

San Luis Obispo County Office of Education Return to the Worksite Protocols

Beginning July 6, a gradual transition back to our SLOCOE worksites will begin. As we move forward together during this transition period, we must remember that the public health issue of COVID-19 has not ended. For this reason, our plans and protocols may need to change based on the circumstances of the moment.

Our primary considerations for the decisions about how we are returning to the workplace are as follows: the health and safety of SLOCOE employees and the nature of the work that is required to support the school districts in San Luis Obispo County and our SLOCOE educational programs.

<i>General Worksite</i>	<i>Protocols</i>
Employees returning to the workplace	<ul style="list-style-type: none"> • Beginning July 6, 2020, a gradual transition back to the workplace will begin. • Division heads will establish return-to-workplace plans based on the work needs and safety considerations in their divisions. • Employees with health conditions that may place them at high risk of COVID-19 infection in the workplace, may contact their supervisor and Human Resources for initiation of the confidential reasonable accommodation interactive process. • Employees 65 years old or older who do not have underlying health conditions may return to the workplace, but may also work with their division heads to establish alternative and reasonable accommodations. • Training prior to returning to the workplace for all employees will be required. A link to the training can be found here: https://www.slocoe.org/covid-19-information-resources/
Social distancing at the worksite	<ul style="list-style-type: none"> • Adhere to CDC guidelines, social distancing advisory: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html] • Ensure a minimum of 6 feet between people. • Avoid handshaking when greeting others. • Avoid congregating in lobbies, hallways, etc. when traveling through the office. • Supervisors may need to stagger breaks and lunch times in order to ensure that social distancing protocols can be met. • Employee passengers will be allowed in SLOCOE vehicles, subject to social distancing protocols. No non-SLOCOE employee riders will be allowed in SLOCOE vehicles.

Daily wellness checks	<ul style="list-style-type: none"> • Mandated training for all staff prior to returning to their work site. Directions for training will be provided. • Employees will complete a daily self-assessment wellness check prior to reporting to work. A checklist will be provided. • Employees are requested to take their temperature before heading to work; do not come to work if you have a fever. Stay home if you are feeling sick. Employees who display signs of illness will be sent home. • On-site temperature taking procedures are under consideration and touch-less thermometers will be available at worksites for self-use. • Any employee who displays signs of illness, shall report this directly to their immediate supervisor. • Signage will be displayed reminding employees of wellness protocols.
Use of facial masks	<ul style="list-style-type: none"> • Staff will need to wear a mask when in common traffic areas (hallways, workrooms, restrooms, etc.), and working in close proximity of other staff (closer than the social distancing requirement of 6 feet). • While at one's desk, the use of a mask is voluntary, if social distancing or structural mitigation is available. • Each employee will be provided a mask by SLOCOE that can be washed.
Use of entrances	<ul style="list-style-type: none"> • Staff and visitors will enter through assigned entrances. (To be determined on building-by-building basis.) • The buildings will remain closed to the public, except as provided below. • Perimeter doors will remain locked, with phone numbers for entrance posted. • Directional signage for entrances will be posted. • COVID-19 Cart will be provided at the entrance where employees can obtain a face mask, gloves, take their temperature and sanitize their hands. <p>In the event of an Emergency or Building Evacuation, follow the SLOCOE Emergency Action Plan, and to the extent possible, maintain social distancing in the assigned staging and/or assembly area.</p>
Restroom use	<ul style="list-style-type: none"> • Use the restroom in your immediate area/floor, except in emergency/urgency. • Use will be limited to no more than the number of stalls per restroom. • Must wear a mask when using the restroom due to close proximity of other staff. • Employees should use toilet seat covers, clean and disinfect touched surfaces using available supplies. • Employees must comply with handwashing protocols. • Use of paper towel to touch fixtures and door handles is recommended. • Guidance signage will be posted in restrooms.
Breaks/lunch and use of staff lounge	<ul style="list-style-type: none"> • All breakrooms and lounges will have limited seating to assure social distancing, which is required at all times. • Use of appliances is subject to thoughtful, considerate safety and hygiene practices. • Employees are encouraged to eat at their workstations, if they choose. • No sharing of food or buffet style lunches are allowed. • Temporary seating/eating areas may be established in outdoor areas, conference rooms or other similarly usable spaces.

Hours of Operation	<ul style="list-style-type: none"> Initially, only identified entrances will be utilized. Breaks and lunch periods should be staggered to limit crowding due to limited seating areas. Schedules should be established. The usual 8:00 to 5:00 office hours will be followed, (as needed screening will be considered part of the work day).
Visitor Access	<ul style="list-style-type: none"> Visitors will only be allowed onsite by appointment (e.g. Human Resources, Business Office). Visitors must check in at the entrance desk and wear a mask. Disposable masks will be available. Receiving employee will call the division/unit for whom the visitor has a scheduled appointment. A person from the division will come to the entrance and meet the visitor. Employees are prohibited from allowing visitors from entering the building except as per this guidance. No in-person public meetings will be permitted, until further notice, with the exception of meetings of the SLOCOE Board of Education, should the Board so determine.

<i>Cleaning and Safety Measures</i>	<i>Protocols</i>
Identify spaces for occupancy	<ul style="list-style-type: none"> Administrators and Directors will assess division workstations to determine if adjustments are needed. Operations Division and IT will provide support to workstation adjustment requests. Determination of workspace will adhere to CDC social distancing requirements.
Develop standards and a schedule for regular and deep cleaning and disinfecting needs	<ul style="list-style-type: none"> Using CDC guidelines, high touch site disinfection rounds will be made daily in high traffic areas. Deep clean using disinfection machines or other tools and applications. Employees may be required to perform limited non-custodial cleaning and disinfecting, such as at the employee's work station or use of shared equipment, e.g. copiers. Employees will be required to do the "HSA Basic Pest Management for School and Childcare Settings" online training which can be accessed at the following link: http://www.getssafetytrained.com/
Handwashing Protocols	<ul style="list-style-type: none"> Posting CDC handwashing guidance in all restrooms and breakrooms. Frequent handwashing with soap and water and scrubbing for a minimum of 20 seconds. If a sink is not in proximity, please utilize the hand sanitizer stations.
Identify locations for hand sanitizer stations	<ul style="list-style-type: none"> Operations Division will determine placement of hand sanitizer pump stands and refill on a regular basis.

<p>Protocols for air filtration systems</p>	<ul style="list-style-type: none"> • Regular preventative maintenance is completed on all air filtration systems at all sites.
<p><i>Conferences/Meetings</i></p>	<p><i>Protocols</i></p>
<p>Conference room usage and occupancy</p>	<ul style="list-style-type: none"> • First option for meetings: Utilize Zoom/Teams to conduct meetings instead of utilizing conference rooms. • If an in-person meeting is necessary, all conference room requests will go through Facilities and they will use a modified occupancy calculation for social distancing. • Signage will be posted with capacity information. • DO NOT alter, modify, or change configurations established by SLOCOE.