



EDCOE Return to Worksite Plan Guidance Protocols 2020



August 3, 2020 (revised 1/26/2021)

General Worksite Guidance



EDCOE Team members – Your health and safety are important to us because you are important to us.

1. Guidelines for daily wellness checks

- All staff will take the COVID-19 training module through the online portal provided through Schoolworks.
- In lieu of requiring symptom screenings at the office place, employees who are coming onto the physical campus/classroom/office must self-screen at home or upon arrival at the office. An online checklist will be emailed daily to all staff. A paper version will be available if needed..
- Any employee who displays signs of illness, shall report this directly to their immediate supervisor.
- Signage will be displayed reminding employees of wellness protocols.
- The EDCOE COVID-19 Liaison is LuAnn Lantsberger in Personnel Services.

2. Use of face coverings

According to the California Department of Public Health, people in California must wear face coverings when they are outside of the home, unless one of the exemptions below applies.

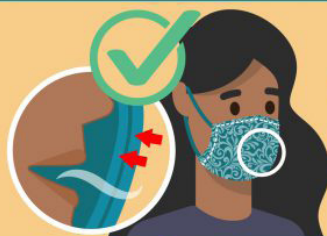
Individuals are exempt from wearing face coverings in the following specific settings:

- Persons in a car alone or solely with members of their own household.
- Persons who are working in an office or in a room alone.
- Persons who are actively eating or drinking provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence.
- Persons who are outdoors and maintaining at least 6 feet of social distancing from others not in their household. Such persons must have a face covering with them at all times and must put it on if they are within 6 feet of others who are not in their household.



*Follow CDC guidance on selecting and wearing face coverings found here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

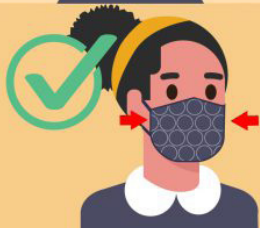
DO choose masks that



Have two or more layers of washable, breathable fabric



Completely cover your nose and mouth



Fit snugly against the sides of your face and don't have gaps

DO NOT choose masks that



Are made of fabric that makes it hard to breathe, for example, vinyl



Have exhalation valves or vents, which allow virus particles to escape



Are intended for healthcare workers, including N95 respirators or surgical masks

Caution: Gaiters & Face Shields



Evaluation is on-going but effectiveness is unknown at this time



Evaluation is on-going but effectiveness is unknown at this time

Special Situations: Glasses



If you wear glasses, find a mask that fits closely over your nose or one that has a nose wire to limit fogging

3. Restroom use

- Use will be limited to no more than the number of stalls per restroom.
- Employees must wear a face covering when using the restroom due to close proximity of other staff.
- Guidance & occupancy signage will be posted in restrooms.

4. Breaks/Lunch and use of break areas

- 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 may eat at their workstations, if they choose.
- No sharing of food or buffet style lunches are allowed.
- If feasible, temporary seating/eating areas may be established in outdoor areas or other similarly usable spaces.

5. Hours of operation

- Initially, only identified entrances will be utilized.
- Breaks and lunch periods may be staggered to limit crowding due to limited seating areas.
- The usual office hours will be followed.



6. Entrances

- Visitors will enter through assigned entrances.
- Directional signage for entrances will be posted.
- Everyone (visitors, employees, and classroom staff/department members) will sign in each time they come into the office/classroom and sign out each time they leave the office/classroom. This includes simply going from one building to another building on the same campus, including going to the restroom. This will help us to notify anyone who was in the office/classroom and take appropriate steps in the event we have a positive COVID-19 individual.

In the event of an Emergency or Building Evacuation, follow the EDCOE Emergency Action Plan, and to the extent possible, maintain social distancing in the assigned staging and/or assembly area.

7. Visitors

- Visitors must check in at the entrance desk and wear a face covering. Disposable face coverings will be available.
- Visitors shall complete health screening.
- Receiving employee will call the department/employee for whom the visitor has a scheduled appointment.
- A person from the department will come and meet the visitor.
- Employees are prohibited from allowing visitors from entering the building except as per this guidance.
- No general public meetings will be permitted, until further notice, with the exception:
 - Meetings of the El Dorado County Board of Education, should the Board so determine.
 - However, small impromptu meetings may take place in available meeting rooms at the discretion of the department director or Cabinet representative.

Cleaning & Safety Measures

8. Identify spaces for occupancy

- The facilities department will assess workstations to determine if adjustments are needed. Facilities will provide support to workstation adjustment requests made by department directors.
- Determination of workspace will adhere to all CDC social distancing requirements.



9. Develop standards and a schedule for regular and deep cleaning and disinfecting needs

M&O Activities/Strategies

- Using CDC guidelines, high touch site disinfection rounds will be made daily in high traffic areas
- Larger scale disinfection using Hypochlorous Acid or other tools and applications.
- Bathroom facilities will stay operational and stocked at all times with soap and paper towels.
- Bathrooms cleaned on a frequent basis.
- 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.



10. Handwashing protocols

- 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.

11. Identify locations for hand sanitizer stations

- Hand sanitizer dispensers are placed throughout the campus, near meeting rooms, and high traffic areas for employee and visitor use.

12. Protocols for air filtration systems

- Regular preventative maintenance is completed on all air filtration systems at all sites.

Collaboration Guidance

13. Guidelines for conference room usage and occupancy

- First option for meetings: Utilize Video conferencing or Teleconferencing via platforms such as Zoom/Teams to conduct meetings instead of in-person meetings utilizing conference rooms.
- Until further notice EDCOE has suspended scheduled events in all meeting rooms including staff meeting rooms.
- However, small impromptu meetings may take place in available meeting rooms at the discretion of the department director or Cabinet representative.
- 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.
- Meeting facilitators will adhere to physical distancing protocols for all meeting participants by ensuring that all participants are seated at least six feet apart.
- It is recommended that meeting participants wear face coverings.
- Until further notice, all outside groups will be excluded from using EDCOE conference rooms.
- Signage will be posted with capacity information.



14. Guidelines for social distancing at the worksite

- Adhere to CDPH guidelines.
- Ensure six feet of physical distancing.
- Avoid handshaking when greeting others.
- Avoid congregating in lobbies, hallways, restrooms, etc. when traveling through the office.
- Stagger breaks and lunches to ensure social distancing in break/lunchrooms.
- Clear barriers have been/are being installed in high volume/public facing areas



Personnel

15. Respond to leave requests from employees who are unable to return to physical worksites due to being in an elevated risk category, or due to childcare/primary care giver needs

- Employees will notify their immediate supervisor if they are unable to report to their worksite as directed.
- Personnel Services will assist employees with leave requests as appropriate.

16. Employees returning to the workplace

- EDCOE may offer telework opportunities for a limited duration to unit members who are able to perform their position duties remotely including, but not limited to, unit members who have a documented higher risk for severe illness or who cannot safely distance from household contacts who are at higher risk.
- Employees with health conditions that may place them at high risk of COVID-19 infection in the workplace, may contact Personnel Services 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.

**This document, revised on October 6, 2020, replaces the previously published document released August 2020.*