



COVID-19 Safety Plan

• *COVID-19 Prevention Program*

(updated 3.16.21; 7.21.21; 10.15.21; 3.28.22; 9.7.22)

BUTTE COUNTY OFFICE OF EDUCATION



**Butte
County**
Office of Education
"WHERE STUDENTS COME FIRST"

COVID-19 Prevention Program (CPP) for Butte County Office of Education (BCOE)

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: January 28, 2021 (updated 3/16/2021, 7/21/2021, 10/15/2021, 3/28/2022, 9/7/2022)

Authority and Responsibility

The Executive Director – Human Resources has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

The information contained in this document and the attached protocols constitute BCOE's COVID-19 Prevention Program.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace by:

- Conducting workplace-specific evaluations:
 - Specific evaluations were conducted in August 2020.
 - Ongoing evaluations are conducted by way of custodial staff oversight and observation during day-to-day operations and as issues are reported by BCOE staff.
 - Workplace-specific evaluations are conducted by Maintenance & Operations.
- Documenting the vaccination status of our employees. Employees who have not provided proof of being fully vaccinated will be subject to weekly testing.
- Evaluating employees' potential workplace exposures to all persons at, or who may enter, our workplace.
 - Potential exposure points were evaluated in August 2020 and mitigation actions taken which include the use of physical barriers including plexiglass and masks as needed, physical distancing as applicable and signage, and enhanced cleaning procedures and scheduling. Physical exposure has been further minimized through scheduling and utilization of remote work options as needed.
- Reviewing applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
 - California, Cal/OSHA, and local health department orders and guidelines are actively monitored, reviewed, applied, and adhered to as a general practice within the organization. Multiple changes and course adjustments have been implemented over the course of COVID-19 workplace response as a direct result of guideline changes.
- Evaluating existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
 - At this time, we are confident in our adopted protocols as an organization. We actively monitor and adjust as recommendations and best-practice guidelines change. As an organization, we have become adept at the change process and incorporate any changes rapidly. The organization has experienced cooperation from staff and employees, resulting in compliance and minimal community spread. Our results prove the efficacy of rapid change engagement and active monitoring of results and recommendation changes.
- Conducting periodic inspections to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to assess compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards.

- Negotiated Memorandums of Understanding (MOU) between BCOE and its bargaining units were put in place encouraging employees to immediately report any unsafe conditions related to COVID-19 to their immediate supervisor. Although these MOU's have expired, all units have agreed to continue following the BCOE protocols, which are determined by CDPH and CAL OSHA recommendations and requirements.
- Management and bargaining unit representatives meet regularly to discuss concerns in addition to scheduled negotiation sessions.

Employee screening

We screen our employees by:

- Requiring self-assessment wellness checks daily.
- Any employee who displays signs of illness shall report this directly to their immediate supervisor and hrcovidsupport@bcoe.org.
- Touchless thermometers are available at worksites for self-use.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards, as follows:

- Unsafe worksite conditions will be reported to Maintenance & Operations for correction.
- Unsafe work practices involving employees will be reported to supervisors for correction and when necessary to Human Resources for resolution.

Control of COVID-19 Hazards

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees, as determined by current health orders.

- Employees were provided with a facial covering that can be washed when they returned to the worksite.
- All sites have a supply of disposable facial coverings, and are available to employees upon request.
- We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.
- A face covering means a surgical mask, a medical procedure mask, a respirator worn voluntarily (N95 acceptable), or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.
- Volunteers serving at school sites are required to be fully vaccinated.
- Staff required to wear a facial covering will need to wear a facial covering when in elevators, common traffic areas (parking structures, hallways, workrooms, restrooms, etc.), and offices;
 - If a face shield is worn, it must be used in conjunction with a facial covering with limited exceptions; Facial shields utilized under the exceptions must be worn with a drape. See CDPH Guidelines
- Employees required to wear facial coverings are required to wear them in BCOE vehicles when not alone. Use of fresh air vents is encouraged.

When employees are required to wear face coverings in our workplace, they may remove them under the following conditions:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and

outside air supply to the area, if indoors, has been maximized to the extent possible.

- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Engineering controls

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by taking into consideration:

- Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.
- By ensuring proper maintenance.
- By the addition of air scrubbers to all BCOE-owned HVAC systems.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Ensuring adequate supplies and adequate time for it to be done properly.
- Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.
- Providing cleaning supply stations throughout the facilities.
- Providing custodial staff to clean and sanitize or disinfect high-touch areas.
- Sanitation and cleaning supplies have been placed throughout worksites and adjacent to shared equipment (e.g., copy machines) for use by employees before and after use of the equipment
- It is recommended to wipe down common use areas after use.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

Have evaluated handwashing facilities and established hand sanitizing stations when a sink is not in proximity.

- Have made available safe and effective hand sanitizer to employees approved by the State for use in schools.
- Encourage employees to wash their hands for at least 20 seconds each time they wash their hands.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, facial coverings, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

- Evaluation was conducted for employees of BCOE and PPE solutions are provided and appropriate to the position.
- Upon request, we provide respirators (N95 masks) to all employees.
- N95 face coverings are adjustable to the correct size. Information/training on the proper way to wear an N95 face covering was provided via a link to a YouTube video:
<https://www.youtube.com/watch?v=oU4stQgCtV8>
- We also provide and ensure use of eye and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

We make symptomatic and asymptomatic COVID-19 testing available at no cost to all employees during employees' paid time. Investigating and Responding to COVID-19 Cases

We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This will be accomplished by:

- Employees and supervisors are able to report positive COVID-19 cases or exposures using the hrcovidsupport@bcoe.org email.
- Staff with access to the secure email address will perform contact tracing functions.
- Staff will ensure that communications, as required by existing law and regulations will be sent to employees with positive tests, , and close contacts, as appropriate and to their representatives.
- Employees who had a close contact are offered COVID-19 testing at no cost during their working hours.
- Notices include information on benefits that may be available.
- All positive cases and exposures are logged in a secure spreadsheet with associated contact tracing information and a record of communications sent.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees and supervisors can report COVID-19 exposures and cases using the secure email: hrcovidsupport@bcoe.org.
- Employees can report symptoms and hazards without fear of reprisal.
- At the onset of COVID-19, all managers were provided information and training about accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Employees are referred to the Public Health Department website for information on public testing sites and to the BCOE website for internal testing sites and schedules.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards and this CPP are made available in an accessible location on the organization's website.
- The hrcovidsupport@bcoe.org is a secure email address. Information from that email address, or information received in less secure manners is stored in a secure folder on the server accessible by designated staff.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards. All employees are required to complete COVID-19 training annually.
- Information regarding COVID-19 related benefits to which the employee may be entitled under applicable federal, state, or local laws is included in communications to employees who have tested positive or have been identified as a possible exposure to a positive case.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.

- The right of employees to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators (N95 masks) have been trained using the following links: [putting on and taking off a mask video](#) and [performing a seal check when donning an N95 mask video](#)
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
 - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Exclusion of COVID-19 Cases and Employees Who Had Close Contact

Where we have a COVID-19 case or close contact in our workplace, we will limit transmission by:

- For employees excluded from work, continuing and maintaining an employee's earnings, wages, seniority, and all other employee rights and benefits. This will be accomplished by use of appropriate leaves if unable to work remotely after being identified as a positive case, or similarly required to quarantine or isolate and unable to work remotely and may include exclusion pay if due to a workplace exposure if available leaves are exhausted. Affected individuals are advised of workers' compensation.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.

- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **secure spreadsheet** to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- Employees with a positive COVID-19 case will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications, and
 - COVID-19 symptoms have improved, and
- After day 5, if symptoms are not present or are resolving, and a diagnostic specimen collected by BCOE or an approved lab results in a negative COVID-19 test.

Mary Sakuma

9/9/2022

Mary Sakuma, Butte County Superintendent of Schools