passing each other.
7. PCOE will limit the number of individuals riding in an elevator and reinforce the use of face coverings. PCOE will post signage regarding these practices.
8. PCOE will stagger employee breaks, within compliance of wage and hour regulations, to maintain physical distancing protocols.
9. PCOE will discontinue nonessential travel and encourage distance meetings via phone and internet.
10. PCOE staff will direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.
KEY RESOURCES

1. Families First Coronavirus Response Act (FFCRA)
2. Families First Coronavirus Response Act (FFCRA) Frequently Asked Questions
3. Cal/OSHA Guidance on Requirements to Protect Workers from Coronavirus webpage
4. Placer County Coronavirus Webpage
5. Placer County Office of Education Crisis Response Webpage
6. CDC Guidance for Childcare, Schools and Youth Programs
7. CDC Guidance for Cleaning and Disinfecting
8. CDC Guidance on Face Coverings
9. CDC Guidance on Physical Distancing
10. CDC Guidance on Hand Washing
11. California Department of Education Guidance for Schools for the 2020/2021 School Year
12. California Department of Public Health Guidance for Schools for the 2020/2021 School Year
13. PCOE Childcare Referrals for Essential Workers: childcare@placercoe.org
14. PCOE Framework for Returning to School - Spanish Translation (TBD)

CONTACT INFORMATION

If you have any questions about this overview document, staffing and logistics, please contact your supervisor. Please contact Tonja Kutz in Human Resources at tkutz@placercoe.k12.ca.us or (530) 889-5916 if you have any questions or concerns related to the FFCRA.