



SUHSD Office  
Workspaces/  
Workplace Employee  
Training

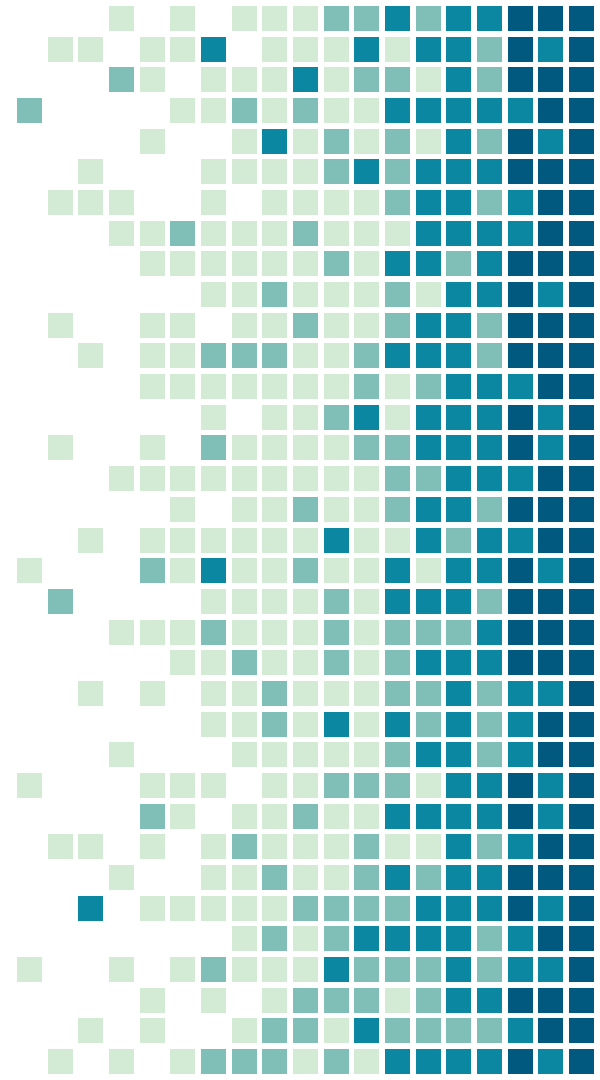
Dr. Rosa E. Coronado

Assistant Superintendent, Human Resources

July 13, 2020

# Agenda

- Norms
- Why am I here?
- Industry Guidance by California Department of Public Health
- Information on COVID-19,
- Self-Screening/Wellness Checks
- Staying Home When Sick/Symptomatic
- Medical Attention
- Handwashing
- Physical Distancing
- Cleaning Protocols
- Face Coverings
- Families First Coronavirus Response Act (FFCRA)
- Employee Communications
- Resources
- Questions



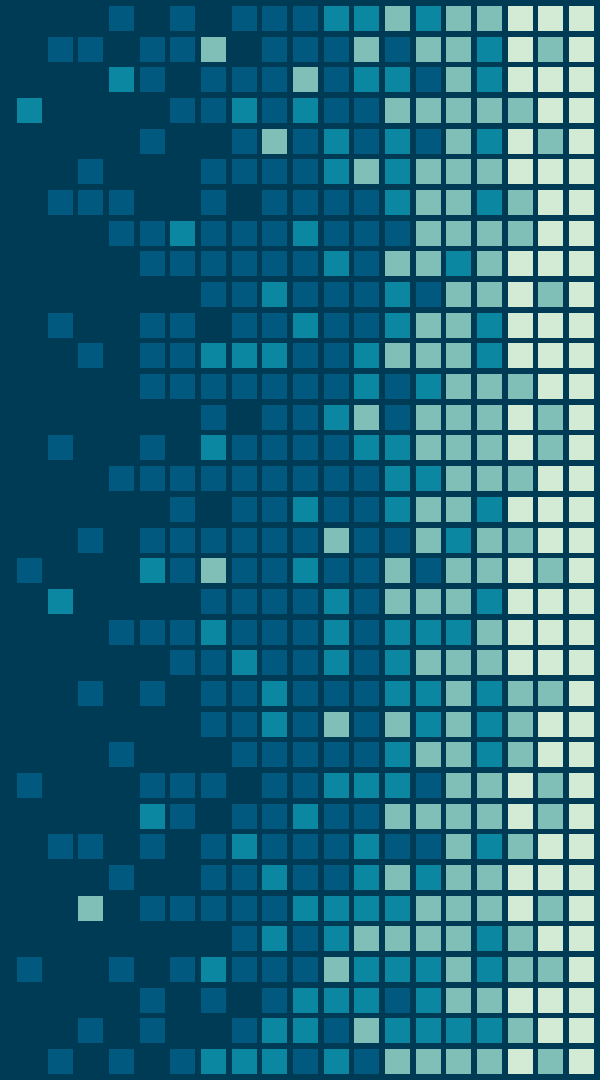
# Norms

Please mute your microphone

Use the chat box for questions

Patience please!

Thank you for being here!



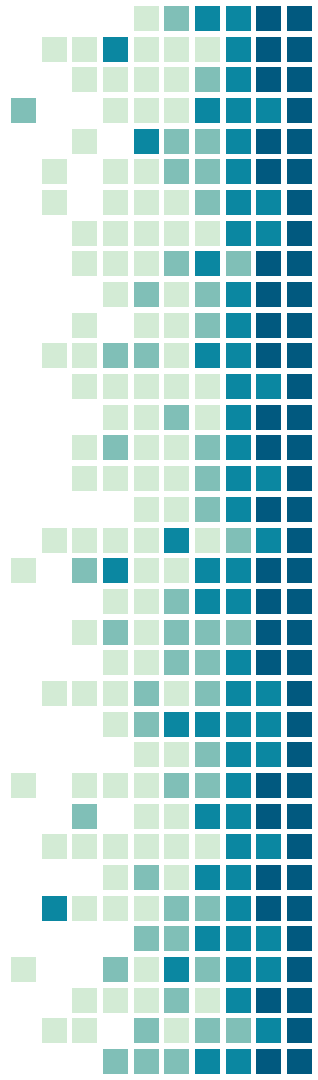
# Why am I Here?

As the District continues to phase in employees and stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of employees and the public.

Key prevention practices include:

- physical distancing to the maximum extent possible;
- use of face coverings by employees (where respiratory protection is not required) and customers/clients/the public;
- frequent handwashing and regular cleaning and disinfection;
- training workers on these and other elements of the COVID-19 prevention
- Plan (pending);
- processes to identify new cases of illness in workplaces and,;
- when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus

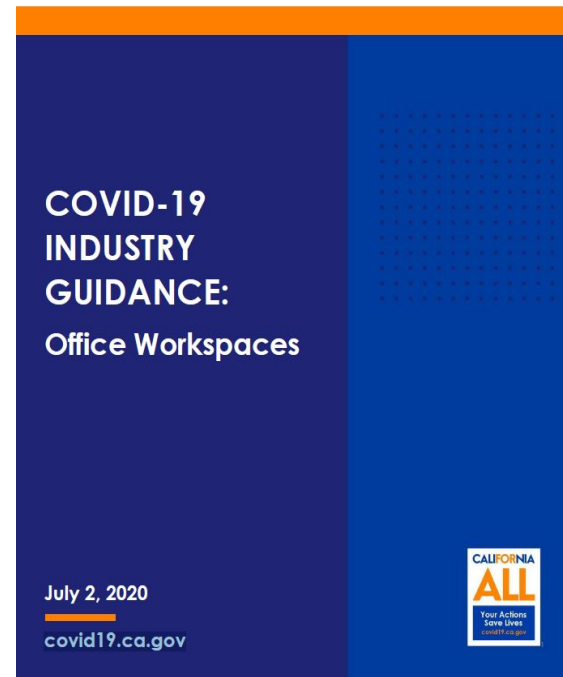
To STAY SAFE!



# COVID-19 Industry Guidance: Office Workspaces

by California Department of Public Health (CDPH)  
and the State of California Department of

Industrial Relations (CAL/OSHA)



# Purpose

- Guidance office workspaces to support a safe, clean environment for workers
- In addition to employee rights, either statutory, regulatory or collectively bargained
- not exhaustive, as it does not include county health orders, etc.



# Industry Guidance by CDPH

## Topics for Employee Training

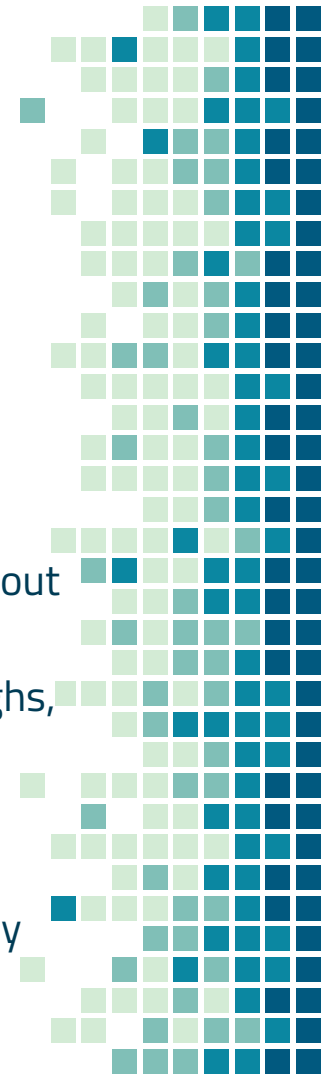
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- Face Coverings
- Families First Coronavirus Response Act (FFCRA)



# Information on COVID-19

## Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.





# COVID-19 Symptoms

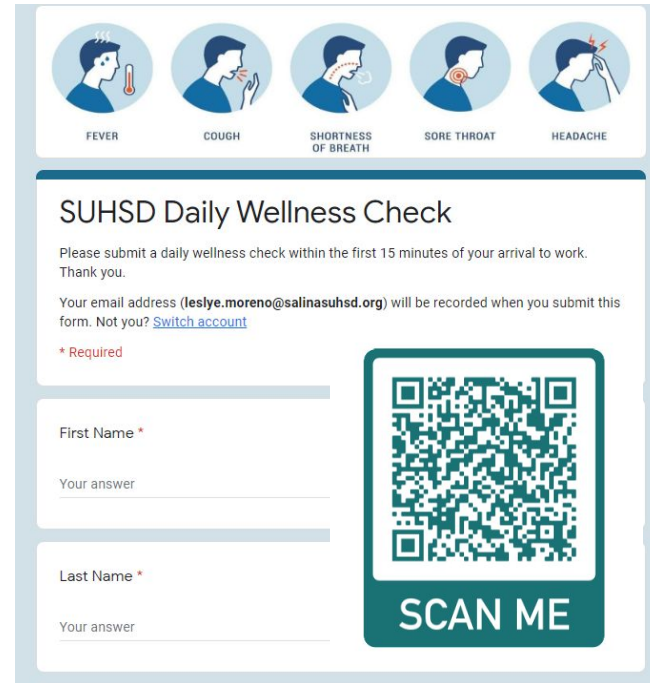
Symptoms are wide ranging and can be similar to the flu, including:

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



# Self Screening/Daily Wellness Check

- SUHSD employees must begin each work day by submitting a [SUHSD Daily Wellness Check](#) prior to arriving at work.
- Links shall be provided to all employees and can be found on QR codes posted (pending) on doors and outside of worksites
- Employees shall not be allowed to continue at their worksite unless they conduct the [SUHSD Daily Wellness Check](#)
- Employees who are **sick or exhibiting symptoms of COVID-19 must stay home**
- District will be creating self-check/symptom screening stations at each site entrance (pending)



The image shows a digital form for a 'SUHSD Daily Wellness Check'. At the top, there are five circular icons representing symptoms: a person with a fever, a person coughing, a person with shortness of breath, a person with a sore throat, and a person with a headache. Below the icons is the title 'SUHSD Daily Wellness Check' and instructions: 'Please submit a daily wellness check within the first 15 minutes of your arrival to work. Thank you.' and 'Your email address (leslye.moreno@salinasuhsd.org) will be recorded when you submit this form. Not you? [Switch account](#)'. There is a red asterisk indicating a required field. The form has two input fields: 'First Name \*' and 'Last Name \*', each with a 'Your answer' label below it. To the right of the form is a large QR code with the text 'SCAN ME' below it.

# Staying Home When Sick or Symptomatic



# What to Do if You Have Symptoms

If an employee develops symptoms of COVID-19, including fever, cough or shortness of breath and is **not on the work site** employee should:

1. 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;
2. discuss any travel history with the healthcare provider;
3. avoid contact with any individuals;
4. physically distance;
5. wash hands often with soap and warm water for at least 20 seconds

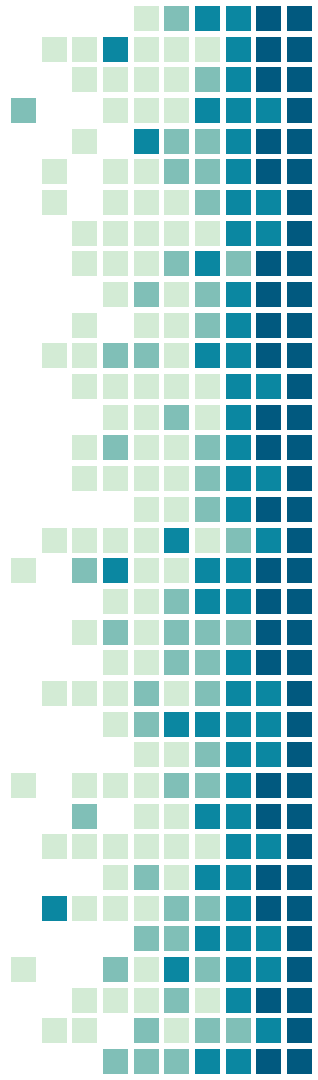


# What to Do if You Have Symptoms

If an employee develops symptoms of COVID-19, including fever, cough or shortness of breath and is **currently assigned to work at a school or district site, or other work location**, employee (in addition to the 1-5 in the previous slide), employee:

1. shall utilize established absence call-in procedures **and stay home;**
2. If on site, shall immediately quarantine until they can go home
3. shall inform the immediate supervisor and the SUHSD Human Resources Department **immediately;**
4. may use sick leave, vacation, compensatory time, and/or other entitlement/differential pay as available, consistent with leave policies;
5. 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\*

<sup>13</sup>\*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.



# Covid-19 Testing

Options for **free testing** and you do not need to have symptoms.

1. **Monterey County residents can access free testing at four area sites.** Testing is open to all community members.
  - a. Salinas, Greenfield, Watsonville, and Hollister
  - b. You can be tested even if you **do not** have symptoms
  - c. You must make an appointment: Call [\(888\) 634-1123](tel:8886341123) | [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 and Friday-Closed
  - b. Tuesday and Thursday 9 am-12 pm and 1 pm-4 pm
  - c. Lot D (rear of college), Monterey Peninsula College, 980 Fremont Street, Monterey
  - d. Nasal swab (for active virus; not whether you have had the virus)
  - e. Photo ID and **insurance card (if available)** are needed
  - f. Tests are available until maximum capacity is reached



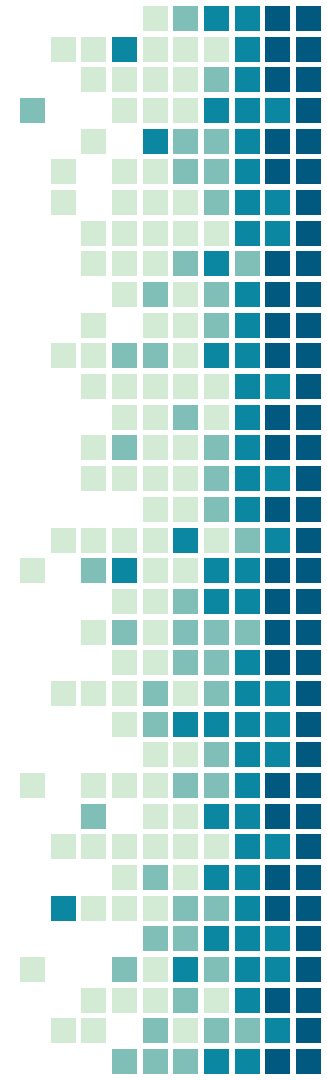
# When to Seek Medical Attention

Look for emergency warning signs\* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.



# 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

- 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



# Industry Guidance by CDPH

## Guidance for the use of Face Coverings Updated June 18, 2020



RONA Y. ANGELL, MD, MPH  
State Public Health Officer & Director

State of California—Health and Human Services Agency  
California Department of Public Health



GAVIN NEWSOM  
Governor

June 18, 2020

### GUIDANCE FOR THE USE OF FACE COVERINGS

Because of our collective actions, California has limited the spread of COVID-19 and associated hospitalizations and deaths in our state. Still, the risk for COVID-19 remains and the increasing number of Californians who are leaving their homes for work and other needs, increases the risk for COVID-19 exposure and infection.

Over the last four months, we have learned a lot about COVID-19 transmission, most notably that people who are infected but are asymptomatic or pre-symptomatic play an important part in community spread. The use of face coverings by everyone can limit the release of infected droplets when talking, coughing, and/or sneezing, as well as reinforce physical distancing.

This document updates existing [CDPH guidance](#) for the use of cloth face coverings by the general public when outside the home. It mandates that face coverings be worn state-wide in the circumstances and with the exceptions outlined below. It does not substitute for existing guidance about social distancing and handwashing.

### Guidance

People in California must wear face coverings when they are in the high-risk situations listed below:

- Inside of, or in line to enter, any indoor public space;<sup>1</sup>
- Obtaining services from the healthcare sector in settings including, but not limited to, a hospital, pharmacy, medical clinic, laboratory, physician or dental office, veterinary clinic, or blood bank;<sup>2</sup>
- Waiting for or riding on public transportation or paratransit or while in a taxi, private car service, or ride-sharing vehicle;
- Engaged in work, whether at the workplace or performing work off-site, when:
  - Interacting in-person with any member of the public;
  - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;

<sup>1</sup> Unless exempted by state guidelines for specific public settings

<sup>2</sup> Unless directed otherwise by an employee or healthcare provider



# Face Covering Guidance

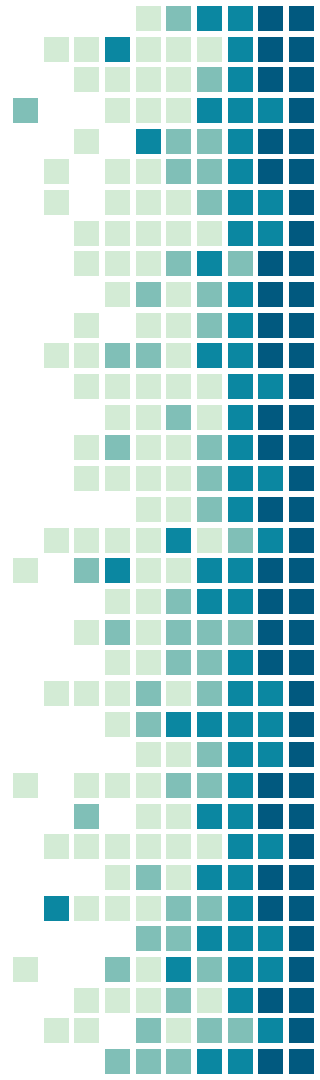
People in California must wear face coverings when they are in the high-risk situations listed below:

- **Inside of**, or in line to enter, **any indoor public space;**
- Engaged in work, whether at the workplace or performing work off-site, when:
  1. interacting in-person with any member of the public;
  2. working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;



# Face Covering Guidance (cont.)

3. Working in any **space where food** is prepared or packaged for sale or distribution to others;
4. **Working in or walking through common areas**, such as hallways, stairways, elevators, and parking facilities;
5. 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;
6. 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.



# Cleaning Protocols

SUHSD's Custodial staff will be completing the following cleaning schedule:

- Morning, midday, and afternoon touch point disinfection at all SUHSD facilities by Custodial staff.
- Nightly sanitize and disinfection by the custodial staff of all individual work stations (e.g. charge desk counter tops, conference tables, individual workstation desk tops (pending removal of items), and all doors and door handles

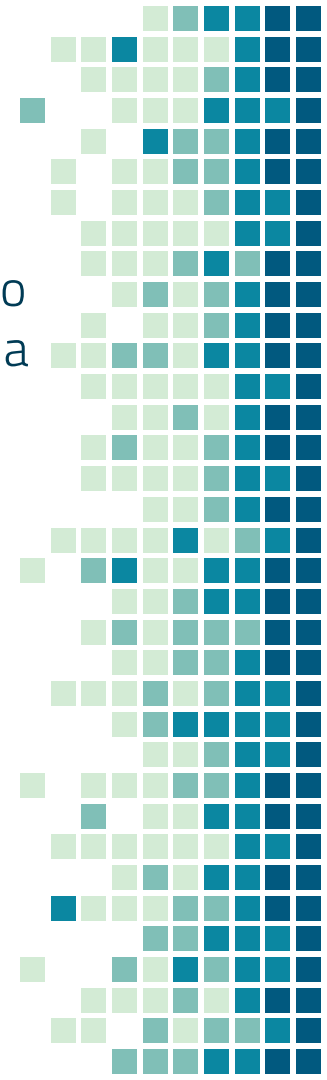
Custodial staff will also be working on the distribution of disinfection wipes to all individual work stations for use following interaction with staff and distribution of touch-free hand sanitizer stations in each department, division, classroom, and communal work areas.

**Employees are responsible for keeping their workspace clean and clutter-free**



# Employee Leave Rights

- 80 hours of sick leave (2 weeks) at  $\frac{2}{3}$  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 Rights

## 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 SUHSD 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 please contact the Human Resources Department..



# COVID-19 Positive Employees Protocol

## Various Scenarios:

- Employee requirements
- Supervisor requirements
- Human Resources Department Requirements
- Monterey County Health Department Requirements
- Free testing



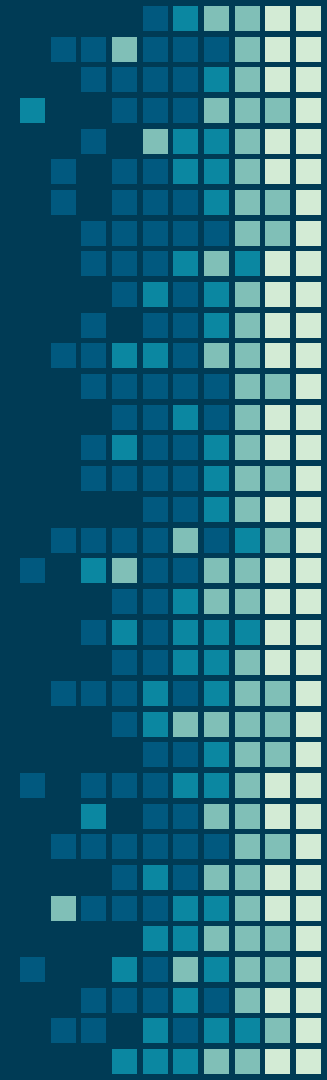


# SUHSD Closed to the Public

- During this time school buildings and offices will continue to be closed to the public and only open to SUHSD staff.
- The exception being the provision of essential services (e.g., food services, textbooks, 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 remotely.



# Employee Communications



# Employee Communications re: COVID-19

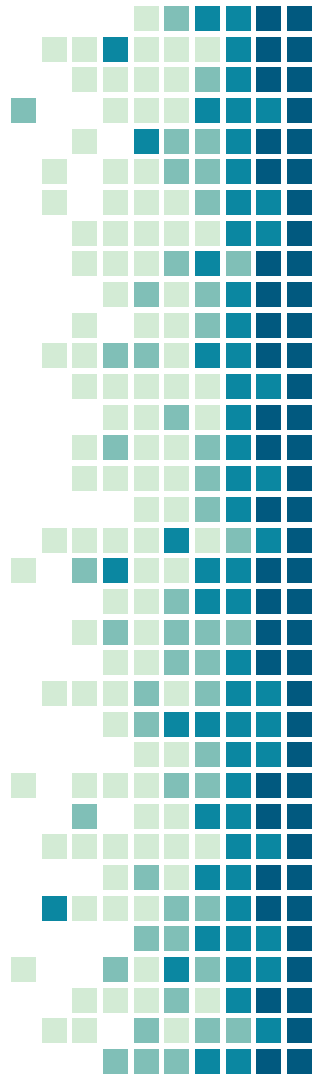
## The District aspires to

- to ease concerns and respond to questions in public format
- to provide clear answers for the return to work process

Add links here:

Cal/OSHA Guidance on Requirements to Protect Workers from COVID-19 webpage. CDC has additional guidance for businesses and employers.

- [California Department of Public Health COVID-19 Guidance for Workplaces](#)
- [CDC Guidance for School Settings](#)
- [Reminders for Using Disinfectants at Schools and Childcare Centers](#)
- [CDC Environmental Cleaning and Disinfecting Recommendations](#)



# MCSIG Employee Assistance Program

## Professional support and guidance for everyday life

Life doesn't always go as planned. And while you can't always avoid the twists and turns, you can get help to keep moving forward.

We can help you and your family, those living at home, get professional support and guidance to make life a little easier. Our Employee Assistance Program (EAP) is available to you in addition to the benefits provided with your MetLife insurance coverage. This program provides you with easy-to-use services to help with the everyday challenges of life — at no additional cost to you.



### Expert advice for work, life, and your well-being

The program's experienced counselors provided through LifeWorks — one of the nation's premier providers of Employee Assistance Program services — can talk to you about anything going on in your life, including:

- **Family:** Going through a divorce, caring for an elderly family member, returning to work after having a baby
- **Work:** Job relocation, building relationships with co-workers and managers, navigating through reorganization
- **Money:** Budgeting, financial guidance, retirement planning, buying or selling a home, tax issues
- **Legal Services:** Issues relating to civil, personal and family law, financial matters, real estate and estate planning
- **Identity Theft Recovery:** ID theft prevention tips and help from a financial counselor if you are victimized
- **Health:** Coping with anxiety or depression, getting the proper amount of sleep, how to kick a bad habit like smoking
- **Everyday Life:** Moving and adjusting to a new community, grieving over the loss of a loved one, military family matters, training a new pet

Convenient and confidential help when you want it, how you want it


### Help is always at your fingertips.

Our mobile app makes it easy for you to access and personalize educational content important to you.

Search "LifeWorks" on iTunes App Store or Google Play. Log in with the user name: **metlifeeap** and password: **eap**

- MetLife's Employee Assistance Program (EAP) provides expert advice for work, life, and your well-being.
- The program's experienced counselors provided through LifeWorks, is one of the nation's premier providers of EAP services.
- (EAP) counselors are available 24/7 for those experiencing feelings of stress, anxiety and discomfort about the COVID-19 outbreak.
- Members can call the EAP 24/7 at 888-319-7819.
- They can also visit the program online at [metlifeeap.lifeworks.com](https://metlifeeap.lifeworks.com)

# CVT Employee Assistance Program

Accordant Health	<b>Employee Assistance Program</b>
ConditionCare	
Beacon EAP	The Beacon Health Options Employee Assistance Program (EAP) is provided at no cost to all CVT subscribers with medical coverage. Employees and their family members can receive free, confidential assistance to help with personal and professional goals, manage daily stresses and develop fulfilling relationships.
Cancer Resources	
ConsumerMedical®	
Fit for Life Program	<a href="#">Understanding Your EAP</a>
Fit for Life Champions	Learn what an Employee Assistance Program is, how it can help you, and how to use it.
Healthcare Literacy	
MDLIVE®	
Solera4Me Diabetes	<b>How the EAP works</b>
TruHearing	Access is easy and there's no cost to you. Go online <a href="http://www.achievesolutions.net/cvt">www.achievesolutions.net/cvt</a> or call the toll-free phone number 1-877-397-1032 any time - 24 hours a day, 365 days a year. Each member must call Beacon Health Options for authorization and referral before receiving services. Claims will not be paid without an authorization.
	<b>Staffed by professionals.</b> EAP professionals are highly trained and qualified. The information you receive is accurate, up to date and relevant to your particular circumstances.
	<b>Your call is private.</b> Your personal information is kept confidential in accordance with federal and state laws.
	<b>Benefits of the EAP include:</b>
	<b>Counseling Services</b> Talk one-on-one with an experienced, licensed counselor for support with stress management, strengthening relationships, work/life balance, grief and loss, and more. Each covered member is eligible for up to six counseling sessions per benefit year (with a maximum of two courses of treatment). Clinical assistance is available 24/7 and your conversation is strictly confidential.
	<b>Legal Services</b> Free 30 minute consultation and discounted rates. Legal support for:
	<ul style="list-style-type: none"><li>• Divorce</li><li>• Landlord and tenant issues</li><li>• Real estate transactions</li><li>• Wills and power of attorney</li><li>• Civil lawsuits and contracts</li><li>• Identity theft recovery</li></ul>
	<b>Financial Services</b>

- The Beacon Health Options Employee Assistance Program (EAP) is provided at no cost to all CVT subscribers with medical coverage.
- Employees and their family members can receive free, confidential assistance to help with personal and professional goals, manage daily stresses and develop fulfilling relationships.
- <https://www.cvtrust.org/products/employee-assistance>
- <https://www.achievesolutions.net/achievesolutions/en/cvt/Content.do?contentId=45418>

“

Questions?

