

EMPLOYEE PROTOCOLS - Report to Work

Daily Self Checklist (<https://www.cdc.gov/screening/>)

Each day before reporting to work check yourself for these symptoms:

Fever or Chills Sore throat Cough Shortness of Breath/Difficult breathing
Headache Congestion Nausea, vomiting, diarrhea, loss of appetite
Muscle/Body aches Possible COVID-19 exposure

If you have any of the above symptoms:

- Stay home
- Contact your supervisor and/or Department Administrative Operations Specialist

Worksite Screening

In compliance with federal, state and county guidelines, Sonoma County Office of Education (SCOE) has designated staff performing on-site health screenings for employees and visitors at some SCOE worksite entrances. Due to an abundance of caution, staff may be denied entrance to a SCOE worksite.

If you have been asked not to enter a SCOE worksite follow these steps.

- Advise your supervisor of the situation.
- If you feel ill, return home and contact your healthcare provider for medical advice and/or treatment plan.
- If you feel able to work, consult your supervisor for your ability to work remotely.
- If you are not able to perform your job duties remotely
 - Report your absence through the SCOE absence reporting system as "Other Leave"
 - Email HR at SCOEHR-COVID@scoe.org for additional leave options

Re-admittance to SCOE worksites

Employees that have been excluded from a SCOE worksite will be able to return when:

- The symptom(s) are no longer present, typically 24 hours without symptoms or use of medication to treat the symptom(s).
- If symptom(s) are indicative of a Non-COVID health condition, submit supporting documentation from your medical health provider to your supervisor, Department Director, Administrative Operations Specialist, and/or Human Resource Services representative.

COVID Testing

- 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 for testing especially if you are exhibiting COVID-19 related symptoms.
- Sonoma County Health Services has community testing sites posted at:
<https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing>

Employee Assistance Program

Contact the SCOE [Employee Assistance Program](#) (EAP) for free, confidential counseling or help 24/7.

- Call 800-999-7222, identify SISC-Sonoma County Office of Education as your employer.
- Online at <https://www.anthem.com/employer/eap/employee/>:
 - On the left side of the page, select orange Login button
 - Enter the company code: **SISC**

Please be advised SCOE will not discriminate in any way against employees who have been potentially exposed to or diagnosed with COVID-19.

For questions or concerns, contact SCOEHR-COVID@scoe.org. Every effort will be made for a prompt response, within 2 business days or sooner.