



GUIDANCE FOR SANTA BARBRA COUNTY DISTRICTS

WORKPLACE COMPLIANCE DURING COVID-19 PANDEMIC

&

CONSIDERATIONS AND BEST PRACTICES FOR REOPENING SCHOOLS

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REQUIRED STEPS FOR WORKPLACES FROM THE STATE AND LOCAL ORDERS – COVID-19

1) Written Worksite Specific Plan:

Local County Public Health will direct your workplace specific requirements, guided by the **State Public Health Checklist** (highlights herein) and CDC Recommendations.

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

2) Employee Training:

- Information on COVID-19
- Preventing the Spread
- Vulnerable/High Risk Individuals
- Self-Screening Instructions/Symptom Checks based on the CDC Guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time

3) Individual Control Measures & Screening:

- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- Strongly recommend cloth face covers.
- Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- Communicate frequently to customers that they should use face masks/covers.

4) Cleaning and Disinfecting Protocols:

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces and personal work areas.
- Clean and sanitize shared equipment between each use.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- Ensure that sanitary facilities stay operational and stocked at all times.

- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Provide time for workers to implement cleaning practices before and after shifts and consider third-party cleaning companies.
- Install hands-free devices if possible.
- Consider upgrades to improve air filtration and ventilation.

5) Physical Distancing Guidelines:

- Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Reconfigure office spaces, cubicles, etc. and decrease maximum capacity for conference and meeting areas.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced.
- Limit the number of individuals riding in an elevator and ensure the use of face covers.
- Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time, such as telework and modified work schedules.

REQUIRED TRAINING – COVID-19

- Training Information as required by the California Guidance, sourced from the CDC should be provided to all employees. The materials below contain optional supplemental information on Coping with Stress and De-escalation techniques when responding to others.
- [Training Handout Materials](#)
- [Training PowerPoint](#)

REQUIRED POSTINGS – COVID-19

- Your County Social Distancing Protocol – See [Local Resources](#)
- Your County Required Posters – See [Local Resources](#)
- Entrance Symptom Screening Checklist - [Poster Template](#)
- Workplace Safety Social Distancing Information - [Poster Template](#)
- [CDC Available Print Materials](#)

FEDERAL GUIDANCE/DIRECTIVES – COVID-19:

US CENTER FOR DISEASE CONTROL AND PREVENTION (CDC)

INTERIM GUIDANCE FOR BUSINESSES AND EMPLOYERS

- [Plan, Prepare and Respond to Coronavirus Disease 2019](#)
- [Interim guidance for employers with workers at high risk](#) – updated: May 19, 2020

GUIDANCE FOR SCHOOLS & CHILD CARE

- [Guidance for Child Care, Schools, and Youth Sports](#) – updated: May 19, 2020
- [Interim Guidance for Resuming School and Day Camps](#) – updated: May 19, 2020
- [Plan, Prepare, and Respond to Coronavirus Disease 2019 \(COVID-19\)](#)
- [FAQs for Administrators, Teachers, and Parents](#)

HEALTH CONSIDERATIONS AND DECISION-MAKING TOOLS FOR REOPENING

- [Considerations for Opening Schools](#) – updated: May 19, 2020
- [Schools decision tool](#)
- [Childcare decision tool](#)
- [Youth programs and camps decision tool](#)

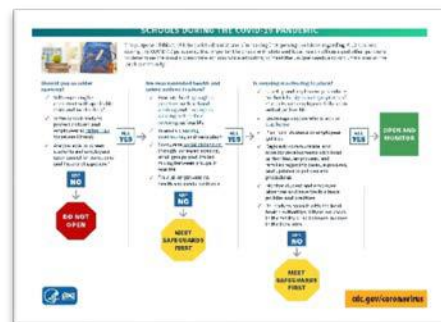
Should you consider opening?

Will reopening be consistent with applicable state and local orders?

Is the school ready to protect children and employees at higher risk for severe illness?

Are you able to screen students and employees upon arrival for symptoms and history of exposure?

The purpose of this tool is to assist administrators in making (re)opening decisions regarding K-12 schools during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.



GUIDANCE FOR CLEANING AND DISINFECTING

- [Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [Cleaning and Disinfecting Guidance](#)
- [Cleaning and Disinfecting Decision Tool](#)

GUIDANCE TO PLAN, PREPARE, AND RESPOND

- [K-12 schools and child care](#)
- [Child care programs that remain open](#)
- [Worker safety and support](#)

PREVENTION AND SUPPORT

- [Talking with children about COVID-19](#)
- [Checklist for teachers and parents](#)
- [Tips for parents while school is out](#)

OSHA

GUIDANCE ON PREPARING WORKPLACES FOR COVID-19

The Occupational Safety and Health Administration (OSHA) developed this COVID-19 planning guidance based on traditional infection prevention and industrial hygiene practices. It focuses on the need for employers to implement engineering, administrative, and work practice controls and personal protective equipment (PPE), as well as considerations for doing so.

PREVENT WORKER EXPOSURE TO CORONAVIRUS (COVID-19)

Employers of workers with potential occupational exposures to coronavirus should follow these practices:

- Assess the hazards to which workers may be exposed.
- Evaluate the risk of exposure.
- Select, implement, and ensure workers use controls to prevent exposure, including physical barriers to control the spread of the virus; social distancing; and appropriate personal protective equipment, hygiene, and cleaning supplies

PROTECTING WORKERS DURING A PANDEMIC

Principles of worker protection:

- Consistently practice social distancing.
- Cover coughs and sneezes.
- Maintain hand hygiene.
- Clean surfaces frequently

STATE GUIDANCE/DIRECTIVES – COVID-19:

OFFICE OF THE GOVERNOR OF CALIFORNIA - CALIFORNIA CORONAVIRUS RESPONSE

Businesses may use effective alternative or innovative methods to build upon the guidelines. Review the guidance that is relevant to your workplace, prepare a plan based on the guidance for your industry, and put it into action.

When complete, you can post the industry-specific checklist (below) in your workplace.

Before reopening, all facilities **must**:

1. Perform a detailed risk assessment and implement a site-specific protection plan
2. Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them
3. Implement individual control measures and screenings
4. Implement disinfecting protocols
5. Implement physical distancing guidelines

It is critical that employees needing to self-isolate because of COVID-19 are encouraged to stay at home, with sick leave policies to support that, to prevent further infection in your workplace. See additional information on government programs supporting sick leave and worker's compensation for COVID-19.

CALIFORNIA DEPARTMENT OF EDUCATION

- [Stronger Together: A guidebook for the safe reopening of California's public schools – Published June 8, 2020](#)
- [California Department of Education – Stronger Together Website – added June 8, 2020](#)

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

- **[California Guidance Requiring use of Face Coverings - NEW 6/18/2020](#)**
- [COVID-19 INDUSTRY GUIDANCE: Schools and School-Based Programs - Released: June 5, 2020](#)
- [COVID-19 Updates](#)
- [California Department of Public Health - School Guidance on Novel Coronavirus or COVID-19, March 7, 2020](#)

CAL/OSHA

- [Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19](#)
- [Cal/OSHA COVID-19 General Checklist for Office Workspaces](#)
- [This Guidance for Office Workspaces](#) provides guidelines to create a safer environment for workers.

Review the guidance, prepare a plan, and post the checklist for office workspaces in your workplace to show customers and employees that you've reduced the risk and are open for business.

- [Cal/OSHA – Guide to Developing Your Workplace Injury and Illness Prevention Program](#)
- [Support for Injury & Illness Prevention Program \(IIPP\) Updates for COVID-19](#)
- [IIPP COVID-19 Addendum Template](#)

LOCAL GUIDANCE – COVID-19:

County variance Local health jurisdictions that meet the criteria set forth by the California Department of Public Health and follow the process in the [county guidance](#) may move further ahead in Stage 2 of the [resilience roadmap](#).

- [Track your County's Data](#)
- [CDC Directory for Health Departments](#)
- [Santa Barbara County Public Health Department](#)

BEST PRACTICES TO RE-OPEN BUSINESSES AND SCHOOLS – COVID-19

ALLIANT INSURANCE SERVICES, INC. CHECKLISTS:

- [Alliant Education Workplace Reopening Essentials Checklist](#)
- [Guidance for Cleaning and Disinfecting Facilities](#)
- [Business Reopening Plan Checklist-Communication](#)
- [Business Reopening Plan Checklist-Disinfection](#)
- [Business Reopening Plan Checklist-Personal Protective Equipment \(PPE\)](#)
- [Business Reopening Plan Checklist-Property](#)
- [Business Reopening Plan Checklist-Staffing & Training](#)
- [Business Reopening Plan Checklist-Supplies](#)