

# **SAN JOAQUIN COUNTY OFFICE OF EDUCATION**

# **COVID-19 PREVENTION PLAN**

AS MANDATED BY:  
CCR Title 8 Sections 3205, 3205.1, 3205.2, 3205.3, 3205.4

SUPERINTENDENT:  
TROY A. BROWN, Ed.D.

**County Office  
COVID-19 Prevention Plan (CPP)**

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## County Office COVID-19 Prevention Plan (CPP)

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in the workplace. The program is based on currently available information from Cal/OSHA and the Centers for Disease Control available at the time of its development and is subject to change based on further guidance provided by these agencies, and other State and local public health officials.

### Authority and Responsibility

The Superintendent has the overall authority and responsibility for implementing the provisions of this CPP at the San Joaquin County Office of Education (SJCOE). In addition, all Principals, managers, and supervisors are responsible for implementing and maintaining the CPP and for responding to employee questions about the COVID-19 Prevention Program.

The Superintendent has designated a CPP Officer for the specific implementation of the elements of this plan. The CPP Officer for the County Office is:

Division Director of Operations & Support Services  
[wsun@sjcoe.net](mailto:wsun@sjcoe.net)  
(209) 468-9061

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

### Identification and Evaluation of COVID-19 Hazards

The San Joaquin County Office of Education will implement the following identification and evaluation strategies:

- Conduct workplace-specific evaluations of all interactions, areas, activities, equipment, and other relevant information that could potentially expose employees to COVID-19 hazards.
- Verify the vaccination status of our employees through documentation uploaded in the **Schools Self Screening App**.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, a County Office facility
- Review 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.
- Conduct periodic inspections and evaluate existing COVID-19 prevention controls as needed.
- Evaluate existing COVID-19 prevention controls and the need for different or additional controls.

**See Appendix A: Identification of COVID-19 Hazards**

#### Employee participation

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

#### Employee screening

- Each day all SJCOE employees are required to review a wellness check document that is provided to each employee. This wellness check will be used as a guide to determine if the employee may report to work or must stay at home. SJCOE employees can also complete the wellness check at <https://selfscreening.org> or [www.sjcoe.org](http://www.sjcoe.org) or download the Schools Self-Screening app to their smartphone from the Apple app or Google Play stores.
- Employees are required to check their own temperature each and every day prior to coming to work and must adhere to the SJCOE's requirements listed in the wellness document. **Any temperature of 100.4 degrees Fahrenheit or higher is defined as a fever.**
- The SJCOE has a team of nurses under the direction of the Comprehensive Health Department that

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monitor and follow-up on the responses provided in the self-screening tool. When an exposure or a positive COVID-19 case has been reported, the nursing team will follow-up with the identified individuals and make recommendations based on CDC guidance. The nursing team will also trace the employees' contacts in the workplace and make appropriate notifications and recommendations to those who have had a potential exposure. The Comprehensive Health Department maintains a database to track COVID-19 exposures and positive cases.

### **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:

- The severity of the hazard will be assessed. Appropriate work orders, procedures, or other mitigation strategies will be implemented within 3 working days.
- The CPP Officer, designated by the Superintendent is responsible for timely correction.
- Follow-up measures will be taken to determine if the mitigation strategies have been effective.  
**See Appendix B: COVID-19 Hazards**

### **Control of COVID-19 Hazards**

#### **Physical Distancing**

In accordance with the revised COVID-19 Emergency Temporary Standards, the SJCOE does not require physical distancing or the use of barriers regardless of employee vaccination status with the following exceptions:

- During an outbreak (3 or more cases in an exposed group) the SJCOE evaluate whether physical distancing and/or barriers are necessary to control the transmission of COVID-19.
- During a major outbreak (20 or cases in an exposed group of employees) physical distancing and barriers must be used regardless of vaccination status.

The SJCOE will continue to assess workplace hazards and implement controls to prevent transmission of disease. There may be circumstances in which the SJCOE determines that physical distancing and barriers are necessary in the workplace.

There are currently no minimum physical distancing requirements for K-12 school sites.

- When possible, all SJCOE employees, sub-contractors, vendors or anybody else making contact at any County Office site are required to be checked in daily with the SJCOE representative (manager or designee).
- Any individual that appears to be unwell will NOT be granted access to the site or allowed to start work.
- Require sick workers/employees – and those displaying flu-like symptoms – to stay home. (“Worker/Employee” means worker or employee for the County Office, subcontractors, designers, consultants, etc.)
- Send employees off site immediately who show signs and symptoms of flu-like or acute respiratory illness symptoms
- Hand Sanitizer and appropriate protective gloves shall be made available throughout each site and office, as necessary.
- Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
- Signage will be posted throughout SJCOE buildings and work areas to raise awareness.

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- Minimize the number of employees working within a certain area of a (6' of physical distance to be maintained at all times, when possible).
- Encourage employees not to share tools or work areas; if this does take place ensure the tools/areas are disinfected after use.
- Ensure routine cleaning of frequently touched surfaces including the following: door handles, elevator buttons, all surfaces, equipment, and tool handles.

### **Face Coverings**

Face covering requirements for the SJCOE will be based on current CDPH and CDC guidance. The SJCOE will communicate promptly with SJCOE staff and students as new guidance and/or requirements become available. Currently, face coverings are required for all SJCOE employees and visitors whether vaccinated or not while indoors. Employees may provide their own face coverings or use the disposable face coverings provided at the point of entry to the site.

N95 respirators will be provided anytime for voluntary use to employees. N95 respirators will be provided to any employees in an exposed group during a major outbreak regardless of vaccination status.

Respirators must be the right size and employees will be given basic instruction on how to get a good seal or fit.

Face coverings are required at K-12 school sites while indoors (when students are present on campus) and optional outdoors for P.E. and recess.

The following are exceptions to the use of face coverings in the workplace:

- When an employee is alone in an office or workplace.
- 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. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, under one of the exceptions listed above, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19. The following link includes the most current SJCOE

### **Engineering controls**

At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the SJCOE shall install cleanable solid partitions that reduce aerosol transmission and other persons.

To the extent feasible, the SJCOE will maximize the quantity of outside air for buildings with mechanical or natural ventilation systems by:

- Installing Global Plasma Solutions (GPS) devices to SJCOE buildings, in efforts to maintain clean and safe indoor air quality, prevent the spread of the COVID-19 virus, and better filter smoke-filled air during fire season. The new GPS units work with the heating, ventilation, and air conditioning (HVAC) systems in the buildings to improve the indoor air quality and increase fresh air intake. The devices' technology has a 99.4% kill rate of the COVID-19 virus, and works to kill other viruses and bacteria,

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including the flu virus, according to the manufacturer.

- For buildings with mechanical or natural ventilation, or both, the SJCOE will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or, if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
- The HVAC system will be properly maintained and adjusted by the SJCOE Maintenance staff and HVAC Technician(s).
- Employees are encouraged to open windows or doors with outside conditions are favorable.

### **Cleaning and disinfecting**

The following cleaning and disinfection measures for frequently touched surfaces will be implemented:

- The site supervisor or administrator will ensure that adequate supplies and adequate time for disinfection/cleaning to be done properly.
- The site supervisor or administrator will direct the custodians in the frequency and scope of cleaning and disinfection.

Please see the SJCOE [COVID-19 Prevention: Cleaning and Disinfection Protocols](#)

When a COVID-19 case is identified at a school site or workplace, the following procedures will be implemented:

PPE will be worn by employees performing disinfection tasks.

- Disposable gloves- Ex: Latex or Nitrile
- Mask- Ex: Disposable face mask
- Eye covering- Ex: Safety glasses, Safety goggles, Face shield

#### Procedures

- Clean the surface first, and then disinfect.
- Body fluids must be thoroughly cleaned from surfaces/objects. Use soap and water to clean first.
- Apply the district approved disinfection product. The employees should review the SDS for the chemical to be used and follow all label directions.
- The surface must stay wet for the appropriate dwell time listed on the product.
- Dispose into the trash any paper towels, gloves, and other materials that came in contact with the surfaces during the cleaning and disinfection process.

#### Shared tools, equipment and personal protective equipment (PPE)

- PPE must not be shared, e.g., gloves, goggles and face shields.
- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.
- Where there must be sharing, the items will be disinfected between uses by the affected employee with the SJCOE approved disinfecting product.
- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

#### Hand sanitizing

- To protect employees from COVID-19 hazards, the SJCOE will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. Employers shall encourage employees to wash their hands for at least 20 seconds each time.

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- Wash hands frequently with soap and water for a minimum of 20 seconds. If soap and water are not available, use hand sanitizer (70% alcohol content or greater). At a minimum, employees should wash hands at the beginning and end of each shift, after using the toilet, before and after each break.
- Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
- Avoid touching your eyes, nose, and mouth especially with unwashed hands.

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

PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, will be provided, as needed.

The SJCOE will evaluate the tasks or conditions in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained for the need to utilize N95 or other tight-fitting respirators.

The SJCOE will provide and ensure use of eye protection and respiratory protection in accordance with CCR Title 8 section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

### **Response to a COVID-19 case in the workplace:**

The SJCOE will take the following steps in response to a COVID-19 case in the workplace.

1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
2. Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
3. Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
  - a. All employees who may have had COVID-19 exposure and their authorized representatives.
  - b. Independent contractors and other employers present at the workplace during the high-risk exposure period.
4. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on the COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This may include any benefits available under workers' compensation law, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.
5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
6. All personally identifying information regarding COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer under this section and sections 3205.1 through 3205.4 shall be provided in a manner that ensures the confidentiality of employees.

### **System for Communicating**

Communication between employees and the SJCOE on matters relating to COVID-19 mitigation and

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response is important to ensure employees' safety while in the workplace. Therefore, the SJCOE has a communication system that is intended to accomplish clear and concise exchange of information by providing a single point of contact for managers and supervisors. Employees are encouraged to freely communicate with their supervisors and managers with regard to coronavirus symptoms, possible exposures, workplace concerns, and suggestions for correction of potential hazards without fear of reprisal.

- All the SJCOE employees are encouraged to report to their immediate manager or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace.
- Managers and supervisors who, after assessing the concern, determine that additional guidance or assistance is required shall contact the Division Director of Operations who will triage the report and notify essential personnel for an appropriate response.
- If an employee has a disability, medical or other condition that put them at increased risk of severe COVID-19 illness and an accommodation is needed they are encouraged to report it to their supervisor or manager. The SJCOE will evaluate the request and determine, with input from the employee and their health care provider, whether the employee can be accommodated.
- When required by law, the SJCOE will provide COVID-19 testing to potentially exposed employees.

### **Training and Instruction**

The SJCOE will provide effective training and instruction that includes:

- COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- 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.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- 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 - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Training will be documented by completing a training log.

### **Exclusion of COVID-19 Cases**

When a COVID-19 case is identified in the workplace, the SJCOE will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until return-to-work requirements are met.
- Fully vaccinated employees without symptoms no longer need to be excluded from the workplace after exposure to COVID-19; however, those who test positive (vaccinated or not) for COVID-19 must still be excluded from the workplace until the return-to-work requirements are met.



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- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

### Reporting, Recordkeeping, and Access

The SJCOE will:

- Employees shall report positive COVID-19 test results through the ***Schools Self Screening App*** that is completed daily.
- Report information about COVID-19 cases to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in the place of employment or in connection with any employment.
- Maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make the written COVID-19 Prevention Program (CPP) available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- 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

The SJCOE will follow the CDPH's current guidance for isolation and quarantine to determine an employee's return to work date.

### Multiple COVID-19 Infections and COVID-19 Outbreaks

If a school site or SJCOE workplace is identified by a local health department as the location of a COVID-19 outbreak, this section of CPP will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period. The school site or SJCOE workplace will comply with isolation, quarantine, and testing processes as deemed necessary by county public health or by Cal/OSHA.

#### COVID-19 Testing

The SJCOE will offer COVID-19 testing during paid time to:

- All employees who do not submit proof of vaccination will be required to test weekly (every Tuesday beginning, Oct. 19).
- Unvaccinated employees after an exposure
- Vaccinated employees after an exposure if they develop symptoms
- Unvaccinated employees in an outbreak
- All employees in a major outbreak.
- All employees in the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14- day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 outbreak testing consists of the following:
  - An Outbreak is defined as three or more COVID-19 cases in an exposed workplace within a 14-day period
  - All employees in the exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact

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- the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, the SJCOE will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.
- Major Outbreak COVID-19 testing consists of the following:
    - A Major Outbreak is defined as 20 or more COVID-19 cases in an exposed workplace within a 30-day period.
    - All employees in the exposed workplace will be tested twice a week. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
    - After the first two COVID-19 tests, the SJCOE will continue to provide COVID-19 testing of employees who remain at the workplace at least twice per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the workplace for a 14-day period.
    - We will provide additional testing when deemed necessary by Cal/OSHA.

### **Vaccines**

All COVID-19 vaccines authorized for use in the United States provide protection against COVID-19. COVID-19 vaccination reduces the risk of transmission of COVID-19 and its potentially severe complications, including severe illness or death.

By October 15, 2021, SJCOE will fully implement the State Public Health Officer Order of August 11, 2021 requiring proof of COVID-19 vaccinations or weekly COVID-19 testing for all SJCOE employees.

### **Exclusion of COVID-19 cases**

The County Office will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with the CPP Exclusion of COVID-19 Cases and Return-to-Work Criteria requirements, and local health officer orders, if applicable.

Fully vaccinated employees without symptoms do not need to be tested or excluded from the workplace after close contacts with COVID-19 cases unless they have or develop symptoms.

### **Investigation of workplace COVID-19 illnesses**

- The SJCOE will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with the CPP Investigating and Responding to COVID-19 Cases.
- Employees must cooperate with the SJCOE in any investigation related to the onset of illness, date of symptoms, others with whom the employee had close contact, and coronavirus testing among other topics. The investigation will help the SJCOE to identify employees who may have been exposed and quarantine them so there is no further workplace exposure.

### **COVID-19 investigation, review and hazard correction**

In addition to the CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, the SJCOE will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:

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- Leave policies and practices and whether employees are discouraged from remaining home when sick.
- COVID-19 testing policies.
- Insufficient outdoor air.
- Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. The following will be considered:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.

### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in the workplace, the CCP Officer or the Comprehensive Health Department will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- The SJCOE Comprehensive Health Department will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and any other information requested by the local health department. The Comprehensive Health Department will continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

The SJCOE is required to identify and evaluate COVID-19 hazards in the workplace. When a COVID-19 hazard has been identified or prior to the opening or re-opening of a worksite, the SJCOE will conduct an evaluation to determine the presence of COVID-19 hazards.

In the event that an outbreak occurs, the SJCOE will conduct an investigation to determine if workplace related factors may have contributed to the outbreak. The COVID-19 Prevention Program Plan provides the tools necessary to conduct and document evaluations and inspections in Appendix A: Identification of COVID-19 Hazards and Appendix B: COVID-19 Inspections.

SJCOE employees may access resources regarding the organization's COVID-19 protocols through INSIDE on the Employee Health and Safety page. The following topics are covered there:

- The employee self-screening system
- Signs and symptoms of COVID-19
- SJCOE face covering protocols
- SJCOE physical distancing protocols
- State guidance
- SJCOE Injury and Illness Prevention Program

<http://inside.sjcoe.org/healthSafety.aspx>



## Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			