

COVID-19 Health and Safety Procedures and Protocols

Updated March 14, 2023

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. 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.***
- 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. Staff should notify Human Resources of visitors to the Central Office. See [Central Office Visitor Scheduling](#) for instructions.

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. Meeting spaces are not currently available for use by external organizations 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.
- 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 COVID-19 vaccination.

COVID-19 Testing Requirements

- Staff who are not vaccinated and have been granted an exemption are required to participate in weekly testing.
- Any staff member can choose to opt-in to weekly testing.
- Symptomatic staff members should stay home, alert their supervisor, and get tested using the free rapid antigen tests made available by NCOE.
- For information on accessing free antigen tests and submitting a positive COVID-19 test result visit the [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](#).

Isolation instructions for COVID-19 Positive Staff Members

See the [NCOE Employee COVID-19 Exposure Guidelines page](#).

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. 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.

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](#)

Cal/OSHA

[Cal/OSHA COVID-19 Guidance and Resources](#)

Centers for Disease Control

[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](#)