



## **SBCEO Reopening Frequently Asked Questions**

*This FAQ may be revised based on changes in state-level mandates and guidance and local public health mandates and guidance.*

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### **RETURNING TO ON SITE WORK**

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## **RETURNING TO ON SITE WORK**

- **What is the plan for returning staff to the office and program sites?** *The expectation is that all office staff who are currently working remotely will begin to return to on-site work July 1 and will continue to work at 100% capacity until their full return to on-site work beginning August 3. As each program and department has different employee needs and office configurations, the phasing in will look different across the organization. School staff will begin returning to on-site work at the start of their school calendars, some as early as July 1. Plans for returning to on-site work will be developed by supervisors with staff input resulting in necessary measures taken to ensure health and safety of employees and consistent with Public Health guidelines.*
- **Will employees 65 and older and those with high-risk conditions be permitted to return to on-site work?** *Yes. If you are an individual in a high-risk group and have concerns about on-site work, please speak to your supervisor and Human Resources. Center for Disease Control (CDC) information on high-risk groups may be found [here](#).*
- **What are my options if I don't have access to childcare during COVID-19?** *We understand that many of our staff have children and are in need of childcare while schools, summer camps, and childcare programs are limited. The Children's Resource and Referral Service is also available to assist in finding childcare. 805.963.6631 (Santa Barbara)/805.925.7071 (Santa Maria). Please consult with your supervisor and Human Resources regarding your options and use of leave, as applicable. If you have evidence that you have sought out and been unable to obtain childcare, you may be eligible for the new Families First Coronavirus Act (FFCRA) leaves. See the [COVID-19 Employment/Leave/Pay FAQ](#) on the SBCEO website under Staff Resources for more information.*

- **I am able to work a full day remotely and complete all of my work. Will I have the option to continue to work remotely?** *In extenuating circumstances, remote work may continue to be considered for a specified time period. Situations will be evaluated on a case by case basis depending on an analysis of individual needs along with program and organization needs. Please speak to your supervisor if you have individual circumstances that may require accommodations including remote work.*
- **Are our offices open to visitors?** *Our offices remain closed to the public at this time. Please close doors or post signage, available from the Communications Department, to reinforce that offices are closed to the public.*

*Children and family members of employees are not permitted to visit SBCEO campuses at this time.*

*Supervisors may approve appointments with non-employees as needed (such as parents who must come in to sign paperwork and do not have remote access to do so). Appropriate measures should be taken to ensure health and safety such as establishing expectations for face coverings, outdoor appointments, limiting the time of the contact, and additional disinfecting. Disposable face masks will be made available for visitors by appointment as needed.*

*Scheduled maintenance or repair work by outside contractors may also be arranged as needed. These outside workers will be required to sign in/out with the contracting department staff and follow all SBCEO health and safety protocols. If you need to schedule an outside worker (e.g. copier repair technician), please contact Debbie Breck (south) or Debra Hood (north) to coordinate approval and scheduling of work.*

## **DAILY ON-SITE PROCEDURES**

- **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. A CDC self-check tool and list of common symptoms can also be found [here](#). Do not come to work if you are experiencing any symptoms of illness such as fever, cough, shortness of breath, chills, fatigue, headache, muscle pain, nausea or vomiting, diarrhea, or new loss of taste or smell that are not due to chronic or known conditions.*
- **What actions should I take if I develop symptoms during the workday?** *If you develop symptoms during your shift 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 if I have symptoms?** *Employees may return to work when they have been asymptomatic for 72 hours and/or if they have provided documentation*

of medical clearance to return to work. More information can be found in the Employee FAQ [here](#) (you must be signed in to the Intranet to access this document.) CDC information on what to do if you are sick may be found [here](#).

- **What are the requirements when going from my car into the office?** Employees are required to wear a face covering and use the most direct route when entering and exiting the workplace to minimize contact with others and support physical distancing. Please wash your hands or use hand sanitizer upon arriving at your worksite.
- **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. Please make sure to follow all health and safety protocols when you leave and return back to your regular work site.
- **Will we be able to leave and go on walks?** Yes. Outdoor walks and fresh air are highly encouraged. However, please adhere to the need for physical distancing and the need for face coverings when physical distancing is not possible. Click [here](#) for the June 18, 2020 statewide mandate for face coverings.

## CLEANING

- **Will our cleaning procedures change?** Yes. Based on the recommendation from the Santa Barbara County Public Health Department (SBCPHD), custodians will clean and disinfect every night. They will clean and disinfect 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. These standards will also be incorporated at facilities where contract staff or external cleaning services are utilized.
- **Will I need to clean my workspace or other areas?** Yes and no. Staff are not expected to sanitize their own workspaces as custodial staff will be disinfecting the spaces in the evening. However, staff are expected to sanitize common areas and equipment they use during the day. Cleaning supplies for sanitizing will be provided. CDC information on how to clean and disinfect may be found [here](#). Staff training requirements were outlined in the May 22, 2020, email from Mari Baptista.
- **How will custodial staff know that my workspace needs to be disinfected?** Staff should maintain clutter-free surfaces and workspaces to aid in efficient and regular cleaning and disinfecting. We recommend you use “disinfected/sanitized” signs to alert the maintenance staff to areas that were used and need to be disinfected. Signage can be downloaded from the Staff Resources section of the website.

## PHYSICAL DISTANCING

- **Will we be able to have in-person meetings with our SBCEO and district colleagues?** Yes. In-person meetings will be allowed, provided there is appropriate physical distance of six feet between participants. CDC information on physical distancing may be found [here](#). For

*meetings in which there cannot be physical distancing, face coverings are required. Virtual meetings are encouraged whenever possible to minimize exposure to people outside of your regular work cohort. All public meetings will be conducted virtually until large gatherings are permitted by state and local regulations.*

- **How will I know how many people can be in a room together?** *Maximum room occupancy signs will be posted in every meeting room and break room for maximum capacity (not to exceed current group standards as mandated by SBCPHD). Website room reservations will also indicate the maximum occupancy for each meeting room. See Attachment A.*
- **Will the hallways at our office campuses be one-way only?** *No, we will not have one-way hallways. Hallway etiquette includes use of good judgment and courtesy as well as required face coverings when moving about the offices.*
- **Will stairwells at our office campuses be one-way only?** *We will make stairwells one-way directional whenever possible, for example, at the Cathedral Oaks office.*

## **FACE COVERINGS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- **Do I need to wear a face covering at the SBCEO office campuses?** *You do not need to wear a face covering while sitting/standing at your desk or in isolated non-communal areas, but you are required to wear a proper face covering when you move to another place in your work area, such as a copy room, restroom, or colleague's workspace or if you do not have a desk and are just visiting the main campuses. You may choose to wear your own cloth face coverings or in the event that you do not have one available, please let your supervisor know and disposable face masks will be provided. Please contact your supervisor or human resources if you have a medical condition that may impact your ability to wear a face covering. You may find CDC information about how to safely wear and take off a cloth face covering [here](#).*
- **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. This may include PPE such as gloves, face shields, safety coveralls, booties, aprons, and/or disposable masks. The PPE required will vary among positions and instructional programs. Your supervisor will inform you if you need to utilize this equipment. SBCEO will provide PPE for staff who work with students.*

## **CHANGES TO PHYSICAL ENVIRONMENTS**

- **What if my workspace is in a high-traffic area?** *If you work in a high-traffic area, please speak with your supervisor about some measures that may be taken to support health and safety including tape markers on the floor as a guide/reminder about physical distancing and plexiglass barriers.*

- **Will there be signage posted about COVID-19 and our health and safety protocols?** *Signs will be posted around our three main campuses and are also posted on the Staff Resources section of the website for use at other locations as needed. Please do not create your own signage as we must ensure that signage is consistent with our policies and protocols. Topics addressed on current signage include COVID-19 symptoms, physical distancing protocols and proper handwashing techniques.*
  - *List of common COVID-19 symptoms and direction not to come on site if exhibiting these symptoms will be posted at exterior locations at each site.*
  - *Physical distancing posters will be posted at several locations at each site.*
  - *Proper handwashing technique signage will be posted at all sinks including bathrooms, kitchens, and break rooms.*
  - *Directional signage will be posted at Cathedral Oaks for one-way stairwells.*
  - *Reminders to wear face coverings when not seated at desks will be posted in strategic locations on our three main office campuses.*
  - *Maximum room occupancy signs will be posted for all meeting rooms and this information will also be on our SBCEO room reservation websites.*
  
- **Will there be other physical changes to our work sites because of COVID-19?** *Reception counters and areas identified as having high traffic will have plexiglass shields. Offices and classrooms may be configured differently in order to accommodate physical distancing to the extent possible. Doors and windows may be kept open more often to promote ventilation and minimize the need to touch door handles. Furniture may be removed or rearranged to promote health and safety protocols.*

## PREVENTING THE SPREAD

- **What should I know about handwashing?** *Wash your hands or use hand sanitizer when coming onto campus and practice regular handwashing with soap and water for 20 seconds throughout the day. If soap and water are not available, use hand sanitizer as needed. Click [here](#) for more information on handwashing from CDC. CDC also has handwashing and other COVID-19 related videos available [here](#) in English, Spanish and ASL. SBCEPHD has videos available in Mixteco on their website [here](#).*
  
- **How should I be handling office supplies, paperwork 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. Sanitizing materials will be made available in communal areas.*
  
- **Will we continue to do as much work as possible electronically in order to limit personal contact?** *Yes, we will continue electronic processes such as the InformedK12 platform and will also be designing additional electronic processes that currently require the use of hard copies.*
  
- **How will contact tracing be handled should an employee contract COVID-19?** *If an employee or student has a confirmed diagnosis of COVID-19 or has been exposed to*

*someone with a confirmed diagnosis, please inform your supervisor immediately. Your supervisor will work closely with human resources to determine who may have had exposure and the proper communication and action that needs to occur following. Human Resources will work with the SBCPHD 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 human resources or public health inquiries about your whereabouts.*

## **WORKING WITH STUDENTS**

- **Will there be different guidance for staff working with students?** *Yes. The California Department of Public Health, the California Department of Education and the Santa Barbara County Public Health Department all released guidance specific to school programs. Your department or program supervisor will provide you with details specific to your program.*

**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
Boardroom	20
MTC	16
Human Resources	4
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