

SBCEO Transition Plan & FAQs

Updated February 1, 2021

SBCEO Transition Plan

Throughout the pandemic, four leading principles have guided SBCEO's approach to reopening:

- Protecting the health and safety of our staff and their families.
- Supporting the wellness of our employees.
- Maintaining excellent service and leadership throughout the county, for schools and districts, and programs, staff, and employees.
- Being responsible stewards of taxpayer dollars.

The FAQs below are intended to provide general guidance for all SBCEO employees. Guidance may change based on individual circumstances, recommendations, or orders from federal, state, or local authorities.

RESOURCES & REFERENCES

[CDC](#) – U.S. Centers for Disease Control and Prevention

[CDPH](#) – California Department of Public Health

[CDE](#) – California Department of Education

[SBCPHD](#) – Santa Barbara County Public Health Department

[California Dashboard of COVID-19 Metrics](#)

[Symptoms of COVID-19](#)

[CDC Symptom Checker](#)

[CDC At-Risk Groups](#)

[CDC Cleaning & Disinfecting](#)

[CDC Face Covering](#)

[CDC Handwashing](#) - CDC COVID-19 related videos available [here](#).

[CDC Physical Distancing](#)

[CDC Travel Guidance](#)

[CDPH Travel Guidance](#)

TABLE OF CONTENTS

PREVENTING THE SPREAD

- What is my role in preventing the spread? How do I minimize my risk and that of others?
- What actions should I take before coming to work?
- What is the guidance on travel?

AT WORK: OFFICE PROCEDURES

- Do I need to wear a face covering?
- What are the requirements when entering and exiting the workplace?
- Is there a limitation on the number of times I can leave and come back in one day?
- Will I be able to leave and go on walks?
- Will I need to wear Personal Protective Equipment (PPE)?
- What physical changes have been made to our worksites due to COVID-19?
- What are our cleaning and disinfecting procedures?
- Are in-person meetings permitted?
- Can I reserve a meeting or conference room?
- What are the revised room capacities?
- Are our offices open to visitors?
- What are the expectations for independent contractors working on campus?
- Will there be different guidance for staff working with students?

EMPLOYEE ILLNESS & CONTACT TRACING

- What is the appropriate course of action if an employee at work has visible symptoms of illness?
- What actions should I take if I develop symptoms during the workday?
- When can I return to work after having symptoms?
- How will contact tracing be handled should an employee or student contract COVID-19?

WHAT IS MY PAY STATUS IF...

- I am placed under an official isolation?
- I am quarantined due to close contact with an individual diagnosed with COVID-19?
- My worksite is temporarily closed in response to COVID-19?
- I am sent home due to visible signs of illness?
- I need to care for an ill or quarantined individual?

INDIVIDUAL CONCERNS

- What if I am an employee 65 years or older or have a medical condition that may put me at-risk for more severe illness due to COVID-19?
- What if I am pregnant?
- What are my options if I don't have access to childcare or need to provide supervision and assistance to my children while they participate in distance learning?

OTHER BENEFITS

- What is the Emergency Family and Medical Leave Expansion Act?
- Can I get paid leave under the new Emergency Paid Sick Leave Act?
- Are employees who lose pay as a result of COVID-19 eligible for unemployment benefits?
- Are employees who lose pay as a result of COVID-19 eligible for Paid Family Leave benefits through the California Employment Development Department?

DISASTER SERVICE WORKERS

- I signed the Oath of Office when I was hired and I am wondering what that means given the COVID-19 situation?

PREVENTING THE SPREAD

What is my role in preventing the spread? How do I minimize my risk and that of others? As members of the Santa Barbara County community and part of the SBCEO family, we are each responsible for our own actions. While SBCEO does not monitor employees' activities outside work, please consider how your actions at and away from work may affect your colleagues. The expectation is that SBCEO employees follow the state and local health orders and guidance. These include:

- Staying home if you are sick.
- Staying home except for essential needs/activities.
- Practicing physical distancing – stay 6 feet away from others.
- Wearing a cloth face covering if you leave home.
- Washing hands frequently with soap and water for at least 20 seconds.
- Following SBCEO cleaning protocols for frequently touched surfaces when you are at work.
- Not touching eyes, nose or mouth.
- Covering your cough or sneeze with a tissue or your elbow and washing hands afterwards.
- Avoiding close contact with people who are sick. (Close contact is defined as a cumulative 15 minutes or more within 6 feet over a 24-hour period, regardless of face coverings.)

If you are in an environment in which you are in close contact (within 6 feet for a cumulative 15 minutes or more within a 24-hour period, regardless of face coverings) with someone who has tested positive for COVID-19 or who has been exposed, contact your supervisor immediately about the appropriate action to take prior to returning to work. In some cases, isolation or quarantine may be necessary. If you are experiencing symptoms that are unusual and are not related to chronic or known conditions, please stay home and contact your health provider for direction.

What actions should I take before coming to work? All employees are required to complete the Wellness Check Affirmation, which includes the agreement to perform a daily self-evaluation for symptoms of COVID-19 before you come to work. Do not come to work if you are experiencing [symptoms associated with COVID-19](#) (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, nausea or vomiting, and diarrhea). Stay home if you are experiencing any of those symptoms not due to a chronic or known condition.

Employees should utilize established call-in procedures if they need to stay home due to having any of these symptoms. Individuals experiencing symptoms of COVID-19 should contact their healthcare provider. Employees may use sick leave, vacation or compensatory time (classified only), and/or other entitlement/differential pay as available, consistent with leaves policy. Employees may be eligible for other federal, state, or local leaves and should contact Human Resources to discuss their individual circumstances.

What is the guidance on [travel](#)? The current guidance states that Californians should avoid non-essential travel to any part of California more than 120 miles from one's place of residence, or to other states or countries. Additionally, it recommends all persons arriving in or returning to California from other states or countries, should [self-quarantine](#) for 10 days after arrival, except as necessary to meet urgent critical healthcare staffing needs or to otherwise engage in emergency response.

If you do travel, the following is recommended: Do not travel if you are sick or if someone in your household has had coronavirus in the last two weeks. Do not travel with someone who is sick. Before traveling away from your community, consider these questions from the [CDC](#):

- Is coronavirus spreading where you are traveling?
- Are you or those you are traveling with more likely to get very sick from coronavirus?
- Will you be able to keep 6 feet of physical distance from others during or after your trip?

If you do travel, take steps to keep everyone safe such as wearing a face covering, keeping 6 feet of physical distance from those not in your household, and washing your hands frequently. Discuss with your supervisor and/or division lead any questions you have about returning to work before and/or after you travel.

AT-WORK: OFFICE PROCEDURES

Do I need to wear a face covering? *CDPH requires that a face covering be worn outside the home, unless one of the exemptions below applies.*

- *Persons who are working in an office (alone) or in a room alone.*
- *Persons who are actively eating or drinking provided that they are able to maintain a distance of at least 6 feet away from persons who are not members of the same household or residence.*
- *Persons who are outdoors and maintaining at least 6 feet of social distancing from others not in their household. Such persons must have a face covering with them at all times and must put it on if they are within 6 feet of others who are not in their household.*
- *Persons who are specifically exempted from wearing face coverings by other CDPH guidance.”*

To review the full guidance document including exemptions, [click here](#).

Is there a limitation on the number of times I can leave and come back in one day? *No, you may leave for appointments, lunch, and to perform work duties at another site consistent with your responsibilities and schedule. Please make sure to follow all health and safety protocols when you leave and return.*

Will I be able to leave and go on walks? *Yes. Outdoor walks and fresh air are highly encouraged. However, please adhere to the requirements for physical distancing and face coverings.*

How should I be handling office supplies, equipment, and other tools? *Avoid sharing office supplies and tools, if possible. Use a tissue or gloves to avoid directly touching surfaces other than those at your workstation. If you must touch equipment, such as a copy machine, please sanitize the item after use. SBCEO-provided sanitizing materials are made available in communal areas. Please contact your supervisor if you need additional sanitizing materials.*

Will I need to wear Personal Protective Equipment (PPE)? *Some positions, particularly those that require work directly with students, will necessitate the use of PPE such as gloves, face shields with a cloth drape, safety coveralls, booties, aprons, and/or disposable masks (surgical masks recommended for those in frequent contact with others). Your supervisor will inform you if you need to utilize this equipment. SBCEO will provide PPE for staff who work with students.*

What physical changes have been made to our worksites due to COVID-19? *Reception counters and areas identified as having high traffic at our three main campuses now have plexiglass shields. Some offices and classrooms have been configured differently in order to accommodate physical distancing. Doors and windows should be kept open to promote ventilation and minimize the need to touch door handles. Furniture has been removed or rearranged to promote health and safety protocols. Stairwells at Cathedral Oaks are one-way. However, hallways generally remain bi-directional and staff using hallways should be mindful of physical distancing. Additional signage has been posted around our three main campuses and approved signage is available. Please contact Reprographics to obtain the necessary signage. Please do not create your own signage as we must ensure that signage is consistent with worksite policies and protocols.*

What are our cleaning and disinfecting procedures? *SBCEO custodians are following the guidance of*

SBCPHD/CDPH. At our three main office campuses, they are cleaning and disinfecting restrooms, employee break rooms, and high-contact surfaces such as door handles and light switches, a minimum of once or twice/day depending on the usage. Office spaces are disinfected every evening as needed. Workspaces should remain clutter-free to aid in the efficient cleaning processes.

SBCEO will work closely with school districts and any other organizations who manage the spaces in which classrooms and sites are located to ensure that routine cleaning procedures have been established in accordance with state and local Public Health guidance. For any sites where it has been determined that procedures for cleaning cannot otherwise be established by the host site in accordance with state and local Public Health guidance, SBCEO shall arrange for cleaning service.

Staff are expected to sanitize common areas and equipment they use during the day as needed. Cleaning supplies for sanitizing are available from your department. Please contact Human Resources if you need more information about staff training requirements.

Are in-person meetings permitted? *Virtual meetings are encouraged whenever possible to minimize exposure to people outside your regular work cohort. However, in-person meetings are allowed when essential, provided there is appropriate physical distance of 6 feet between participants and all attendees are wearing face coverings at all times unless exempted by CDPH guidance. CDC information on physical distancing may be found [here](#). All public meetings will be conducted virtually until large gatherings are permitted by state and local authorities.*

Can I reserve a meeting or conference room? *Meeting rooms at our three main campuses can be reserved on the Intranet, subject to availability. You must be on campus or logged in through the Citrix server to access the reservation forms while off campus. Reservations for the Multimedia Training Center (MTC) can be made by contacting Pat Noronha at pnoronha@sbceo.org. Please note that the capacity of all meeting rooms has been reduced in order to accommodate physical distancing.*

Shared meeting rooms must be cleaned and disinfected after each use. Please use the [signs](#) to alert maintenance staff to the need for disinfecting.

Larger shared meeting rooms (Cathedral Oaks – Auditorium, Board Room, Cabinet Conference Room, MTC; Hope – Board Room; North County – Board Room) are disinfected each evening as needed. Each room can only be used for one meeting before 1 p.m. and one meeting after 2 p.m. to allow time for disinfecting in between meetings. Upon completion of any meeting ending prior to 1 p.m., contact Debbie Breck (Cathedral Oaks/Hope) or Debra Hood (North County) to ensure room is disinfected prior to afternoon meeting." In rare circumstances, additional use will be allowed as maintenance staff are available.

Smaller rooms, such as departmental conference rooms in Human Resources, School Business Advisory Services, Special Education, and the Superintendent's Conference Room, are cleaned every evening, as needed. If the room is needed more than once per day, the employee using it is responsible for sanitizing surfaces touched during use such as tables, chairs, light switches and door handles.

What are the revised room capacities? *Maximum room occupancy signs are posted in every meeting room and break room. They are also listed in [Attachment A](#).*

Are our offices open to visitors? *Our offices are closed to walk-in visitors and family members of employees. We encourage staff to conduct business with non-employees remotely or electronically whenever possible. Some situations that require in-person short-term visits by non-employees may be handled through pre-arranged appointments. Visitors must be notified of this information verbally or in writing (a [flyer is posted under the Reference Materials](#)) prior to their visit.*

All short-term visitors must:

- wear a [face covering](#) over their nose and mouth at all times;
- maintain [physical distance](#) of 6 feet from others whenever possible;
- [wash](#) or [sanitize](#) their hands. Restrooms and/or touchless hand sanitizer stations are available at our locations;
- delay visiting if they are experiencing symptoms consistent with COVID-19, have been diagnosed with COVID-19, or have been in close contact with someone diagnosed with COVID-19; and
- follow all other SBCEO health and safety protocols when requested to do so.

Scheduled maintenance or repair work by outside contractors will be arranged as needed. These outside workers will be required to verbally check in/out with the department staff who contracts with them and must follow all SBCEO health and safety protocols. If you need to schedule an outside worker such as a copier repair technician, please contact Debbie Breck (Cathedral Oaks/Hope) or Debra Hood (North County) to coordinate approval and scheduling of work. *Guidance for independent contractors, as opposed to service technicians, is below.

What are the expectations for independent contractors or non-public agency staff working on campus or with SBCEO students? Individuals whose scope of work brings them on campus must follow the same protocols as employees. Managers will be responsible for sharing the SBCEO protocols with the agencies and individuals whose services they engage.

Will there be different guidance for staff working with students? Yes. CDPH, CDE, and SBCPHD all released guidance on TK-12 schools as well childcare (preschools). Your department or program supervisor will provide you with details specific to your program.

EMPLOYEE ILLNESS & CONTACT TRACING

What is the appropriate course of action if an employee at work has visible symptoms associated with COVID-19? The employee's supervisor should ask the employee displaying the symptoms if the symptoms are due to a chronic or known condition. If the employee displaying the symptoms confirms that they are due to a chronic or known condition, the employee may remain at work. If the symptoms are not due to a chronic or known condition, the employee will be asked to go home. As a public employer, we are required to maintain safe and healthy working conditions for employees and use reasonable care in order to provide for the safety of other employees and students by furnishing a safe work and learning environment.

If a co-worker has concerns about another employee's symptoms, they should report their concerns to their own supervisor and/or the other employee's supervisor so the supervisor(s) can take appropriate action. Employees who are experiencing any COVID-19 symptoms shall remain home until cleared by a healthcare provider or return-to-work criteria have been met as determined by an SBCEO Workplace Control Infection Coordinator.

What actions should I take if I develop symptoms during the workday? If you develop symptoms during your workday that are unusual and are not related to chronic or known conditions, let your supervisor know and immediately return home or go to a healthcare facility as needed. As a public employer, we are required to maintain safe and healthy working conditions for employees and use reasonable care in order to provide for the safety of other employees and students by furnishing a safe work and learning environment.

When can I return to work after having symptoms? Please contact your supervisor to discuss the return-to-work policy when you are experiencing or have been experiencing symptoms. It is important to the extent feasible that you seek healthcare provider support or appropriate testing to rule out COVID-19 prior to your return to work.

How will contact tracing be handled should an employee or student contract COVID-19? *If you have a confirmed diagnosis of COVID-19 or have been in close contact with someone with a confirmed diagnosis, inform your supervisor immediately. Your supervisor will work closely with the division lead and/or Human Resources to determine who may have had exposure and the proper communication and action that need to follow. If you are informed of the need to isolate or quarantine, you must remain away from SBCEO campuses for the duration of the period specified. If you are not at one site 100% of the time, please keep track of your worksite locations and individuals with whom you have had contact in the event our SBCEO Workplace Infection Control Coordinators or Public Health needs information for purposes of contact tracing. If a student has a confirmed case of COVID-19, SBCEO will work closely with Public Health as needed to determine the appropriate course of action for employees who may have been in close contact with the student.*

INDIVIDUAL CONCERNS

What if I am age 65 years or older or have a medical condition that may put me at-risk for more severe illness from COVID-19? *Individuals 65 years old and older and/or those who have medical conditions that put them at-risk for more severe illness may continue to work at our worksites. Please speak to your supervisor and/or Human Resources to initiate an interactive process meeting if your healthcare provider indicates that your membership in a high-risk group impacts your ability to perform your work duties.*

What if I am pregnant? *According to the CDC, pregnant people might be at increased risk for severe illness. Pregnant SBCEO employees are advised to consult with their healthcare provider.*

What are my options if I don't have access to childcare or need to provide supervision and assistance to my children while they participate in distance learning? *We understand that many of our staff have children and are or will be in need of childcare and/or supervision for their school-aged children as TK-12 schools reopen with distance learning only. Resources are available to assist you in finding providers of childcare and supervision including: www.sbfcc.org, www.sanluischildcare.org, www.capslo.org, and mychildcare.ca.gov/#/home*

Please contact Human Resources to discuss available personal, federal, state, or local leaves for which you may be eligible in the event you require leave support.

WHAT IS MY PAY STATUS IF...

I am placed under an official isolation? *In the event an employee is placed under an official isolation issued by the Santa Barbara County Public Health Department or other governmental authority, the employee shall continue to receive full pay for the duration of the infectious period during the official isolation and will not use personal leaves. Appropriate documentation will be required. This leave is specifically being offered by SBCEO and may not be available to other school district employees unless a similar policy has been adopted.*

I am quarantined due to close contact with an individual diagnosed with COVID-19?

*An employee who has had close contact with an individual who has tested positive for COVID-19 shall inform SBCEO promptly and quarantine for at least 10 calendar days from the last date of exposure to the individual. During the quarantine, the employee shall self-monitor for any potential symptoms **that are not due to a chronic or known condition** such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, nausea or vomiting, and diarrhea. It is recommended that the employee seek guidance from a healthcare provider under these circumstances.*

Please contact Human Resources to discuss your individual eligibility for personal, federal, state, or local paid leaves as a result of a quarantine.

My worksite is temporarily closed in response to COVID-19? *During any closure of an SBCEO facility and/or curtailment of any SBCEO operations due to the COVID-19 pandemic, employees will not suffer any loss of pay or benefits relative to their regular schedule and assignment for the period of closure or curtailment so long as they are ready and available to work during regularly assigned work hours.*

During a closure, employees must be reachable at all times during their regular work hours, abstain from alcohol and other substances, and be available to report to work within one hour of notification to perform assigned duties as needed, whether on-site, remote, or a combination thereof. During a closure, pre-approved vacation (classified), off contract (certificated and management), and sick leave shall continue to be used as originally planned, and the employee will not be expected to be available or on-call to work during those leaves. The employee may request to amend pre-approved sick leave under extenuating circumstances such as the cancellation of a surgery or medical appointment.

I am sent home due to visible signs of illness? *An employee sent home from work due to visible signs of illness with any of the COVID-19 symptoms (not due to a known or chronic condition) shall remain home until cleared by a healthcare provider or return-to-work criteria have been met. Employees should contact their supervisor or division lead to discuss their individual circumstances. Should it be officially determined by a government agency or healthcare provider that the employee has COVID-19, the employee shall remain in fully paid status for the duration of the infectious period and shall not be required to use personal leaves, per SBCEO policy.*

I need to care for an ill or quarantined individual? *Please contact Human Resources to discuss your individual eligibility for personal, federal, state, or local paid leaves as a result of caring for an ill or quarantined individual.*

OTHER BENEFITS

What is the Emergency Family and Medical Leave Expansion Act (EFMLEA)? *This leave expired on December 31, 2020 and is no longer available. Please contact Human Resources to discuss your individual eligibility for personal, federal, state, or local paid or unpaid leaves.*

Can I get paid leave under the new Emergency Paid Sick Leave Act? *This leave expired on December 31, 2020, and is no longer available. Please contact Human Resources to discuss your individual eligibility for personal, federal, state, or local paid or unpaid leaves.*

Are employees who lose pay as a result of COVID-19 eligible for unemployment benefits? *The California Employment Development Department determines whether workers are eligible for unemployment benefits; please refer to the EDD's [COVID-19 FAQs](#) for additional information. Employees who wish to file unemployment claims may do so on the [EDD website](#). Employees who need wage history information to file with their unemployment claim should contact SBCEO Payroll (payroll@sbceo.org).*

Are employees who lose pay as a result of COVID-19 eligible for Paid Family Leave benefits through the California Employment Development Department? *Because public schools do not participate in the State Disability Insurance (SDI) system, SBCEO employees are not eligible for Paid Family Leave benefits, which are paid from SDI contributions.*

DISASTER SERVICE WORKERS

I signed the Oath of Office when I was hired, and I am wondering what that means given the COVID-19 situation? *Pursuant to the California Emergency Services Act, any person employed by a county, city, state agency, or public district in California is a public employee and therefore considered a*

Disaster Service Worker. This means that in the event of an emergency, you may be called upon to aid in the response and recovery phases of a disaster or emergency, including approved and documented training necessary or proper to engage in such activities. As a Disaster Service Worker, you may be asked to carry on with your work as usual, or you may be asked to do something different from your everyday job.

Attachment A SBCEO Room Capacity

Maximum Capacity – Cathedral Oaks

Auditorium Main floor	40*
Auditorium Lobby	7
Auditorium Kitchen	5
Auditorium Stage	14
Cabinet Conference Room	6
Board Room	20
MTC	16
Human Resources	2
SBAS Conference Room	4
Special Education Conference Room	6
Lounge	6
Kitchen	1

Maximum Capacity – Hope

Boardroom	20
Lounge	3

Maximum Capacity – North County

Suite A

Special Education Conference Room	4
Suite A Conference Room	8
Special Education Reception	2
Human Resources Testing	2
Human Resources Reception	1
Teacher's Workroom	2
Kitchen	4

Suite I

North County Board Room	18
Special Education Assessment Room	4

Suite M

Cabinet Conference Room	2
Kitchen	2

*Maximum capacity depending on room set-up, could be less