



Spreckels Union School District

REOPENING WORKPLACES TRAINING FOR SUSD EMPLOYEES

JUNE 2020

Agenda

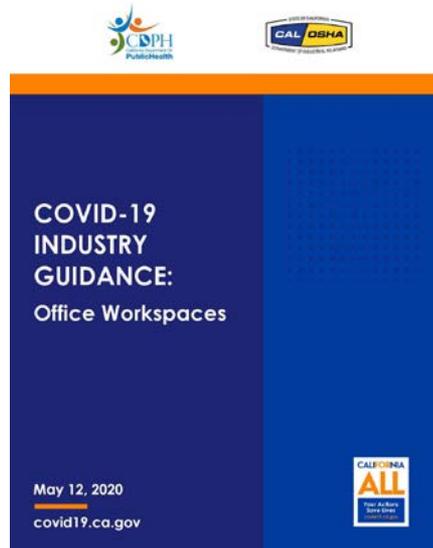
- Industry Guidance by California Department of Public Health
- Timeline
- Workplace Safety
- Employee Communications
- Resources
- Questions

Industry Guidance by California Department of Public Health (CDPH)



Industry Guidance by CDPH

- Office Workspaces Guidance released May 12, 2020



Worksite Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every office location, perform a comprehensive risk assessment of all work areas, and designate a person at each office workspace to implement the plan.
- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.
- Train and communicate with employees and employee representatives on the plan.
- Regularly evaluate the office workspace for compliance with the plan and document and correct deficiencies identified.
- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
- Identify close contacts (within 6 feet for 15 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.
- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.



Topics for Employee Training

- Information on [COVID-19](#), how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.

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Industry Guidance by CDPH

- Worksite Specific Plan
 - Training of all employees
 - Regularly evaluating office workspaces
 - Investigation of any COVID-19 illnesses
 - Identification of close contacts of any infected employee(s) and isolation of positive employee(s) and close contacts
 - Adherence to all guidelines

Industry Guidance by CDPH

- Topics for Employee Training
 - Information on COVID-19
 - Self-Screening at Home and Work
 - Staying Home When Sick and/or Exposed to COVID-19
 - Handwashing
 - Physical Distancing
 - Personal Protective Equipment and Face Coverings
 - Employee Leave Benefits

COVID-19



COVID-19 Symptoms

Symptoms are wide ranging and can be similar to the flu, including:

- Fever
- Cough
- Shortness of breath
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore Throat
- New loss of taste or smell

What to Do if You Have Symptoms

If a person develops symptoms of COVID-19, including fever, cough or shortness of breath, and has reason to believe they may have been exposed, they should:

- Call their health care provider before seeking care. Contacting them in advance will make sure that people can get the care they need without putting others at risk.
- Be sure to tell your health care provider about your travel history.

- You can also take the following precautionary measures:
 - Avoid contact with sick individuals
 - Wash hands often with soap and warm water for at least 20 seconds. Singing happy birthday twice is a good guide.

Self-Screening



SUSD Daily Wellness Check

- SUSD employees must begin each work day by submitting a [SUSD Daily Wellness Check](#)



FEVER COUGH SHORTNESS OF BREATH SORE THROAT HEADACHE

SUSD Daily Wellness Check

Please submit a daily wellness check within the first 15 minutes of your arrival to work. Thank you.

Your email address (vflournoy@spreckelsdistrict.org) will be recorded when you submit this form. Not you? [Switch account](#)

* Required

First Name *

Your answer _____

Last Name *

Your answer _____

Staying Home When Sick/Exposed



Staying Home when Sick/Exposed

- If you are experiencing any symptoms of COVID-19 (cough not due to chronic or known condition), fever, shortness of breath, chills, muscle pain, sore throat, new loss of taste or smell), please **do not** come to work. Notify your supervisor and call your healthcare provider.
- If you experience symptoms of COVID-19 while at work, please immediately notify your supervisor, go home and call your healthcare provider.
- Employees exhibiting symptoms of COVID-19 while at work will be immediately asked to go home (if unable to do so, a space has been made for quarantine).

Handwashing



Handwashing

- Keeping hands clean is especially important to prevent COVID-19 from spreading
- Wash your hands often with soap and water for at least 20 seconds
- If soap and water are not readily available, use hand sanitizer
- Be mindful to wash hands before and after using high-touch common areas
- Do not touch your eyes, nose, and mouth, especially with unwashed hands

Physical Distancing



Physical Distancing

- Limiting face-to-face contact with others is the best way to reduce the spread of COVID-19
- Stay at least 6 feet (about 2 arm's length) from other people
- All workstations should be 6 feet apart. When workstations are closer than 6 feet, modifications will be required prior to returning to worksite

Personal Protective Equipment (PPE) and Face Coverings

PPE and Face Coverings

- The use of face masks slow the spread of the virus, and help people who may have the virus and do not know it, from transmitting it to others
- SUSD employees are required to wear face masks at all times, immediately after exiting your car, when entering the building, moving throughout the building, when visiting the restroom **and whenever in congregated areas where a 6 foot distance is not maintained**
- You may remove your face mask while at your workstation if you share a communal/shared workspace if a 6 foot distance is maintained
- Cloth face masks should be washed or cleaned regularly
- Disposable face masks are available as needed at your worksite

Employee Leave Benefits



Employee Leave Benefits

Families First Coronavirus Response Act (FFCRA) Effective 4/1/2020 - 12/31/2020

Emergency Paid Sick Leave

- **80 hours of sick leave (2 weeks)** for full time employees (to be prorated for part time employees), not to exceed \$510/day, for a total of \$5,110.
 - This leave may be used prior to any accrued sick leave.
 - This leave may be used under the following circumstances:
 - Employee tested positive for COVID-19
 - Employee is medically quarantined
 - Employee is self-quarantined due to potential exposure (with or without symptoms)
Employee is experiencing symptoms and seeking a medical diagnosis
 - Emergency sick leave does not carryover, and will only be awarded if one of the conditions above is met
 - This leave is available immediately, regardless of how long an individual has been employed
- **80 hours of sick leave (2 weeks) at 2/3 pay** for full time employees (to be prorated for part time employees), not to exceed \$200/day, for a total of \$2,000.
 - This leave may be used prior to any accrued sick/personal necessity leave
 - This leave applies under the following circumstances:
 - Employee is medically vulnerable (including persons over 65)
 - Employee is caring for COVID-19 positive immediate family member
 - Employee is on childcare leave due to child's school closure

Employee Leave Benefits (Continued)

Emergency Family and Medical Leave Act (FMLA) Expansion

FMLA expansion affects staff members who are unable to work, or work remotely, because their minor child's school or paid childcare is closed or unavailable.

- Child must be under 18 years of age
- School/Daycare closure or unavailability must be due to a COVID-19 related public health emergency
- Staff are eligible if they have been employed with MCOE for at least 30 days

The leave entitles employees:

- Up to 12 workweeks of leave.
- First 10 days are unpaid, unless the employee substitutes other paid leave, including vacation or sick leave.
- Remainder of the leave is paid at not less than $\frac{2}{3}$ pay, which shall not exceed \$200/day and \$12,000 total.

For full details and requirements of FFCRA, please see the FFCRA Frequently Asked Questions on the SUSD Website or contact Monica Valero, Human Resources Director

Employee EAP Resources

CVT Members:

1. **MDLIVE:** CVT members have access to a licensed therapist by phone or video with scheduled appointments at the same cost as their physician's office visit (will vary by plan). [MDLIVE](#)
2. **Beacon Health Options (EAP):** Up to 6 counseling sessions, Work-Life Services, Financial Services, Legal Services, Financial Coaching, Child Care Services, and a library of online resources. These services are available 24 hours a day, 365 days per week. [EAP](#)
3. **CredibleMind:** New Benefit! Through the CredibleMind platform, you can: Search for resources in more than 100 topics, such as anxiety, depression, stress, sleep, meditation, and meaning and purpose. Find the kinds of resources that fit your learning style – apps, podcasts, videos, articles, books, and much more. Find evidence-based approaches that are known to help with various mental health and spiritual growth issues – for example, to reduce anxiety good exercise and sleep hygiene, as well as creative activities like music and painting can help reduce symptoms. Take assessments to learn more about yourself. [CredibleMind](#)

Should you have questions regarding any of these services, please contact the vendor directly or the CVT Member Services line at 1.800.288.9870.

Timeline



Timeline

Staggered return based on needs and ability to socially distance

- SUSD expects that employees in will begin a phased-in return to limit the total number of people in workspaces beginning Wednesday, July 8, 2020. To return to a worksite, SUSD employees will be required to view the SUSD Reopening Workplaces Training slideshow, the SUSD Office Procedures and Protocols and the FAQ's on SUSD COVID-19 Protocols and complete the following list of SafeSchool online trainings;

Coronavirus: Managing Stress and Anxiety

Coronavirus Awareness

IPM for Teachers and Office Staff

Bloodborne Pathogen Exposure Prevention

Coronavirus: Cleaning and Disinfecting Your Workplace

Workplace Safety



How We Prepare the Office for Return to Work

- Trainings
- Symptom Screenings (SUSD Daily Wellness Check)

- Personal Protective Equipment (PPE)
 - OSHA Requirements

- Changes in the office outlined in the SUSD Office Procedures and Protocols

- Physical Distancing throughout all buildings

Personal Protective Equipment (PPE)

Masks/ Face Coverings

- CDC and CDPH recommend wearing face coverings in all public settings
 - Monterey County Face Covering Order requires face coverings for all people 13 and over

When to Wear

- Wear a face covering at all times you are unable to socially distance from others (6 feet apart or unless alone)

Gloves

- CDC and CDPH do not recommend wearing gloves for any of our workplace activities

Proposed Changes to the Offices

- Additional Cleanings
 - Full disinfecting and sanitizing done twice daily to all touch points, work surfaces and common areas
 - Frequent disinfecting on all high touch points (e.g. door handles, door push/pull devices...etc.)
 - Tracking log at all common area doors to track traffic for additional cleaning as required
- Hygiene
 - Frequent washing of hands
 - Cover mouth and nose while sneezing and coughing

Employee Communications and Resources

Links to Resources

[California Department of Public Health COVID-19 Guidance for Workplaces](#)

[CDC Guidance for School Settings](#)

[CDC Environmental Cleaning and Disinfecting Recommendations](#)

SUSD website link: [Covid-19 Employee Resources](#)

- Webpage includes SUSD Procedures and Protocols and Frequently Asked Questions documents

Training Videos

Symptoms:

<https://www.youtube.com/watch?v=7zzfdYShvQU>

Return to Work:

<https://www.youtube.com/watch?v=7YVrL2Recqs>

How long does COVID-19 live on surfaces:

<https://www.youtube.com/watch?v=lQvhoFMdXJo>

Handwashing

<https://www.youtube.com/watch?v=d914EnpU4Fo>

Better sneezing habits

<https://www.youtube.com/watch?v=szgiXtQoxyM>

CVT Getting Mental Healthcare

<https://www.youtube.com/watch?v=oAtKD3wXaJ0>