With COVID-19 present in our environment and for the foreseeable future, we are committed to protocols and procedures that reflect current public health guidance where practicable on how to stop the spread of COVID-19.

The Basics
All staff will be expected to follow Public Health guidelines for face covering and hygiene. These include the daily requirements and measures noted below:

- Conduct a symptom self-check prior to arriving at work. Do not come to work if you are feeling sick.
- Enter and exit through the designated entrances only, checking in and out each day.
- Wear a mask while in the building, the lobby, hallways and open work areas at all times (if you are in a single office you may take your mask off).
- Practice hand washing throughout the day. Use soap and water or hand sanitizer as needed.
- Utilize Personal Protective Equipment (PPE): gloves, face coverings, sanitizing wipes, and hand sanitizer as needed. N95/KN95 masks are available upon request.
- Maintain clutter free surfaces and workstations for efficient regular cleaning and disinfecting.

Symptom Self-Assessment
NCOE requires all employees to complete a self-assessment of symptoms prior to coming into work, to ensure no one comes into work with symptoms. COVID-19 symptoms (per the Centers for Disease Control) include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you answer yes to any of the self-assessment questions, you agree not to report to work. If you develop symptoms while at work, you should report it to your supervisor immediately and leave work. In either case, Human Resources is available to discuss leave options.
**Visitors**
NCOE offices are currently open to the public. Visitors are required to follow NCOE’s health and safety procedures including conducting a symptom health check and wearing a mask. In-person meetings, required for the conduct of NCOE operations, can be conducted with face masks. Staff are encouraged to meet virtually or outdoors as much as possible. See NCOE Visitor Guidelines for additional information.

**Meeting/Conference Rooms**
In-person meetings are allowed when required for the conduct of organization business. Meeting spaces can be scheduled for use by internal staff, following occupancy guidelines indicated for each room and face mask requirements. The serving of food is allowed but should be kept to a minimum and should follow guidelines to reduce contact (i.e. individually wrapped or bagged items). While meeting spaces are available for use, staff are encouraged to meet virtually or outdoors to the extent possible. Meeting spaces are not available for use by external organizations at this time and reservations are subject to change as conditions require.

**Ventilation**
High density ventilation filters and settings have been upgraded to maximize air quality. Air scrubbers & purifiers are used in the HVAC systems where possible using UV light and ions to create oxidizing molecules in the air that sanitize the air and surfaces they land on.

**Signage**
The following signage is posted around NCOE facilities:
- List of common COVID-19 symptoms and directions not to come on site if exhibiting these symptoms at exterior locations.
- Proper handwashing technique near sinks.
- Reminder to wear face coverings.
- Public Health required notifications on outside doors.

**COVID-19 Vaccinations and Testing**

*Vaccination Status Submission*
All staff are required to provide to NCOE proof of vaccination. All staff are required to have completed their second COVID-19 vaccination shot by February 14, 2022.

*COVID-19 Testing Requirements*
- Staff who are not vaccinated and have been granted an exemption are required to participate in daily work-day testing.
- The following staff are required to participate in twice-monthly testing:
  - All school site staff including classroom teachers, instructional aides, site administrators, classroom leaders, AmeriCorps members, and others working at a school site.
  - Special Education staff, including speech therapists, psychologists who work with students etc.
  - All substitutes
  - Support staff who visit schools
  - Food service personnel
  - General Services, maintenance and custodial staff
- Any staff member can choose to opt-in to weekly surveillance testing.
- Symptomatic staff members should stay home, alert their supervisor, and get tested using the testing options offered by Napa County or in the county of residence. Instructions for
submitting test results will be provided when symptoms are reported. NCOE COVID-19 Testing Information Page.

**Vaccinate for our Community**

By choosing to be vaccinated you protect not only yourself but also your loved ones, co-workers and your community. Review the facts about vaccination at CDC.gov. To learn about other opportunities to receive the COVID-19 vaccine at no cost visit countyofnapa.org or myturn.ca.gov.

**COVID-19 Contact Tracing**

If an employee has a confirmed diagnosis of COVID-19 or has been exposed to someone with a confirmed diagnosis, they should inform their supervisor immediately. The employee will be asked who they have had close contact with at work within the last 14 days. Per the CDC, close contact for this purpose includes contact within 6’ for 15 minutes or more, anywhere in the workplace within 48 hours of when the diagnosed individual first experienced symptoms. NCOE may also look at check-in/out history to determine who may have had contact. NCOE will work with Napa County Public Health so contact tracers can follow up as applicable. If you are not at one site, 100% of the time, please keep track of your worksite locations in the event contact tracing is required.

**Staff Supports**

Following guidelines specific to the COVID-19 pandemic may be anxiety provoking to some. Take care of each other. Talk to your supervisor if you feel you need additional support. The Employee Assistance Program is available for counseling and other supports. The NCOE Mental Health & Wellness Sharepoint page includes resources for self-care. If you have concerns, or need additional PPE, you can submit a Zendesk ticket or contact Human Resources Director John Zikmund at jzikmund@napacoe.org. If you are an individual in a high-risk group and have concerns about on-site work, please contact your supervisor and/or Human Resources.
SOURCES

State of California

Safe Schools for All Hub

California Department of Public Health

COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year

Cal/OSHA

Cal/OSHA COVID-19 Guidance and Resources

Centers for Disease Control

COVID-19 Workplaces and Businesses

Cleaning and Disinfecting your Facility

Napa County Department of Public Health

Napa County Coronavirus Policies and Resources

Napa County Office of Education

NCOE COVID-19 Resources for Staff