Salinas Union High School District
Reopening of Worksites (Schools)
Health and Safety Procedures and Protocols

*July Draft*²

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¹ Adapted form COVID-19 Industry Guidance: Office Workspaces
² Shall be updated as needed due to the rapidly changing COVID-19 landscape
I. Introduction

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population. These procedures and protocols have been informed by various publications, websites, and documents (all cited) as well as by “the work of people [Reopening of Schools Committees] who have contributed their expertise, time, and talents to help all learners and educators at the Salinas Union High School District to return to school successfully.”

On March 17, 2020 the County of Monterey Health Department sent the following Shelter in Place Order:

“Order of the Health Officer of the County of Monterey directing all individuals to shelter at their place of residence except that they may leave to provide or receive certain essential services or engage in certain essential activities, and work for essential businesses and governmental services.”

Further, Section 10(e)(xi) Definitions and Exemptions defines Educational institutions as:

Educational institutions--including public and private K-12 schools, colleges, and universities--for purposes of facilitating distance learning or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible;

In addition, per Government Code: TITLE 1. GENERAL [100 - 7914] (Title 1 enacted by Stats. 1943, Ch. 134.). DIVISION 4. PUBLIC OFFICERS AND EMPLOYEES [1000 - 3599] (Division 4 enacted by Stats. 1943, Ch. 134.) CHAPTER 8. Oath or Affirmation of Allegiance for Disaster Service Workers and Public Employees [3100 - 3109] (Heading of Chapter 8 amended by Stats. 1972, Ch. 590.) 3100.

“It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

(Amended by Stats. 1971, Ch. 38.)”

3 COVID-19 Industry Guidance: Office Workspaces Updated July 2, 2020
4 SUHSD Safe Re-Opening of Schools Draft Plan July 8, 2020
5 County of Monterey Health Department, Shelter in Place Order, dated March 17, 2020
Thus employees of the Salinas Union High School District (SUHSD) serve as Essential Employees as well as Disaster Service Workers. As a result many employees have been providing essential services (such as, but not limited to, food services, distance learning, payroll and human resources employees) for our staff and students, resulting in employees having to be on site to perform said services. The SUHSD is proud and honored to be surrounded by such committed employees, who have worked in various capacities and roles, since the beginning of this pandemic. The District would like to take this opportunity to sincerely and wholeheartedly thank ALL employees for their continued efforts to ensure we are providing our students the essential services they need and deserve.

II. **Purpose**
This document provides guidance for the SUHSD to support a safe, clean office space work environment for employees. This guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.

III. **Expectations**
SUHSD expects that employees at each site will begin a phased-in return to limit the total number of people in workspaces as of Monday, July 6, 2020. Employees who have requested to return earlier (and who have completed the required training) will work with their supervisor to do so. As employees return to work they will be:

1. expected to follow [Monterey County Health Department](https://www.mendocounty.org/health) and [California Department of Public Health](https://www.cdph.ca.gov/) orders and guidance for physical distancing, face covering and hygiene as well as the [COVID-19 Industry Guidance: Office Workspaces (CA)](https://cdn.cdc.gov/cdc/coronavirus/COVID-19/industry-guidance-office-workspaces-update-20200618.pdf) and the [COVID-19 Industry Guidance: Schools and School-Based Programs; June 5, 2020](https://cdn.cdc.gov/cdc/coronavirus/COVID-19/industry-guidance-schools-update-20200605.pdf)

2. required to:
   a. attend at least one [SUHSD Reopening Workplaces Training](https://www.suhsd.org) slideshow *(schedule TBD)*
   b. review [SUHSD Reopening of Worksites Procedures and Protocols](https://www.suhsd.org)
   c. complete the [SUHSD Daily Wellness Check](https://www.suhsd.org) daily. This is a self-check/symptom screening you submit **daily prior to arriving** at work. Links shall be provided to all employees. Employees shall not be

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allowed to continue at their worksite unless they conduct the **SUHSD Daily Wellness Check** daily

c. stay home if they are feeling sick or exhibiting symptoms of any kind and contact their supervisor and the Human Resources Department immediately
d. practice mandated **social distancing requirements**, including **physical distancing** of **at least** 6 feet
e. enter and exit the building at the entrance closest to your office/work station (if possible)
f. wear a face covering **correctly** and per the orders listed above
   i. The District has defined a face covering as “a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand.”
g. practice regular **hand washing** (at least 20 seconds) upon arrival to the work site, regularly throughout the day, and before leaving.
h. maintain clutter free surfaces and workstations for efficient and regular cleaning and disinfecting
   i. limit contact with employees members as much as possible
   j. prohibit outside visitors onto SUHSD campuses/sites (exception: essential workers who have been pre-approved by site admin)

## IV. COVID-19 Liaison

Site Administrators and Directors shall designate a staff liaison(s) to be responsible for responding to COVID-19 concerns. The Covid Liaison’s name and contact information shall be disseminated to all employees and how to contact them. The Liaison shall be responsible for:

1. ensuring all employees who are scheduled to be on site complete the **SUHSD Daily Wellness Check** The spreadsheet must be sorted by site.
2. coordinate self-check/symptom screening stations outside of the workplace for employees unable to conduct **SUHSD Daily Wellness Check**

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7 Adapted from the Draft Protocol 1-Confirmed COVID-19 in the workplace-campus document (V. Boyd/Centers for Disease Control)
8 COVID-19 Industry Guidance: Schools and School-Based Programs June 5, 2020
3. coordinating the documentation and tracking of possible exposure, in order to notify the Human Resources department, local health officials, and employees in a prompt and responsible manner;  
4. maintaining communication systems that allow employees to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records;  
5. reviewing State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly;  
6. creating a procedure for the safe pickup of employees who become seriously ill while at work;  
7. identifying an isolation room or area to immediately quarantine anyone who exhibits symptoms of COVID-19;  
8. notifying Human Resources Department of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws;  
9. contact tracing in positive COVID-19 cases only.

V. COVID-19 Industry Guidance: Office Workspaces (Revised July 2, 2020)

1. Required Use of Face Coverings (CDPH Guidance for the Use of Face Coverings Updated June 18, 2020):
   a. People in California must wear face coverings when they are in the high-risk situations listed below:
      a. **Inside of**, or in line to enter, **any indoor public space**;
      b. Engaged in work, whether at the workplace or performing work off-site, when:
         i. interacting in-person with any member of the public;
         ii. working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
         iii. Working in any **space where food** is prepared or packaged for sale or distribution to others;
         iv. **Working in or walking through common areas**, such as hallways, stairways, elevators, and parking facilities;
         v. In any **room or enclosed area where other people** (except for members of the person’s own household or residence) **are present** when unable to physically distance;

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9 COVID-19 Industry Guidance: Schools and School-Based Programs June 5, 2020
While outdoors in public spaces when maintaining a physical distance of 6 feet from persons who are not members of the same household or residence is not feasible.

2. **Workplace Specific Plan (PENDING)**
   The district is working on a written, workplace-specific COVID-19 prevention plan which shall be posted at every office location, including a comprehensive risk assessment of all work areas and work tasks, and designating a person at each office workspace to implement the plan. This plan includes:
   1. the Reopening of Schools Task force;
   2. social distancing protocols;
   3. face covering guidance;
   4. coordination with the Monterey County Health Department;
   5. employee training;
   6. facilities walkthroughs and investigations of all positive COVID-19 employees.

3. **Topics for Worker Training**
   The District has created a [SUHSD Reopening Workplaces Training](#) for all employees including the following topics:
   a. [Information on COVID-19](#)
   b. [Self-Screening/SUHSD Daily Wellness Check](#)
   c. [Staying Home When Sick/Symptomatic](#)
   d. [Medical Attention](#)
   e. [Handwashing](#)
   f. [Physical Distancing](#)
   g. [Cleaning Protocols](#)
   h. [Face Coverings](#)
   i. [Families First Coronavirus Response Act (FFCRA)](#)

4. **Individual Control Measures and Screening**
   All employees shall complete the [SUHSD Daily Wellness Check](#). This is a self-check/symptom screening employees must submit daily prior to arriving at work. Employees who are sick or exhibiting symptoms of COVID-19 must stay home.

   The COVID-19 Liaison shall be responsible for:
   a. ensuring that all employees who are scheduled to be on site complete the [SUHSD Daily Wellness Check](#)
   b. providing a self-check/symptom screening station (located outside of the workplace) for employees unable to conduct the [SUHSD Daily Wellness Check](#) prior to arriving at the workplace.
c. establishing self-check/symptom screening stations at the main site entrance, with special floor markings or signs to ensure social distancing, and will include a minimum of 4 digital thermometers.

The District provides each site with masks, hand sanitizer and gloves when necessary, ensures proper signage is posted at all entrances and in strategic and highly-visible locations reminding employees that they must use face coverings and practice physical distancing, and that they should frequently wash their hands with soap for at least 20 seconds, use hand sanitizer, and not touch their face.

5. Cleaning and Disinfecting Protocols
SUHSD’s custodial staff will be completing the following cleaning schedule:

a. Nightly sanitize and disinfect high-touch points which include shared counter tops, conference tables, all doors and door handles, light switches and other items identified on the High-Touch Points list where multiple-persons make contact with a surface throughout the day. Individual workstations occupied by only one person are not considered high touch points and will remain the responsibility of the individual who resides at that workstation for cleanliness standards.

b. The Principal or designee will also be working on the distribution of disinfection wipes to all individual workstations for use following interaction with staff and distribution of touch-free hand sanitizer stations in each department, division, classroom, and communal work areas that have not been restricted from use. Restricted spaces and fixtures will be cordoned off with caution tape or other barriers to prevent use during high and moderate restrictions based on risk-factors associated with use.

c. Perform thorough cleaning in high traffic areas such as break rooms and lunch areas, and areas of ingress and egress including stairways, stairwells, escalators, handrails, and elevator controls (high touch). Disinfect commonly used surfaces including door knobs, toilets, and handwashing facilities nightly.

d. By implementing modified employee work rotations the District has modified hours to provide adequate time for regular thorough cleaning and disinfection of office spaces.

e. Employees must avoid sharing phones, other work supplies, or office equipment wherever possible and never share PPE. In the event such items must be shared, employees shall disinfect (using single use disinfecting wipes) between shifts or uses, whichever is more frequent, including shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared workstations, etc.

f. Restrooms/sanitary facilities shall be operational and stocked at all times and additional soap, paper towels, and hand sanitizer are provided when needed.
g. The District chose disinfecting chemicals, approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follows product instructions; utilizes disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or ethyl alcohol solutions with at least 70% alcohol that are appropriate for the surface; provides workers training (Cintas) on the chemical hazards, manufacturer’s directions, ventilation requirements, and Cal/OSHA requirements for safe use and ensures employees using cleaners or disinfectants wear gloves as required by the product instructions. Follow the asthma-safer cleaning methods recommended by the California Department of Public Health and ensure proper ventilation.

Where possible, do not clean floors by sweeping or other methods that can disperse pathogens into the air. The District is encouraging all sites to purchase vacuums with HEPA filters.

6. **Physical Distancing Guidelines:**

a. **School Closures:**

During this time school buildings and offices will continue to be closed to the public and only open to SUHSD employees. The exception being the provision of essential services (e.g., food services, textbooks, schedule distribution etc.), and any outside essential workers providing necessary services that are pre-scheduled (i.e., copy machine technicians, plumbers, etc.). SUHSD will not be hosting public in-person meetings until further notice, and has transitioned to conducting regular meetings, professional development and interviews remotely.

b. **Entrances**

Employees shall use the entrance closest to their work area as all SUHSD buildings will remain closed to the public; doors will remain locked.

c. **Outside Essential Workers**

In the event that outside essential workers (e.g., contractors, agency partners, social services, vendors, etc.) need to enter the building, they must obtain prior approval, by the site administrator or designee, and schedule an appointment. They will be required to sign-in/out and follow all health and safety protocols. If you are working with an outside essential worker, please contact Lisa Gonzles at lisa.gonzales@salinasuhsd.org to coordinate approval and scheduling of work. All outside essential workers must comply with self-check/symptom screenings **prior to** entering the building (see no. 4 above; *Individual Control Measures and Screening*).
d. **Telework/Telecommuting**

In order to protect the health and safety of SUHSD employees, and to maintain quantity, quality, and services to our students, the District voluntarily entered into a telecommuting (remote work) arrangement with employees during the COVID-19 pandemic. Not all positions are eligible for telecommuting, as many require a physical presence onsite. In those cases, the District implemented modified work schedules.

In addition, the District discontinued nonessential travel and encouraged distance meetings via phone and internet.

e. **Meeting/Break/Restroom Occupancy**

All meeting/break and restrooms shall be limited to occupancy within physical distancing requirements and will have occupancy signs posted. Only enough chairs and tables will be allowed in meeting and break rooms for maximum physical distancing capacity. Single disinfectant wipes must be provided in all break rooms to allow employees to wipe down any common devices such as vending machines, refrigerators, microwaves, etc. after use. Common device usage is permitted one individual at a time, maintaining social distancing protocols.

f. **Signage**

The District is taking reasonable measures, including posting signage at all building entrances and in strategic and highly-visible locations, to remind employees of new COVID-19 protocols. Signage shall include:

- the use of face coverings, social distancing, handwashing and/or hand sanitizer
- Physically distancing guidelines
- SUHSD Daily Wellness Check QR codes (pending)
- Maximum (physically distanced) occupancy in every meeting room, breakroom and elevator

VI. **COVID-19 Positive Employees Protocol**

1. If an employee develops symptoms of COVID-19, including, but not limited to, fever, cough or shortness of breath and is **not on the work site** employee shall:
   a. **STAY HOME**;
   b. utilize established absence call-in procedures (AESOP);
   c. immediately inform the supervisor and contact the SUHSD Human Resources

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10 Adapted from the [Centers for Disease Control and Prevention](https://www.cdc.gov)
Department (classified employees contact Carmen Madrigal at 831-796-7042 and certificated employees Janet Lal at 831-796-7036 ext. 1020);
d. contact their health care provider before seeking care. Contacting in advance will ensure that employees can get the care they need without putting others at risk;
e. discuss any travel history with the healthcare provider;
f. avoid contact with any individuals;
g. physically distance;
h. wash hands often with soap and warm water for at least 20 seconds. Singing Happy Birthday twice is a good guide.

2. If an employee develops symptoms of COVID-19, including, but not limited to fever, cough or shortness of breath and is currently on site at a school or district, or other work location, (in addition to V. 1, d-f above) employee:
   a. shall inform the immediate supervisor and immediately quarantine (with support from supervisor) until they can go home;
   b. utilize established absence call-in procedures (AESOP) as soon as possible;
   c. contact the SUHSD Human Resources Department (classified employees contact Carmen Madrigal at 831-796-7042 and certificated employees Janet Lal at 831-796-7036 ext. 1020);
   d. may use sick leave, vacation, compensatory time, and/or other entitlement/differential pay as available, consistent with leave policies;
   e. may also be eligible for up to two workweeks of emergency paid sick leave at their full pay rate prior to use of personal leaves if a health care provider advises them to self-quarantine or if they are experiencing symptoms consistent with COVID-19 while seeking a medical diagnosis.11

3. If an employee is confirmed to have COVID-19 and is currently assigned to work (or is working) at a school or district site, or other work location, (in addition to V. 2, a-d above) the supervisor shall:
   a. immediately identify the dates the employee was at work over the previous 14 days;
   b. determine persons (names, contact information, etc.) positive employee came in contact with when the employee was at work (contact tracing);
   c. identify any other details associated with confirmed COVID-19, in a google sheets format, and share with the Assistant Superintendent of Human Resources Department;
   d. immediately contact Ana Aguillon 831-796-7018 ext. 1004 ana.aguillon@salinasuhsd.org or Virginia Boyce 831-796-7074 ext. 1102 virginia.boyce@salinasuhsd.org for the cleaning process.

11 A note from a medical professional may be required if the employee requests emergency paid sick leave and/or plans to use leaves other than vacation (classified only) or compensatory time.
4. In scenarios 1-3 above, the Human Resources Department shall:
   a. contact the employee to determine the appropriate course of action and designate appropriate leave (if any).
   b. investigate, jointly with the Monterey County Health Department, any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection.
   c. upon completion of the investigation solely be responsible for informing employees of the results of the investigation while maintaining confidentiality as required by the Americans with Disabilities Act (ADA)
   d. informing the bargaining units if required
   e. solely be responsible for providing employee’s medical clearance to return to work

5. Options for COVID-19 Testing free testing
   1. Monterey County residents can access free testing at four area sites. Testing is open to all community members.
      a. You can be tested even if you do not have symptoms
      b. Salinas, Greenfield, Watsonville, and Hollister
      c. You must make an appointment: Call (888) 634-1123 | Online

   2. A drive-through COVID-19 testing site is open to the general public at Monterey Peninsula College (MPC). You do not need to have symptoms to get tested. The tests are being administered by Planned Parenthood Mar Monte and processed by Quest Diagnostics. Learn more.
      a. Monday, Wednesday and Friday- Closed
      b. Tuesday and Thursday 9:00 a.m.-12:00 p.m. and 1:00 p.m.-4:00 p.m.
      c. Lot D (rear of college), Monterey Peninsula College, 980 Fremont Street, Monterey
      d. Nasal swab (for active virus; whether or not you have had the virus)
      e. Photo ID and insurance card (if available) are needed (*No patient will pay a co-pay or be charged for the test.*)
      f. Tests are available until maximum capacity is reached
VII. Exposure and Quarantine