INJURY AND ILLNESS PREVENTION PROGRAM ADDENDUM
COVID-19 PREVENTION PLAN
Table of Contents

Authority and Responsibility
Identification and Evaluation of COVID-19 Hazards
   Employee participation
   Employee Training
   Wellness Screening
Correction of COVID-19 Hazards
Control of COVID-19 Hazards
   Physical Distancing
   Engineering controls
   Face Coverings
   Hand sanitizing
   Personal Protective Equipment (PPE)
   Air Flow
   Cleaning and Disinfecting
Employee Training
Employee Supports
Systems for Communicating
COVID Cases
   Exclusion of COVID-19 Cases
   Return to Work after COVID-19 Exclusion
   Notifications to Sonoma County Health Department
Outbreaks
   Major Outbreaks
COVID-19 Hazard Correction
Reporting, Recordkeeping, and Access
   Appendix A: Identification of COVID-19 Hazards
   Appendix B: COVID-19 Inspections Form
   Appendix C: Employee COVID-19 Contract Tracing
   Appendix D: non-Employee COVID Contact Tracing
   Appendix E - Direct Contact Staff Notification
   Appendix F - No-Direct Contact Staff Notification
   Appendix G: COVID-19-related benefits
   Appendix H: Investigating COVID-19 Cases
Authority and Responsibility
Sonoma County Superintendent of Schools or designee has overall authority and responsibility for implementing the provisions of this COVID-19 Prevention Plan (CPP) at our worksite(s). In addition, all Department Directors and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand. All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards
The Sonoma County Office of Education (SCOE) will implement the following system for evaluating COVID-19 hazards at our worksite:
- Department Directors and Supervisors shall periodically conduct worksite-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Regularly review applicable orders along with general and industry-specific guidance from the Centers for Disease Control and Prevention (CDC), State of California, Cal/OSHA, and the Sonoma County Health Department related to COVID-19 hazards and prevention.
- The worksite Prevention Coordinator or designee will evaluate existing COVID-19 prevention controls in our worksite as well as the need for different or additional controls. At regularly scheduled meetings, Leadership members shall regularly evaluate existing COVID-19 prevention controls in the worksite and the need for different or additional controls.
- Department Directors and Supervisors shall conduct periodic inspections using the Appendix B: COVID-19 Inspections Form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19, and to ensure compliance with our COVID-19 policies and procedures.
- SCOE utilizes Appendix C: Employee COVID-19 Contract Tracing and/or Appendix D: non-Employee COVID Contact Tracing to assist the worksite Infection Control Coordinators in the process of contact tracing. Department Directors and Supervisors work directly with Deputy, Associate and Assistant Superintendents in response to a confirmed positive case(s) of COVID-19. In order to maintain confidentiality, the contact tracing document is maintained in a secure shared drive, only accessible to specific individuals.

Employee Participation
Employees and authorized employees’ representatives are encouraged to participate in the identification and evaluation of potential COVID-19 hazards by maintaining ongoing verbal and written communication with administration. Communication will include regularly scheduled meetings between union representatives and Human Resource Services management.

Employee Training
Employees shall be educated and encouraged by management to respectfully remind others to follow all policies, procedures, and practices adopted related to COVID-19. SCOE has identified Department Directors and Supervisors as worksite Infection Control Coordinators, providing them with exposure and response training to respond effectively
and immediately to COVID-19 in the worksite in order to prevent or reduce the risk of transmission.

**Wellness Screening**
Consistent with CDC guidance:

- Prior to entering a worksite, all SCOE employees, substitute employees, and visitors shall engage in a daily self-screening. Screening will include a self-assessment wellness check that they are free from symptoms consistent with COVID-19.
- When available, SCOE employees, substitute employees, and visitors will be required to engage in on-site active screening procedures at SCOE and/or host school site adopted procedures.
- On-site active screening procedures will use CDC guidelines and County of Sonoma Health recommendations, and be administered by a Licensed Vocational Nurse (LVN) or site designated staff/employee. These designated staff members will evaluate employee’s potential worksite exposures to all persons at, or who may enter, SCOE worksite(s).
- Out of an abundance of caution, Licensed Vocational Nurse (LVN) or site designated staff/employee may exclude individuals from entering a worksite due to the individual exhibiting or experiencing symptoms that may be related to COVID-19.
- Screening and health checks are not a replacement for other protective measures such as social distancing, mask wearing (unless respirators are required), and engineering controls, including proper ventilation.

**Correction of COVID-19 Hazards**
Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the unhealthy work conditions, practices or procedures will be assessed through investigation and will be based on compliance with scientific practices known to reduce or prevent the transmission of COVID-19 as determined by state and local health guidance, regulations, and orders.
- Interviews with individuals who may be familiar with the condition, practice or procedure being inspected may be conducted.
- Walk-through visits may be conducted, as appropriate.
- Meetings with individual(s) who may have valuable contributions toward the assessment of the conditions, practices or procedures may be conducted.
- As a part of the inspection, specific individuals will be identified as responsible for timely correction or improvement of conditions, practices, or procedures, and will be provided instructions for completion.
- Follow up measures such as check-ins or walk-through visits will be taken to ensure timely implementation of necessary changes.
Control of COVID-19 Hazards

Physical Distancing

SCOE has implemented the following:
- Eliminating the need for workers to be in the worksite (e.g., telework or other remote work arrangements).
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.
- Reference California Code of Regulations, Title 8 Section 3205(c)(6) for details.

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting close contact between people. For COVID-19, the current distance recommended by CDC is at least 6 feet.

SCOE employees will be provided with information from CDC and the County Health Department on physical distancing and shall be directed to engage in physical distancing at all times to the extent possible.

Signage reminding employees to maintain physical distancing shall be posted in various visible locations on SCOE premises.

Where physical distancing is not feasible, employees shall be required to wear a face covering and physical barriers will be put in place where appropriate to help stop the spread of COVID-19.

To prevent individuals from accessing workspaces other than their own, managers may consider purchasing free-standing signage limiting access.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Engineering Controls

Measures have been implemented where physically distancing cannot maintain at least six feet between individuals.

SCOE maximizes, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by taking into consideration:
- Circumstances where the amount of outside air needs to be minimized due to other hazards, such as weather related temperatures and wildfire smoke.
- Ventilation systems will be properly maintained and adjusted on a quarterly basis, whether SCOE owns and operates the building, or not.
- Filtration efficiency has been increased to the highest level compatible with the existing ventilation system.

Face Coverings

Consistent with state guidelines, SCOE program decisions, and with the school site procedures adopted where SCOE employees are assigned to work, all employees shall be required to wear face coverings when they enter an indoor facility, any enclosed open space, and outdoors when the employee is unable to maintain 6 feet minimum of space with all other people at all times.
Masks shall be made available to employees who do not have a face covering or who forget to bring a face covering with them to their assigned worksite.

Signage on how to properly wear a face covering shall be posted in various visible locations on SCOE premises.

Employees shall be provided with CDC resources on how to properly put on, remove, and launder face coverings.

Negative COVID-19 test results shall not be used as an alternative to face coverings.

Exceptions to wearing a face covering while indoors include:
- When an employee is alone in a room;
- While eating or drinking, provided employees are six feet apart and outside air supply to the area has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with California Code of Regulations (CCR) Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Any exceptions or exemptions for use of face coverings must be authorized by Department Directors and/or supervisors and shall be consistent with state and local public health guidance.

Any employee who has an authorized exemption permitting them to not wear a face covering shall be 6 feet away from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

**Hand Sanitizing**
- Handwashing facilities shall be evaluated to determine any need for additional facilities.
- Employees shall be provided with effective hand sanitizer and shall be prohibited from using hand sanitizer containing methanol (e.g. methyl alcohol).
- Employees shall be provided with information on and encouraged to engage in proper handwashing including washing their hands for at least 20 seconds each time.
- Employees shall be allowed time for regular handwashing.

**Personal Protective Equipment (PPE)**
- An evaluation of the appropriate need for PPE as required by Title 8, section 3380, such as gloves, goggles, and face shields, shall be conducted and such PPE shall be provided accordingly.
- Use of respiratory protection shall be evaluated in accordance with CCR Title 8 section 5144 when physical distancing requirements are not feasible or maintained.
- Eye protection and respiratory protection shall be provided and used in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.
- PPE, such as but not limited to gloves, goggles, face coverings, and face shields shall not be shared.
Air Flow
SCOE shall maximize, to the extent feasible, the quantity of outside air for buildings with mechanical or natural ventilation systems. Employees shall be informed to keep doors and windows open to the extent feasible.

Employees shall be informed about circumstances where the amount of outside air needs to be minimized due to other hazards such as air pollution including wildfire smoke, and excessive heat or cold. Air pollution is defined per the United States Environmental Protection Agency (EPA) Air Quality Index.

- Ventilation systems will receive regular maintenance to ensure cleanliness and functionality.
- Filtration system(s) are operating at the highest level of efficiency compatible with existing ventilation systems.
- Filters for ventilation systems are checked and replaced regularly to ensure cleanliness.
- In the event of a COVID-19 outbreak, MERV 13 level filters, or the highest level compatible with existing ventilation systems will continue to be utilized.

SCOE shall regularly review information on CDC, state and local public health guidance on matters of air and shall implement recommendations. Topics reviewed shall include but are not limited to those listed below:

- Air Filtration
- Natural and forced air circulation
- Natural air and environmental conditions

Cleaning and Disinfecting
In accordance with CDC guidelines, SCOE has implemented the following cleaning, disinfection and safety strategies to maintain healthy work environments at SCOE owned sites.

- Certain staff, such as custodians and maintenance and operations staff, shall receive specialized training and be required to disinfect common surfaces and objects in the worksite at least twice daily.
- Routine schedules have been established to clean and disinfect common and frequently touched surfaces in the worksite twice daily and between use as much as possible. Objects would include, but are not limited to: tables, desks, chairs, keyboards, doorknobs, handles, faucets, bathroom surfaces, etc.
- Use of shared objects such as gym or physical education equipment, art supplies, toys, games will be limited when possible or cleaned between use and high-touch points will be disinfected between users.
- Room(s) and/or office(s) potentially or exposed to the COVID-19 virus will be closed to allow for disinfection and extensive cleaning by trained custodial as well as maintenance and operations staff.
- Trained staff engaged in cleaning and disinfection will be equipped with proper PPE as well as EPA-approved cleaning and disinfecting products.
- EPA-approved cleaners and disinfecting products and supplies shall be made available to certain staff, including but not limited to custodial and maintenance staff.
Items that employees come in regular physical contact with and/or are difficult to be cleaned such as phones, headsets, desks, keyboards, writing materials, instruments and tools shall not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by employees with EPA-approved cleaners and disinfecting products.

All staff will be advised to utilize hand sanitizer prior to use of shared items including but not limited to copiers, refrigerators, microwaves, water coolers, vending machines, breakrooms, etc.

Sanitizing supplies shall be made available in all communal areas and near all shared spaces or items.

**Employee Training**

SCOE shall educate employees on policies and procedures through SCOE Announcements and the SCOE website to protect employees from COVID-19 hazards, including but not limited to the items in this section.

Training and instruction shall be provided using methods that are easy to understand, including verbal, visual, audiovisual and picture-centered handouts and through Target Solutions and other resources.

All training shall be consistent with the Center for Disease Control (CDC) and/or state and local Public Health guidance and regulation, whichever is most strict and shall include the following:

**What COVID-19 is and How It Is Spread**

- COVID-19 is an infectious disease that can be spread through air transmission.
- Particles containing COVID-19 can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- Individuals with COVID-19 may be asymptomatic.

**Signs and Symptoms of COVID-19**

**When to Seek Medical Attention if Not Feeling Well**

**Prevention of the spread of COVID-19 if you are sick** including the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

**Use of face coverings to help slow the spread** and that face coverings are not respiratory equipment but rather, are intended to primarily protect other individuals from the wearer of the face covering.

**How to properly wear a face covering over the nose and mouth.**

**Physical Distancing Guidelines**

Importance of **washing hands** with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.

**Coughing and Sneezing Etiquette.**

**Guidance** for cleaning and disinfecting.

- Reading labels, wearing proper Personal Protective Equipment (PPE), hazard review and steps to minimize harm to employees using cleaning products.
HAZCOM online training module shall be required for all employees and substitutes.
Healthy Schools Act online training module shall be required for all employees and substitutes.

**How to properly put on and take off PPE.**

Information regarding Appendix G: COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.

Employees required to actively screen students or staff for symptoms of COVID-19 shall be provided with sufficient information and training consistent with state and local public health guidance.

**Employee Supports**

Employees who are at high-risk from COVID-19 are entitled to engage in an interactive process meeting with their supervisor, Department Director, and/or a Human Resource Services representative in order to identify and determine appropriate accommodations, if any. Employees will be informed on leave options available for COVID-19 related absences including but not limited to those consistent with the Families First Coronavirus Response Act, when applicable.

**Systems for Communicating**

SCOE’s goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand that includes at minimum the items listed below.

- Employees are directed to report COVID-19 symptoms and possible hazards to the employee’s supervisor, Department Director, or Human Resource Services representative.
- SCOEHR-COVID@scoe.org is a SCOЕ dedicated email for COVID related questions, concerns, to report positive tests, symptoms and exposures. When using this email include the main topic in the subject line of the email, i.e. Testing, Positive COVID Test, Leave Options, etc...
- The above email will be monitored throughout the business day for inquiries. A Human Resource Services team member and/or a supervisor will respond to the inquiry.

Employees reporting COVID test results, possible symptoms and hazards can do so without fear of reprisal.

Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness shall have an interactive process meeting with the employee’s supervisor, Department Director, Administrative Operations Specialist, Human Resource Services representative, or a combination thereof.

Employees can find resources about where to obtain a voluntary COVID-19 test (non-surveillance) as needed on the Sonoma County Emergency webpage. The latest information about Coronavirus Information for area schools and families is available on the SCOЕ website.

In the event employee(s) have potentially been exposed to COVID-19 in the worksite, as determined through contact tracing, shall receive a letter of notification and/or email utilizing the employee(s) SCOЕ email address.

Links to samples of employee exposure notifications are listed below:

- Appendix E - Direct Contact Staff Notification
- Appendix F - No-Direct Contact Staff Notification

In the event SCOЕ is required to provide testing because of a worksite exposure or outbreak, the Human Resource Services department shall communicate the plan for providing testing and inform employees of the reason for the testing and the possible consequence of a positive test.
COVID Cases
If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, and that are not due to a known or chronic condition, the employee shall immediately return home, go to a healthcare facility if needed, or self-isolate until they can be safely transported away from the worksite to the appropriate place, ensuring they are wearing a face covering and physically distanced from others. Supervisors shall inform employees that they must go home or to a healthcare facility as needed, if they are visibly exhibiting symptoms consistent with COVID-19 and not due to a known or chronic condition.

SCOE shall provide employees with appropriate resources on COVID-19 including how to seek medical care and what to do in the event they have symptoms, such as that provided by the CDC about what to do if you are sick.

Exclusion of COVID-19 Cases
Employees with a confirmed positive case of COVID-19 shall be excluded from the worksite until return-to-work requirements consistent with state and local public health guidelines have been met.
If an order to isolate or quarantine an employee is issued by the local or state health official, the employee so ordered shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the relevant return-to-work criteria shall be met.

Employees excluded from the worksite due to a positive confirmed case of COVID-19 or a close contact exposure to COVID-19 that has been determined as work-related shall maintain earnings, seniority, and all other employee rights and benefits for the duration of the isolation or quarantine where permitted by law and when not covered by workers’ compensation.

Employees excluded from the worksite shall be provided with a staff notification letter and/or email utilizing the employee’s SCOE email address. These notifications will be sent within 24 hours from knowledge of the need for exclusion and includes the following:
- Where and how to access free COVID-19 test(s).
- Available leaves and benefits due to exclusion.
- Disinfection and safety plan that SCOE will implement or complete.
- Samples of employee(s) exposure notifications are listed below:
  - Appendix E - Direct Contact Staff Notification
  - Appendix F - No-Direct Contact Staff Notification

Employees who have had potential exposure to COVID-19 in the worksite, as determined through contact tracing, shall be offered COVID-19 testing at no cost during their established work schedule and if necessary be reimbursed for mileage.

Employees who have had potential exposure to COVID-19 in the worksite shall be provided with information on Appendix G: COVID-19 related benefits to which the employee may be entitled under applicable federal, state, or local laws.

Return to Work after COVID-19 Exclusion
A negative COVID-19 test shall not be required for an employee to return to work from isolation.
Return to work criteria for employees with a confirmed positive case of COVID-19 on isolation and who are symptomatic shall include:
- At least 10 days have passed since the date of the onset of symptoms;
- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medication;
- COVID-19 symptoms have improved.
Employees with a confirmed positive case of COVID-19 on isolation and who are asymptomatic will be allowed to return to work after a minimum of 14 days has passed since the date of the specimen collection of their first positive COVID-19 test.

**Notifications to Sonoma County Health Department**

SCOE shall work closely with the Sonoma County Public Health Department so that they may engage in proper contact tracing and timely notification to any individuals who may be affected by a COVID-19 case.

Employee information shared with Public Health may include the employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work. The employee’s name and date of birth will not be disclosed unless asked by the health officials.

Additional information provided to Public Health may include others which have been in close contact with the individual with COVID-19, total number of COVID-19 cases, hospitalization and/or fatality status.

**Outbreaks**

In the event three or more cases of COVID-19 are identified in a worksite environment within a 14-day period, additional precautions shall be taken.

SCOE shall provide COVID-19 testing to all employees in the exposed worksite except for employees who were not present during the period of an outbreak as identified by the local health department or within the relevant 14-day period from the last known date of exposure to a confirmed positive COVID-19 case.

Employees shall be provided with information about where they can obtain a confidential COVID-19 test at no cost to them. Testing may take place during employees’ working hours and if necessary mileage reimbursement from their worksite or SCOE office to the testing site will be provided.

All employees identified as having been in the exposed worksite during the infectious period shall be referred for immediate testing and again one week later.

Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department.

After the first two COVID-19 tests, SCOE shall continue to provide COVID-19 testing of employees who remain at the worksite at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the worksite for a 14-day period.

SCOE shall provide additional testing as deemed necessary by Cal/OSHA.

SCOE shall exclude all employees identified through contact tracing as having potential exposure in the worksite and those employees shall not return to work until the relevant return-to-work criteria has been met.

SCOE shall immediately investigate at minimum the items in this section and shall determine possible worksite-related factors that contributed to the COVID-19 outbreak.

Investigation and review will be documented and include:

- Leave policies and practices and whether or not employees are discouraged from remaining home when sick
- COVID-19 testing procedures
- Insufficient outdoor air (lack of ventilation)
- Insufficient air filtration
- Lack of physical distancing

SCOE shall immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.
- The review shall be updated every thirty days that the outbreak continues.
- The review shall be updated in response to new information received or to new or previously unrecognized COVID-19 hazards.
- The review shall be updated when otherwise necessary.

The investigation and review shall result in the implementation of changes to reduce the transmission of COVID-19 and shall consider at minimum, the items listed in this section:
- Moving indoor tasks outdoors or having them performed remotely.
- Increasing outdoor air supply when work is done indoors.
- Improving air filtration.
- Increasing physical distancing as much as possible.
- Respiratory protection.
- Other identified applicable controls.

Immediately, but no longer than 48 hours after knowledge of 3 or more cases of COVID-19 in the worksite, SCOE shall contact the local health department for guidance on preventing the further spread of COVID-19 in the worksite.

SCOE shall provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation (if an employee), worksite location, any hospitalization and/or fatality status, and any other information requested by the local health department.

SCOE shall continue to give notice to the local health department of any subsequent COVID-19 cases at our worksite.

**Major Outbreaks**

In the event twenty (20) or more cases of COVID-19 are identified in a worksite environment within a 30-day period, additional precautions shall be taken as outlined in this section.

SCOE shall provide twice weekly COVID-19 testing to all employees in the exposed worksite except for employees who were not present during the period of a major outbreak as identified by the local health department or within the relevant 30-day period from the last known date of exposure to a confirmed positive COVID-19 case.

Employees shall be provided with information about where they can obtain a COVID-19 test at no cost to them during employees’ working hours and if necessary be reimbursed for mileage from their worksite or SCOE office to the testing site.

SCOE shall exclude all employees identified through contact tracing as having potential exposure in the worksite and those employees shall not return to work until the relevant return-to-work criteria has been met.

The investigation and review, consistent with the procedures outlined in the case of an outbreak, shall result in the implementation of changes to reduce the transmission of COVID-19.

**COVID-19 Hazard Correction**

In addition to the requirements of the SCOE COVID-19 Prevention Plan Correction of COVID-19 Hazards, SCOE will take the following actions:
In buildings or structures with mechanical ventilation, filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system.

- If MERV-13 or higher filters are not compatible with the ventilation system, then filters with the highest compatible filtering efficiency will be utilized.

- SCOE will evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.

- Determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.

- Evaluate whether to halt some or all operations at the worksite until COVID-19 hazards are corrected.

- Implement any other control measures deemed necessary by Cal/OSHA.

SCOE shall comply with the requirements for notification to the Sonoma County Public Health Department.

**Reporting, Recordkeeping, and Access**

SCOE shall document and maintain a variety of information required by state and local public health, in order to ensure compliance with health and safety measures.

SCOE shall report information about COVID-19 cases at the worksite to the local public health department when required by law, and provide any related information requested by the local public health department.

SCOE shall report immediately to Cal/OSHA, any COVID-19 related serious illnesses or death, as defined under CCR Title 8 section 330(h), of any employee occurring in the worksite or in connection with any employment.

SCOE shall maintain records of the steps taken to implement the written COVID-19 Prevention Program (CPP) in accordance with CCR Title 8 section 3202(b).

SCOE shall make the written CPP available to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

SCOE shall use Appendix C: Employee COVID-19 Contract Tracing, Appendix D: Non-Employee COVID Contact Tracing and/or Appendix H: Investigating COVID-19 Cases form(s) to keep record of and track all COVID-19 cases. As required by law, the information will be made available to employees, authorized employee representatives with personal identifying information removed or when necessary, the shared information will be consistent with the CalOSHA Form 300.
Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. The Santa Barbara County Education Office will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Date of investigation: __________________________

Name and title of person conducting the evaluation: __________________________

Name(s) of employee and authorized employee representative that participated, if any: __________________________________________

<table>
<thead>
<tr>
<th>Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards</th>
<th>Places and times</th>
<th>Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers</th>
<th>Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix B: COVID-19 Inspections

Date of Inspection: __________________________

Name(s) and title(s) of person(s) conducting the evaluation: __________________________________________

Name and address of work location evaluated: ______________________________________________________

<table>
<thead>
<tr>
<th>Exposure Controls</th>
<th>Status</th>
<th>Person Assigned to Correct</th>
<th>Date Corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engineering</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barriers/partitions/plexiglass</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ventilation (fresh air and filtration maximized)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional room air filtration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>[add any additional controls in workplace]</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Administrative</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical distancing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surface cleaning and disinfection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(frequently enough and adequate supplies)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand washing facilities (adequate numbers and supplies)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfectant and hand sanitizer being used</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>according to manufacturer instructions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>[add any additional controls in workplace]</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>[add any additional controls in workplace]</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PPE (not shared, available and being worn)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposable face masks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gloves</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Face shields with cloth drape/goggles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respiratory protection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N95 masks for specialized healthcare procedures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposable or re-useable coveralls or aprons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>[add any additional controls in workplace]</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix C: SCOE EMPLOYEE COVID-19 Contact Tracing Investigation

* Required

SCOE COVID-19 Contact Tracing Investigation for EMPLOYEE (Appendix C)

1. Date Investigation Began: *

   Example: January 7, 2019

2. Name of Person Conducting Investigation: *

   [Google Form Link]
# Employee Information

All personal identifying information of COVID-19 cases or symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law. All employees’ medical records shall be kept confidential and not disclosed or reported without the employee’s express written consent to any person within or outside of the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

3. **Name of EMPLOYEE Who Tested Positive:** *

   __________________________________________

4. **Current/Best Contact Phone Number for EMPLOYEE:** *

   __________________________________________

5. **Employee Supervisor** *

   __________________________________________

6. **Supervisor Contact phone number** *

   __________________________________________
7. EMPLOYEE's Primary Work Location: *

Check all that apply.

☐ Skylane Campus - 5340 Skylane Blvd., Santa Rosa 95403
☐ Amarosa - 3261 Dutton Ave., Santa Rosa 95403
☐ Headwaters Academy - 1355 Industrial Ave., Petaluma 94952
☐ Valley of the Moon, 7400 Los Guilicos Road, Santa Rosa 95409
☐ Labath - 5860 Labath Ave., Rohnert Park 94928
☐ El Colegio - 1059 Camino Coronado, Rohnert Park 94928
☐ Mendocino Office - 1006 Mendocino Ave., Santa Rosa 95401
☐ La Fiesta - 8511 Liman Way, Rohnert Park 94928
☐ Altimira Middle - 17805 Arnold Drive, Sonoma 95476
☐ Biella Elementary - 2141 Jennings Ave., Santa Rosa 95401
☐ Comstock - 2750 W. Steele lane, Santa Rosa 95403
☐ Elsie Allen High School - 599 Bellevue Ave., Santa Rosa 95407
☐ Jack London Elementary, 2707 Francisco Ave., Santa Rosa 95403
☐ Juniper - 3274 juniper Ave., Santa Rosa 95407
☐ J.X Wilson Elementary - 246 Brittain Lane, Santa Rosa 95401
☐ Kawana Academy - 2121 Morgana Drive, Santa Rosa 95404
☐ La Tercera Elementary - 1600 Albin Way, Petaluma 94954
☐ Loma Vista - 207 Maria, Petaluma 94954
☐ Lawrence E. Jones Middle, 5154 Snyder Lane, Rohnert Park 94928
☐ Maria Carrillo High - 6975 Montecito Blvd., Santa Rosa 95409
☐ Mantanzas - 1687 Yulupa Ave., Santa Rosa 95405
☐ Northwest Prep - 2590 Piner Road, Santa Rosa 95401
☐ Olivet Elementary - 1825 Willowside Road, Santa Rosa 95401
☐ Petaluma High - 201 Fair St., Petaluma 94952
☐ Rancho Cotati High - 5450 Snyder Lane, Rohnert Park 94928
☐ San Miguel Elementary - 5350 Faught Road, Santa Rosa 95403
☐ Santa Rosa Middle - 500 E St., Santa Rosa 95404
☐ Sonoma Valley CBI - 276 E Napa St., Sonoma 95476
☐ Windsor Middle School - 9500 Brooks Road South, Windsor 95492
☐ Other Location - Include Street Address & City

Other: ☐
8. Job Title of EMPLOYEE (Job Class, such as Administrative Secretary IV or TA Special Ed, etc) *

9. Department of EMPLOYEE: *

Check all that apply.

- Administration
- Alternative Education
- Business Services
- Education Support Services
- Facilities, Operation, and Maintenance
- First 5
- Human Resource Services
- Information Technology
- North Coast School of Education
- SCLS - School & College Legal Services
- Special Education and Behavioral Health Services
- SELPA - Special Education Local Plan Area
- Other: 

Worksite Location Information where exposure occurred

Exposures occur during the infectious period. The infectious period is defined as:

For someone who exhibits COVID-19 Symptoms PRIOR to testing positive: The two calendar dates prior to the first date of symptoms.

For someone who exhibits no COVID-19 symptoms but tests positive during surveillance testing: The date the test was administered AND the two calendar dates prior to the test date PLUS all dates since the day of the test.

10. With the above definitions of infectious periods in time, when what was the FIRST possible date the EMPLOYEE may have exposed others in the workplace? *

Example: January 7, 2019
11. With the above definitions of infectious periods in time, when was the LAST possible date the EMPLOYEE may have exposed others in the workplace?

Example: January 7, 2019

12. Based on the above FIRST exposure date and LAST exposure, what date(s) was the EMPLOYEE present AT a worksite during the infectious period? (If none, please enter NONE - otherwise, list each date). *

13. IF COVID-19 symptoms were present, what date did the EMPLOYEE first experience one or more COVID-19 symptoms?

Example: January 7, 2019
14. School Name/Work Location(s) EMPLOYEE was present in during infectious period (Check all that apply): *

Check all that apply.

☐ Skylane Campus - 5340 Skylane Blvd., Santa Rosa 95403
☐ Amarosa - 3261 Dutton Ave., Santa Rosa 95403
☐ Headwaters Academy - 1355 Industrial Ave., Petaluma 94952
☐ Valley of the Moon, 7400 Los Guilicos Road, Santa Rosa 95409
☐ Labath - 5860 Labath Ave., Rohnert Park 94928
☐ El Colegio - 1059 Camino Coronado, Rohnert Park 94928
☐ Mendocino Office - 1006 Mendocino Ave., Santa Rosa 95401
☐ La Fiesta - 8511 Liman Way, Rohnert Park 94928
☐ Altimira Middle - 17805 Arnold Drive, Sonoma 95476
☐ Biella Elementary - 2141 Jennings Ave., Santa Rosa 95401
☐ Comstock - 2750 W. Steele lane, Santa Rosa 95403
☐ Elsie Allen High School - 599 Bellevue Ave., Santa Rosa 95407
☐ Jack London Elementary, 2707 Francisco Ave., Santa Rosa 95403
☐ Juniper - 3274 juniper Ave., Santa Rosa 95407
☐ J.X Wilson Elementary - 246 Brittain Lane, Santa Rosa 95401
☐ Kawana Academy - 2121 Morgana Drive, Santa Rosa 95404
☐ La Tercera Elementary - 1600 Albin Way, Petaluma 94954
☐ Loma Vista - 207 Maria, Petaluma 94954
☐ Lawrence E. Jones Middle, 5154 Snyder Lane, Rohnert Park 94928
☐ Maria Carrillo High - 6975 Montecito Blvd., Santa Rosa 95409
☐ Mantanzas - 1687 Yulupa Ave., Santa Rosa 95405
☐ Northwest Prep - 2590 Piner Road, Santa Rosa 95401
☐ Olivet Elementary - 1825 Willowside Road, Santa Rosa 95401
☐ Petaluma High - 201 Fair St., Petaluma 94952
☐ Rancho Cotati High - 5450 Snyder Lane, Rohnert Park 94928
☐ San Miguel Elementary - 5350 Faught Road, Santa Rosa 95403
☐ Santa Rosa Middle - 500 E St., Santa Rosa 95404
☐ Sonoma Valley CBI - 276 E Napa St., Sonoma 95476
☐ Windsor Middle School - 9500 Brooks Road South, Windsor 95492
☐ N/A

Other: □  

https://docs.google.com/forms/d/1lI6N3RAopW7SclwX8VgbPdJqIr3dORKMuEDiLiW8YBU/edit
15. Within the above locations, please provide any specific identifying information about where the EMPLOYEE was on those dates (such as Room #s, Building, Cafeteria)


16. Please list the names of anyone within the workplace that the EMPLOYEE believes to have had “close contact” with, regardless of face covering, during the dates listed above (NOTE: close contact is defined by CDPH as contact with someone within 6 feet for 15 cumulative minutes or more within 24 hours, regardless of face coverings. Example: Within one 24 hour period, one 15 minute exposure would count, as would three five minute exposures totaling 15 minutes).


Positive COVID-19 Case Testing Information

17. Was the EMPLOYEE offered a COVID-19 test by SCOE? *

Mark only one oval.

☐ Yes
☐ No
☐ N/A
☐ Other: ____________________________
18. What date was the specimen collected for the EMPLOYEE's positive COVID-19 test? *

*Example: January 7, 2019

19. Who performed the COVID-19 test for the EMPLOYEE? *

20. What date did the EMPLOYEE receive positive COVID-19 test results? *

*Example: January 7, 2019

21. What date did the EMPLOYEE report positive results to their supervisor? *

*Example: January 7, 2019

22. Will or did the EMPLOYEE seek healthcare provider support? *
If there is no hover option available, we can add more definition/examples here.

23. Is there anything else the EMPLOYEE thinks we should know that would help us with contract tracing?
Appendix D: Non-Employee COVID-19 ContactTracing (Student, Contractor, Visitor or Other)

* Required

1. Date Investigation Began: *

Example: January 7, 2019

2. Name of Person Conducting Investigation: *

3. INDIVIDUAL (Non-Employee) Type *

Check all that apply.

☐ Contractor
☐ Visitor
☐ Student
Other: ☐
INDIVIDUAL (NON-Employee) Information

All personal identifying information of COVID-19 cases or symptoms shall be kept confidential. All COVID 19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law. All employees' medical records shall be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside of the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

4. Name of Individual Who Tested Positive: *

5. Current/Best Contact Phone Number for Individual: *

Worksite Location Information where exposure occurred

Exposures occur during the infectious period. The infectious period is defined as:

For someone who exhibits COVID-19 Symptoms PRIOR to testing positive: The two calendar dates prior to the first date of symptoms.

For someone who exhibits no COVID-19 symptoms but tests positive during surveillance testing: The date the test was administered AND the two calendar dates prior to the test date PLUS all dates since the day of the test.

6. With the above definitions of infectious periods in time, when what was the FIRST possible date the INDIVIDUAL may have exposed others in the SCOE workplace? *

Example: January 7, 2019

7. With the above definitions of infectious periods in time, when what was the LAST possible date the INDIVIDUAL may have exposed others in the workplace?

Example: January 7, 2019
8. Based on the above FIRST exposure date and LAST exposure, what date(s) was the INDIVIDUAL present AT a SCOE worksite during the infectious period? (If none, please enter NONE - otherwise, list each date). *

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

9. IF COVID-19 symptoms were present, what date did the INDIVIDUAL first experience one or more COVID-19 symptoms?

Example: January 7, 2019
10. School Name/Work Location(s) INDIVIDUAL was present in during infectious period (Check all that apply): *

Check all that apply.

- Skylane Campus - 5340 Skylane Blvd., Santa Rosa 95403
- Amarosa - 3261 Dutton Ave., Santa Rosa 95403
- Headwaters Academy - 1355 Industrial Ave., Petaluma 94952
- Valley of the Moon, 7400 Los Guilicos Road, Santa Rosa 95409
- Labath - 5860 Labath Ave., Rohnert Park 94928
- El Colegio - 1059 Camino Coronado, Rohnert Park 94928
- Mendocino Office - 1006 Mendocino Ave., Santa Rosa 95401
- La Fiesta - 8511 Liman Way, Rohnert Park 94928
- Altimira Middle - 17805 Arnold Drive, Sonoma 95476
- Biella Elementary - 2141 Jennings Ave., Santa Rosa 95401
- Comstock - 2750 W. Steele lane, Santa Rosa 95403
- Elsie Allen High School - 599 Bellevue Ave., Santa Rosa 95407
- Jack London Elementary, 2707 Francisco Ave., Santa Rosa 95403
- Juniper - 3274 juniper Ave., Santa Rosa 95407
- J.X Wilson Elementary - 246 Brittain Lane, Santa Rosa 95401
- Kawana Academy - 2121 Morgana Drive, Santa Rosa 95404
- La Tercera Elementary - 1600 Albin Way, Petaluma 94954
- Loma Vista - 207 Maria, Petaluma 94954
- Lawrence E. Jones Middle, 5154 Snyder Lane, Rohnert Park 94928
- Maria Carrillo High - 6975 Montecito Blvd., Santa Rosa 95409
- Mantanzas - 1687 Yulupa Ave., Santa Rosa 95405
- Northwest Prep - 2590 Piner Road, Santa Rosa 95401
- Olivet Elementary - 1825 Willowside Road, Santa Rosa 95401
- Petaluma High - 201 Fair St., Petaluma 94952
- Rancho Cotati High - 5450 Snyder Lane, Rohnert Park 94928
- San Miguel Elementary - 5350 Faught Road, Santa Rosa 95403
- Santa Rosa Middle - 500 E St., Santa Rosa 95404
- Sonoma Valley CBI - 276 E Napa St., Sonoma 95476
- Windsor Middle School - 9500 Brooks Road South, Windsor 95492

Other:  

https://docs.google.com/forms/d/1kcQfYXF9ZQ-dEXj-C4V1VyadPgHDKSVAhmm64JbVWFw/edit
11. **Department of location above where exposure occurred:** *

*Check all that apply.*

- [ ] Administration
- [ ] Alternative Education
- [ ] Business Services
- [ ] Education Support Services
- [ ] Facilities, Operation, and Maintenance
- [ ] First 5
- [ ] Human Resource Services
- [ ] Information Technology
- [ ] North Coast School of Education
- [ ] SCLS - School & College Legal Services
- [ ] Special Education and Behavioral Health Services
- [ ] SELPA - Special Education Local Plan Area
- Other: [ ]

12. **Within the above locations, please provide any specific identifying information about where the INDIVIDUAL was on those dates (such as Room #s, Building, Cafeteria)**

13. **Please list the names of anyone within the workplace that the INDIVIDUAL believes to have had “close contact” with, regardless of face covering, during the dates listed above (NOTE: close contact is defined by CDPH as contact with someone within 6 feet for 15 cumulative minutes or more within 24 hours, regardless of face coverings. Example: Within one 24 hour period, one 15 minute exposure would count, as would three five minute exposures totaling 15 minutes).**

https://docs.google.com/forms/d/1kcQfYXF9ZQ-dEXj-C4V1VyadPgHDKSVAhmm64JbVWF/edit
Positive COVID-19 Case Testing Information

14. Name of SCOE contact and/or employee who was notified of INDIVIDUAL's positive COVID test results? *

15. Phone number for SCOE contact/employee who received above notification. *

16. Date SCOE contact/employee received above notification. *

   Example: January 7, 2019

17. What date was the specimen collected for the INDIVIDUAL's COVID-19 test? *

   Example: January 7, 2019

18. What date did the INDIVIDUAL receive positive COVID-19 test results? *

   Example: January 7, 2019

19. Brief description of exposure: *

   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
20. Is there anything else the above INDIVIDUAL thinks we should know that would help us with contract tracing?

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

This content is neither created nor endorsed by Google.
Date: February, 2021

From: John Laughlin, Associate Superintendent Human Resource Services

RE: Notice of Potential COVID-19 Exposure: AB685 Labor Code Section 6409.6

Dear SCOE Employee,

Pursuant to California Labor Code Section 6409.6, please be advised Sonoma County Office of Education (SCOE) has received notification that you may have been exposed to COVID-19.

Last date of known exposure: 
Date qualified individual was tested for COVID-19: 
School Site name: 
School site address: 
Quarantine and/or isolation period ends: 

On the above date, an individual present at the above SCOE worksite has received a positive COVID-19 test and has been ordered to self-quarantine or self-isolate. SCOE attendance records indicate you may have been exposed during the infectious period when this qualified individual received the positive COVID-19 test and was ordered to self-quarantine or self-isolate due to possible COVID-19 exposure concerns.

In response, SCOE has performed a contact tracing investigation and has determined there was opportunity for you to have close contact (within 6 feet) with this qualified individual for an accumulated period of 15 minutes or more over a 24-hour period. In accordance with the California Department of Public Health and Sonoma County Public Health, you must self-isolate or self-quarantine effective immediately and continuously until (14 days from known exposure DATE) which is 14 days from the last day of possible exposure at this location.

Quarantine guidelines have changed recently, but in an effort of extreme caution and prudence, SCOE is adhering to an isolation period of 14 days from the date of exposure. Please contact your supervisor regarding whether you can work remotely during this period of self-quarantine. You may be eligible for one or more of the COVID-19 related benefits listed below due to exposure. Please contact Human Resource Services at SCOEHRCOVID@scoe.org to discuss available benefits listed below:

- Continuation of pay, benefits and seniority while on isolation or quarantine if determined through contact tracing to be a work-related incident.
- Up to 60 workdays of Worker’s Compensation / Industrial Accident Leave.
- Up to 12 workweeks of leave pursuant to the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA).
- Use of sick leave and other accumulated paid leave.
- Extended Illness Leave.
Please monitor yourself for any symptoms associated with COVID-19 as symptoms may appear 2-14 days after exposure to the virus. According to the Centers for Disease Control (CDC), COVID-19 symptoms may include but are not limited to the following:

- Fever or chills
- New loss or taste or smell
- Cough
- Sore throat
- Shortness of breath or difficulty breathing
- Headache
- Fatigue
- Nausea or vomiting
- Muscle or body aches
- Diarrhea
- Congestion or runny nose

If you develop symptoms, stay home, notify your supervisor and/or department Administrative Operations Specialist and contact your healthcare provider for medical advice and/or a treatment plan. If you test positive for COVID-19, please notify your supervisor and/or department Administrative Operations Specialist immediately with the date your test sample was taken.

Confidential no cost COVID-19 testing is available. You may get tested during work hours and if necessary be reimbursed for mileage. You are encouraged to contact your healthcare provider to schedule an appointment to be tested. If you do not have health insurance, contact SCOEHRCOVID@scoe.org to access testing. When directing inquiries to this email address, include the word Testing in the subject line of the email. Throughout Sonoma County additional no cost confidential testing sites are available and can be found on the Sonoma County Emergency webpage.

In accordance with CDC guidelines and as outlined in the SCOE Coronavirus Prevention Program (CPP), cleaning, disinfection and safety strategies have been implemented to ensure a healthy work environment. These safety strategies include:

- Affected room(s) and/or office(s) have been closed to allow for disinfection and extensive cleaning.
- Frequently touched surfaces and objects such as tables, desks, keyboards, chairs, doorknobs and handles, light switches, phones, toilets, faucets, rails, and touch screens will be cleaned and disinfected using EPA-approved disinfectant product(s).
- Electrostatic disinfecting of all possible locations accessible by the qualified individual.

Please be advised SCOE has policies protecting employees from discrimination, harassment and retaliation, as mandated under federal and state laws. These policies continue to apply during the COVID-19 pandemic. Under these laws, employers are prohibited from discriminating in any way against employees who have been potentially exposed to or diagnosed with COVID-19.

Thank you for your continued support and collaboration as we work together as a school community to ensure the safety of all students and staff.

**Important Informational Weblinks**

- CDC COVID-19 information
- SCOE Coronavirus Prevention Program
- Sonoma County Emergency webpage
- Guidance on Cal/OSHA Temporary Emergency Standards on COVID-19
Date: February, 2021

From: John Laughlin, Associate Superintendent Human Resource Services

RE: Notice of Potential COVID-19 Exposure: AB685 Labor Code Section 6409.6

Dear SCOE Employee,

Pursuant to California Labor Code Section 6409.6, please be advised Sonoma County Office of Education (SCOE) has received notification that you may have been exposed to COVID-19.

On the above date, an individual present at the above SCOE worksite has received a positive COVID-19 test and has been ordered to self-quarantine or self-isolate due to possible COVID-19 exposure concerns. SCOE attendance records indicate you were present at the SCOE worksite during the infectious period when this qualified individual received the positive COVID-19 test and was ordered to self-quarantine or self-isolate due to possible COVID-19 exposure concerns. Out of an abundance of caution all individuals present at this worksite during the infectious period are being informed of this potential COVID-19 exposure.

SCOE has performed a contact tracing investigation and has determined you did not have close contact (within 6 feet) with the qualified individual for more than 15 minutes (cumulative) during the infectious period which began 2 days prior to the date of testing.

Please monitor yourself for any symptoms associated with COVID-19 as symptoms may appear 2-14 days after exposure to the virus. According to the Centers for Disease Control (CDC), COVID-19 symptoms may include but are not limited to the following:

- Fever or chills
- New loss or taste or smell
- Cough
- Sore throat
- Shortness of breath or difficulty breathing
- Headache
- Fatigue
- Nausea or vomiting
- Muscle or body aches
- Diarrhea
- Congestion or runny nose

If you develop symptoms, please stay home, notify your supervisor and/or department Administrative Operations Specialist and contact your healthcare provider for medical advice and/or treatment plan. If you test positive for COVID-19, please notify your supervisor and/or...
department Administrative Operations Specialist immediately with the date your test sample was taken.

Confidential no cost COVID-19 testing is available. You may get tested during work hours and if necessary be reimbursed for mileage.

To schedule an appointment for confidential no cost COVID-19 testing contact:

- Your healthcare provider.
- SCOEHRCOVID@scoe.org to receive information about upcoming SCOE COVID testing clinics dates and available appointments. When directing inquires to SCOEHRCOVID@scoe.org, denote Testing in the subject line of the email.
- Sonoma County Emergency webpage for additional area testing sites and availability.

In accordance with CDC guidelines and as outlined in the SCOE Coronavirus Prevention Program (CPP), cleaning, disinfection and safety strategies have been implemented to ensure a healthy work environment. These safety strategies include:

- Affected room(s) and/or office(s) have been closed to allow for disinfection and extensive cleaning.
- Frequently touched surfaces and objects such as tables, desks, keyboards, chairs, doorknobs and handles, light switches, phones, toilets, faucets, rails, and touch screens will be cleaned and disinfected using EPA-approved disinfectant product(s).
- Electrostatic disinfecting of all possible locations accessible by the qualified individual.

Please be advised SCOE has policies protecting employees from discrimination, harassment and retaliation, as mandated under federal and state laws. These policies continue to apply during the COVID-19 pandemic. Under these laws, employers are prohibited from discriminating in any way against employees who have been potentially exposed to or diagnosed with COVID-19.

Thank you for your continued support and collaboration as we work together as a school community to ensure the safety of all students and staff.

**Important Informational Weblinks**

- [CDC COVID-19 information](https://www.cdc.gov)
- [SCOE Coronavirus Prevention Program (CPP)](https://www.scoe.org/coronavirus-prevention-program)
- [Sonoma County Emergency webpage](https://www.sonomacounty.com/emergency/index.php)
Appendix G: Employee Paid Leave Rights During COVID-19 (“Coronavirus”) Pandemic

This memorandum summarizes leave rights available to Sonoma County Office of Education (SCOE) employees during the COVID-19 (“Coronavirus”) Pandemic, effective January 1, 2021. Paid Leaves under the Families First Coronavirus Act (FFCRA) expired December 31, 2020.

Leave Entitlement

During the COVID-19 pandemic, employees have access to the same leaves they would typically [sick leave, personal necessity (up to 7 days of available sick leave balance), Extended Illness/Differential pay leave, vacation (as applicable), compensatory time (as applicable), federal and state Family and Medical Leave (FMLA & CFRA)].

Additionally, employees may be eligible for SB 1159 COVID-19 Worker’s Compensation and Title 8 – Exclusion from the Workplace & Continuation of Earnings/Benefits:

SB 1159 COVID-19 Worker’s Compensation

SB 1159 creates a "disputable presumption" that a COVID-19 illness or death arose in the course of employment and is a compensable worker's compensation "injury" if:

1. employee tests positive during an "outbreak" at a "specific place of employment"
2. employee performed labor or services, at the employer's direction was on or after July 6, 2020

Title 8 - Exclusion from Workplace & Continuation of Earnings/Benefits:

Employees may be entitled to continue compensation, rights, and benefits (including seniority and right to return to former job), if the excluded employee is able and available to work.

Exclusions

- Exclude Employees with “COVID-19 Exposure” from the workplace until 14 days after last known COVID-19 exposure to a COVID-19 Case. If asymptomatic, employee may return after 10 days since last known exposure with face covering, social distancing and self-monitoring for symptoms through day
- Exclude “COVID-19 Cases” (Tested Positive) from the workplace. See Part 11, below, for Exclusion Period.

Employees’ right to exclusion compensation/benefits does not apply if:

1. Employee is unable to work for reasons other than protecting persons in workplace from possible COVID-19 transmission (e.g., employee’s COVID-19 symptoms, employee is caring for a family member) or
2. Employer demonstrates COVID-19 exposure “more likely than not” is not work related
## Leave Chart

<table>
<thead>
<tr>
<th>Qualifying Reasons –</th>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
<th>(4)</th>
<th>(5)</th>
<th>(6)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Color Key:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Available for use</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allowed by SCOE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Applicable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sick Leave</strong></td>
<td></td>
<td></td>
<td>Allowed with Approved Leave request</td>
<td>Allowed with Approved Leave request</td>
<td>Allowed with Approved Leave request</td>
<td></td>
</tr>
<tr>
<td><strong>Differential Lv.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Personal Necessity (up to 7 days of available Sick leave)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Vacation (as applicable)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Federal and State Family and Medical Leave Act</strong> (FMLA &amp; CFRA) - Eligibility Requirements Apply</td>
<td></td>
<td></td>
<td>Up to 12 weeks unpaid leave</td>
<td>Eligibility Requirements Apply</td>
<td>Up to 12 weeks unpaid leave</td>
<td>Eligibility Requirements Apply</td>
</tr>
<tr>
<td><strong>Industrial Accident/Illness</strong></td>
<td></td>
<td></td>
<td>Available if employee tests positive for COVID-19 and establishes it was contracted while at work</td>
<td>Available if employee tests positive for COVID-19 and establishes it was contracted while at work</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Exclusion Pay</strong> - Eligibility Requirements Apply</td>
<td>Available if employee is excluded from the worksite Eligibility Requirements Apply</td>
<td>Available if employee is excluded from the worksite Eligibility Requirements Apply</td>
<td>Available if employee is excluded from the worksite Eligibility Requirements Apply</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

i Per order of the Sonoma County Public Health Officer to shelter at home
ii Note from Health Care Provider Required
iii Up to 12 weeks unpaid leave may be used to care for a family member who is ill and/or injured
iv Physician’s note required from Workers’ Compensation doctor
v Paid Leave for employees who are excluded from the worksite and meet the eligibility requirements
Appendix H: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees’ medical records shall be kept confidential and not disclosed or reported without the employee’s express written consent to any person within or outside of the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date of investigation: __________________________

Name(s) and title(s) of person(s) conducting the investigation:

<table>
<thead>
<tr>
<th>Individual type: __________________________ (indicate if employee, parent, student, or visitor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual name:</td>
</tr>
<tr>
<td>Location(s) where individual was present in the workplace:</td>
</tr>
<tr>
<td>Was COVID-19 test offered?</td>
</tr>
<tr>
<td>COVID-19 test results:</td>
</tr>
<tr>
<td>Date the case first had one or more COVID-19 symptoms:</td>
</tr>
</tbody>
</table>

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the infectious period, and who may have been exposed:
## Notice provided to individual(s) within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, of the potential COVID-19 exposure

<table>
<thead>
<tr>
<th>All employees who may have had COVID-19 exposure and their authorized representatives.</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Names of employees provided notification:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Independent contractors and other visitors present at the workplace during the infectious period.</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Names of individuals provided notification:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</th>
<th>What could be done to reduce exposure to COVID-19?</th>
</tr>
</thead>
</table>

| Was local health department notified? | Date: |