RETURN TO ON-SITE WORK

This Staff Framework for Return to On-Site Work was developed to set forth standards and protocols for the safety and well-being of MCOE employees and any other person accessing MCOE offices and school settings. The content is to be implemented organization-wide and utilized in conjunction with department/program site-specific plans. This document was developed with the most current information known at the time and may be amended as guidance from local, state, and federal agencies becomes available.

COVID-19 has propelled the world into unprecedented times. For the first time in years, we find ourselves developing new processes with the goal of protecting staff, students, parents and members of the public. Until there is a viable vaccine that will help our community achieve herd immunity, we must rely on mitigation strategies to decrease the spread of COVID-19. Together, we can contribute to the wellness of our schools and community as a whole and protect the most fragile and high-risk individuals around us.

The Merced County Department of Public Health and Center for Disease Control, reminds us that it will be a combination of mitigation strategies that will guard us against COVID-19

Proven mitigation strategies include:

• Social distancing (staying at least six feet away from others)
• Wearing face masks
• Good respiratory etiquette
• Hand hygiene
• Frequent cleaning and disinfecting of surfaces

Any one of the strategies indicated above could offer some protection against COVID-19. However, in combination with each other, the strategies will offer layers of protection to the people who practice them. There will be times where one strategy may not be feasible, but using other strategies can make up for the absence of another. For example, when six feet between people cannot be maintained, we can wear face masks and be mindful of the amount of time we are in close proximity to better protect those involved.

The following MCOE Injury Illness Prevention Plan COVID-19 Addendum is designed to set forth standards and protocols for MCOE employees as we return to our on-site work locations, in order to provide a safe, unified return to work plan and provide employees confidence of workplace safety. We will update this addendum to account for the necessary changes as the virus evolves. In the meanwhile, we must offer grace and civility to each other as we make our way through our “new normal.”

All supervisors and managers are responsible to implement and enforce all aspects of this document.

In addition, all employees are expected to adhere to the standards and protocols contained in this document.
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Injury Illness Prevention Plan

1. Purpose

1.1 This policy is designed to set forth standards and protocols for the Merced County Office of Education (MCOE) regarding the current COVID-19 pandemic.
1.2 This policy will be utilized for the protection of employees and any other persons performing essential work for MCOE.
1.3 This addendum may be amended as procedures and guidance from State and Federal Regulations are changed.

2. Scope

2.1 The MCOE is monitoring all current information from local, State, and Federal agencies such as the CDC, CDPH, OSHA, WHO and local Health Departments.
2.2 The MCOE will follow all current recommendations and remain continually updated as conditions and/or recommendations change.

3. Responsibilities

3.1 The Superintendent has the overall responsibility for the implementation, documentation, maintenance, and review of this policy. The Superintendent may delegate specific authority to Primary Department Administrators.
3.2 All Managers/Supervisors are responsible to implement and enforce all aspects of this policy.
3.3 All employees are required to follow all aspects of this policy.


Note: According to the CDC, symptoms may appear in as few as 2 days or as long as 14 days after an exposure.

4.1 Symptoms of COVID-19 typically include the following:
   ● Fever (100.4 degrees Fahrenheit or higher)
   ● Chills
   ● Cough
   ● Shortness of breath
4. How COVID-19 Spreads

- Between people who are in close contact with another person (6’ or less)
  - Through respiratory droplets produced when an infected person coughs or sneezes and then lands in the respiratory track of another person
  - It is possible to transmit the virus by touching a surface or object that has the COVID-19 virus on it and then touching your own mouth, nose, or eyes
  - Some recent studies have suggested that it may spread by people who are not showing symptoms

5. Protection Guidelines

5.1 The following are Employer responsibilities that will be in place until further notice:

- In consultation with Human Resources and on a case by case basis, any individual that appears to be unwell will be asked to leave and return when appropriate.
  - Face masks, hand sanitizer and appropriate protective gloves shall be made available throughout each site and office, as necessary and to the extent such supplies are available.
  - Post additional signage throughout MCOE buildings and work areas to raise awareness.
  - Ensure routine cleaning of frequently touched surfaces.
  - No gatherings of employees of more than 10 people. If more than ten employees are involved in a meeting, procedures must be followed to minimize contact:
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- Seats placed at least 6’ apart in all directions.
- Handwashing will be encouraged and hand sanitizer will be provided.
- Gloves will be available.
- Face masks will be required.

- All meetings are encouraged to be call-in/video conference. This includes both office and field meetings. Any meeting or training session attended by employees must provide for physical distancing of at least 6’.

- Rotating work schedules will be considered when appropriate. Appropriate schedules could include:
  - Staggered start and ending times
  - AM/PM schedule
  - Alternating days

- Implement measures to ensure physical distancing of at least six feet between workers and customers. This can include use of physical partitions or visual cues (e.g., floor markings or signs to indicate where customers should stand).

5.2 The following are minimum standards and employee responsibilities that will be in place until further notice:

- All employees are required to maintain a minimum of 6’ of physical distancing at all times and to the extent possible.
- Employees are required to conduct a daily health assessment (see section 7).
- If an employee is displaying flu-like symptoms they must stay home or leave for home immediately if they begin to display symptoms (see section 7, Appendix A).

- Employees must wash hands frequently with soap and water for a minimum of 20 seconds. If soap and water is not available use hand sanitizer (70% alcohol content or greater).
- Avoid touching eyes, nose and mouth.
- Employees should follow respiratory etiquette such as covering mouth/nose when coughing/sneezing and immediately wash hands after. Cover the mouth and nose with a tissue. If a tissue is not available, cough or sneeze into sleeve, not hands.
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- Employees should avoid sharing equipment or workspaces. If equipment or workspaces are shared, employees should practice frequent hand washing.
  - Employees shall clean/disinfect frequently touched surfaces when supplies are available.
  - Staff should maintain a clutter-free work surface and workstation for efficient and regular cleaning/disinfecting.
  - Staggered breaks and lunch times to avoid employees from gathering in one location is encouraged.
  - Company vehicles are limited to one (1) employee only, unless masks are worn and a minimum distance of 6 ft. can be safely maintained.
- No physical greetings such as a handshake or hug.
- Personnel should use the stairs, not the elevator.
- Face masks are required whenever employees leave their personal work area and when in the vicinity of others. Employees should wash or sanitize hands before and after using or adjusting face masks.

6. Monitor/Observe/Enforce

6.1 The site manager/supervisor shall conduct frequent site reviews to ensure all protocols are in place and being enforced.
6.2 If any employee is observed not following MCOE safety measures, the supervisor, in consultation with the Primary Department Administrator and or Human Resources, may ask the employee to leave the site immediately.

7. Wellness Check-in

7.1 Each day each employee must complete a wellness self-assessment. This assessment will be used as a guide to determine if the employee is allowed to work.
7.2 Employees are required to check their own temperature before reporting to work. Any temperature of 100.4 degrees Fahrenheit or higher is defined as a fever.
7.3 Daily Assessment form will be provided to all MCOE employees (Appendix A).
7.4 The employee will provide a completed self-assessment document to their supervisor daily. The MCOE will maintain these confidential documents for one (1) year.

8. **Disinfection and Recovery**

8.1 In the event MCOE has a confirmed case of COVID-19, procedures will be addressed towards identifying any area(s) that have potential contamination. The MCOE may work with industrial cleaning companies and/or Maintenance and Operations, to disinfect the area following CDC guidance.

8.2 Depending on the area(s) that may require disinfection, the specific work may need to be temporarily shut down to allow for the proper cleaning and to disinfect the area(s) of potential contamination.

9. **Procedures/Tasks that May Violate the 6’ Rule for Physical Distancing**

9.1 Due to the nature of some of the work performed by MCOE staff, there can be times where employees may need to be closer than 6’.

9.2 The employee shall follow the recommendations as outlined on the COVID-19 job hazard analysis whenever work makes it necessary for employees to be within the 6’ of separation.

9.4 Any task requiring employees needing to be within 6’ or closer of each other shall be limited in duration as much as possible.

9.5 All MCOE staff will be provided with the COVID-19 Job Hazard Analysis.

9.6. COVID-19 Job Hazard Analysis is available in Appendix B.

10. **Training**

10.1 Ongoing training regarding COVID-19 includes but is not limited to:

- What is COVID-19
- How does COVID-19 spread
- Signs/symptoms of COVID-19
- Maintaining 6’ minimum of physical distancing per the MCOE policy
- Washing of hands regularly and thoroughly; use of hand sanitizer as needed
- Wear proper PPE as needed
- Use of proper hygiene etiquette such as covering the mouth with an arm or tissue; avoid touching the face/eyes/nose/mouth with unwashed hands
• Do not share tools/equipment or other work spaces
• Cleaning/disinfecting of surfaces as the day progresses
• Proper use and the hazards of the cleaning/disinfecting products to be used
• Use of proper PPE when using cleaning/disinfecting products
• Have employees refer to the www.cdc.gov website for up to date information
• Have employees refer to the www.osha.gov/SLTC/covid-19/ website for OSHA information

10.2 Training to include updates from the CDC, local health department, OSHA and any other State or Federal agencies.

10.3 All training shall be documented.

11. Forms

11.1 The following Appendices are a part of this IIPP Addendum:

11.1.1 Appendix A – Employee Self-Assessment Form
11.1.2 Appendix B – Job Hazard Analysis
Merced County Office of Education
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APPENDIX A: Employee Self-Assessment

Employee Self-Assessment Form
Self certification of being COVID-19 symptom and exposure free.
* Required

Email address *
Your email

Supervisor Name *
Choose

Name (First and Last Name) *
Your answer

ID# *
Your answer

Job Title *
Your answer
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Do you have a fever? (fever is defined as temperature of 100.4 degrees Fahrenheit or higher) *

☐ No
☐ Yes

Are you experiencing other unexplained symptoms such as: chills, cough, shortness of breath, respiratory illness, sore throat or new loss of taste/smell? *

☐ No
☐ Yes

Have you been in close contact with anyone who has been diagnosed with COVID-19? *

☐ No
☐ Yes

Certification to work *

☐ I certify that I have answered No to all of the questions above and am safe to work today

☐ I certify that I have answered Yes to one or more questions above and will not work today

A copy of your responses will be emailed to the address you provided.
APPENDIX B: COVID-19 Job Hazard Analysis

<table>
<thead>
<tr>
<th>Job/Task</th>
<th>Potential Hazard</th>
<th>Recommended Actions/Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal Job Tasks/Duties</td>
<td>Exposure to COVID-19</td>
<td>• All workers should be trained in COVID-19 safety measures and precautions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Workers must review and acknowledge receipt of this JHA.</td>
</tr>
<tr>
<td>Tasks requiring workers to be closer than 6’</td>
<td></td>
<td>• Specific tasks to be outlined and limited to scope and duration as much as possible.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Associated workers will have to successfully complete a daily health assessment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Required Personal Protective Equipment (PPE); including, face covering/mask, face shield or mask, protective gloves, and site/task specific PPE, as necessary.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Task and site-specific PPE shall also be utilized in conjunction with any COVID-19 specific PPE.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Workers to be trained for required PPE usage, selection, donning/doffing procedures.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Disinfect tools, materials and area prior to starting work. Disinfecting solution, access to soap &amp; water, and hand sanitizer will be provided.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Perform tasks safely using task specific procedures.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Complete tasks and disinfect all tools, materials and area prior to removing PPE.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Remove and dispose of single use PPE. Reusable gloves, face shields and other PPE should be cleaned, dried and stored for future use.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Wash hands, face and other body parts with soap and water for at least 20 seconds.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Use hand sanitizer as necessary.</td>
</tr>
</tbody>
</table>
COVID-19 Training Resources

✓ **MCOE – CDC COVID-19 Handout**
✓ **Donning and Doffing Facial Protection – Mask Alone**
✓ **Safe & Proper Glove Removal**

After reviewing the MCOE COVID-19 IIPP, the Job Hazard Analysis and the 3 COVID-19 Training Resources on this page, you will now be asked to complete a one time Employee Verification Form.

Thank you for taking the time to review the resources and we hope that you will visit this document often as a refresher. Let’s work together to keep ourselves, our coworkers and those we serve safe and healthy.

Thank you.
Additional Resources:

- FAQ’s
- COVID-19 Positive Exposure Plan Flowchart
- Families First Coronavirus Response Act
1. **If I test positive for COVID-19, what do I do?**

   Notify immediate supervisor or the HR Analyst - Leaves & OHS immediately as outlined on the COVID-19 Positive Exposure Plan for MCOE Employees Flowchart contained in this packet. By following the steps on the Flowchart, the identity and health information of the employee will be confidential and aid in decreasing the chance of spreading COVID-19.

2. **What should I do if someone living in my immediate household tests positive for COVID-19?**

   Notify immediate supervisor or the HR Analyst - Leaves & OHS immediately. The circumstances will be confidentially reviewed by HR and employee will, in most cases, be asked to quarantine for 14 days.

3. **What if a person in my immediate household has been exposed to COVID-19 and directed to quarantine for 14 days? What should I do?**

   If the person living in your immediate household is not showing any symptoms of COVID-19, the MCOE employee may continue to report to work. If the person living in immediate household begins to show signs of COVID-19, consult with medical provider and notify immediate supervisor who will consult with HR.

4. **Do I need to quarantine for 14 days when I return from out-of-state or out of country travel?**

   No, there is no longer an isolation requirement when travelling state-to-state or out of country.

5. **What should I do if I see someone in a common area or walking around an MCOE facility without a face mask?**

   In a courteous manner, employees may remind co-workers to wear their face mask for the protection of all concerned. If employee is not comfortable addressing the matter directly with their co-worker, they are highly encouraged to share their observation with their immediate supervisor. The employee's immediate supervisor is then expected to work with the co-worker's immediate supervisor to rectify at the department level.
6. **Can I remove my mask when in an office or space where all present are able to maintain a minimum of six feet of physical distance at all times?**

Employees and other persons may but are not required to remove face masks when individuals are in a setting when a minimum of six feet of physical distance can be maintained. Employees should always exercise judgment when donning or doffing face masks.

7. **I have a note from my doctor that states I cannot wear a mask. What should I do?**

Contact Maria Lopez, HR Analyst - Leaves & OHS, at malopez@mcoe.org. The HR Analyst will initiate the Interactive Process to address work restriction in an effort to determine if there is a reasonable accommodation to address this request.

8. **Will there be a teleworking option as we transition back to the office/school setting?**

Telework may be a viable option under limited circumstances as a temporary and effective alternative. Reasons may include, but are not limited to, lack of suitable childcare due to COVID-19 (where employee is actively seeking alternative care) or if appropriate while under quarantine or awaiting test results. Please speak with your Supervisor, if you need to explore teleworking options.

9. **Is Families First Coronavirus Response Act (FFCRA) Leave available for me to use?**

Contact your immediate supervisor who will work in conjunction with the HR Analyst to assess available leave entitlements, including FFRCA leave. Keep in mind that “leave” is not the same as telework since leave implies employee is not obligated to provide service during the leave of absence.

10. **I am considered “at increased risk of getting severely ill from COVID-19” according to the CDC’s June 25, 2020 update and am expected to report to work. What do I do?**
If employee has an underlying medical condition, they must communicate directly with the HR Analyst - Leaves & OHS who will then trigger the Interactive Process to determine if there is a reasonable accommodation that would allow the employee to enjoy the benefits of work during this pandemic. The immediate supervisor is an integral part of this process therefore communication and coordination is vital. Every effort will be made to provide a reasonable accommodation that is in line with the recommendations as outlined by your medical provider.

11. If my child’s school does not reopen and I have ongoing childcare needs, what do I do?

Work with your immediate supervisor who will consult with the HR Analyst - Leaves & OHS to consider telework and or intermittent telework. If telework is not an option, contact the HR Analyst - Leaves & OHS to review possible leave entitlements.

12. How will MCOE support staff in promoting a safe and smooth return to school for students attending MCOE programs?

Program/Site-specific plans have been created to provide guidance and protocols for a safe, healthy return to school for students attending MCOE programs. The program/site plans will vary based on the student population, the needs of the student, or the students' district of attendance.

13. How will MCOE protect my HIPAA rights and confidentiality should I test positive for COVID-19?

By following the steps outlined on the COVID-19 Positive Exposure Plan for MCOE Employees Flowchart, only those persons who need to know will be informed. These individuals are trained to respond quickly and confidentially to protect you and those who may have been in contact with you. Note that HIPAA law has been relaxed as it pertains to COVID-19 to ensure individuals who may have been exposed are able to be notified.

14. If I have symptoms but do not test for COVID-19, or symptoms are unrelated, when can I return to work?

Staff may return to work when at least three days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and
improvement of symptoms (e.g. cough, shortness of breath, gastrointestinal issues or other signs and symptoms of illness).

15. If I test positive for COVID-19, or have close contact with someone who has tested positive, when can I return to work?

Per the Merced County Health Department, staff may return to work when:

- When they have no fever for three days without the aid of medications & show improvement in respiratory symptoms &
- It has been 10 days since onset of symptoms
- If employee test positive, but shows no symptoms, may return to work 10 days after the date of their first positive test
- Employees with close contact exposure, may return to work 14 days after quarantine/self-isolation period, provide employee has not symptoms.

16. If an MCOE employee tests positive for COVID-19, how do I know if I have been exposed?

MCOE will conduct contact tracing and communicate with affected employees - those that may have had close contact during the infectious period. Public Health officials have defined the infectious period as 48 hours before symptoms develop. Close contact means individuals who have been within six feet for 15 minutes cumulatively of a staff member who tests positive for COVID-19. Employees who have not had close contact will not be required to quarantine, but should continue to self-monitor for symptoms.
Employee communicates potential exposure, symptoms or positive test to Immediate Supervisor.

Immediate Supervisor communicates information to HR Analyst - Leaves & OHS without delay. Employee information is kept confidential, to the extent possible.*

HR Analyst - Leaves & OHS works directly with employee.

Deputy Superintendent notifies the appropriate Cabinet member of a positive test.

HR Analyst - Leaves & OHS works with appropriate Supervisor regarding employee’s leave or ability to work remotely.

Cabinet member and HR work with Facilities to arrange for deep cleaning and disinfecting of the impacted employee’s workspace(s).

Facilities/Operations disinfects the affected areas based on CDC and Public Health Department guidelines.

In collaboration with HR, the Communications Manager will work with the Public Health Department to receive support and guidance for the impacted individual and the impacted worksite location.

Employee released to return to work after meeting Centers for Disease Control (CDC) guidelines.

Employee works with HR Analyst & Supervisor on return to work plan.

HR conducts internal contact tracing of MCOE staff who may have had close contact.**

HR Analyst – Leaves & OHS, in coordination with the Immediate Supervisor, works with employees who may have had close contact at work and may temporarily remove them from onsite work.

Employees who did not have close contact should continue to self-monitor for symptoms.

*Aside from the specified contacts noted on this flow chart, employees should not be identified by name to ensure compliance with privacy laws.

**Close contact means individuals who may have been within 6 feet for a duration of 15 minutes cumulatively during the infectious period.
The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

**PAID LEAVE ENTITLEMENTS**

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee’s two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to $511 daily and $5,110 total;
- 2/3 for qualifying reasons #4 and 6 below, up to $200 daily and $2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to $200 daily and $12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

**ELIGIBLE EMPLOYEES**

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

**QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19**

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

**ENFORCEMENT**

The U.S. Department of Labor’s Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

For additional information or to file a complaint:

**1-866-487-9243**
TTY: 1-877-889-5627
dol.gov/agencies/whd