

Riverside County Office of Education Reopening the Offices Transitional Plan

Return to the Worksite Protocols

Beginning July 6, a gradual transition back to our RCOE worksites will begin. As we move forward together during this transition period, we must remember that the public health issue of COVID-19 has not ended. For this reason, our plans and protocols may need to change based on the circumstances of the moment.

Our primary considerations for the decisions about how we are returning to the workplace are as follows: the health and safety of RCOE employees and the nature of the work that is required to support the 23 school districts in Riverside County and our RCOE educational programs.

<i>General Worksite</i>	<i>Protocols</i>
Employees returning to the workplace	<ul style="list-style-type: none"> • Beginning July 6, 2020, a gradual transition back to the workplace will begin. • Division heads will establish return-to-workplace plans based on the work needs and safety considerations in their divisions. • Employees with health conditions that may place them at high risk of COVID-19 infection in the workplace, may contact Risk Management for initiation of the confidential reasonable accommodation interactive process. • Employees 65 years old or older who do not have underlying health conditions may return to the workplace, but may also work with their division heads to establish alternative and reasonable accommodations. • Online training prior to returning to the workplace for all employees will be required. A link with instructions will be forthcoming.
Social distancing at the worksite	<ul style="list-style-type: none"> • Adhere to CDC guidelines, social distancing advisory: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html] • Ensure a minimum of 6 feet between people. • Avoid handshaking when greeting others. • Avoid congregating in lobbies, hallways, etc. when traveling through the office. • Supervisors may need to stagger breaks and lunch times in order to ensure that social distancing protocols can be met. • Employee passengers will be allowed in RCOE vehicles, subject to social distancing protocols. No non-RCOE employee riders will be allowed in RCOE vehicles.

Daily wellness checks	<ul style="list-style-type: none"> • Mandated training for all staff prior to returning to their work site. Directions for online training will be provided. • Employees will complete a self-assessment wellness check prior to reporting to work. An online checklist will be provided. Reporting time will be adjusted based on the time required for completing screening. • Employees are requested to take their temperature before heading to work; do not come to work if the temperature is 100.4 degrees or higher. Stay home. • On-site temperature taking procedures are under consideration • Touch-less thermometers will be available at worksites for self-use. • Any employee who displays signs of illness, shall report this directly to their immediate supervisor. • Signage will be displayed reminding employees of wellness protocols.
Use of facial masks	<ul style="list-style-type: none"> • Staff will need to wear a mask when in elevators, common traffic areas (parking structures, hallways, workrooms, restrooms, etc.), and working in close proximity of other staff (closer than the social distancing requirement of 6 feet). • While at one's desk, the use of a mask is voluntary, if social distancing or structural mitigation is available. • Each employee will be provided a mask by RCOE that can be washed.
Use of entrances, elevators and stairs, where applicable	<p><u>Entrances:</u></p> <ul style="list-style-type: none"> • Staff and visitors will enter through assigned entrances. (To be determined on building-by-building basis.) • The buildings will remain closed to the public, except as provided below. • Perimeter doors will remain locked, with phone numbers for entrance posted. • Directional signage for entrances will be posted. <p><u>Elevators:</u></p> <ul style="list-style-type: none"> • No more than two (2) riders at a time. Must wear a mask while on the elevator. Face away from each other. • Must stand on the identified markers located on the floor. • While waiting for the elevator, please stay socially distant and stand on markers located on the floor. • Elevators will be for employee use only during this transition. Visitors will be required to remain in the lobby. • Avoid pushing buttons with hands or fingers; if hands or fingers are used, follow with proper handwashing or use of approved sanitizer. <p><u>Stairs (follow posted signage):</u></p> <ul style="list-style-type: none"> • Handrails and door handles will be disinfected regularly • Social distancing must be practiced; similar to mountain driving, downward traffic must yield to upward traffic and retreat to upper lobby. • Unnecessary movement throughout the buildings is discouraged. <p>In the event of an Emergency or Building Evacuation, follow the RCOE Emergency Action Plan, and to the extent possible, maintain social distancing in the assigned staging and/or assembly area.</p>

Restroom use	<ul style="list-style-type: none"> • Use the restroom in your immediate area/floor, except in emergency/urgency. • Use will be limited to no more than the number of stalls per restroom. • Must wear a mask when using the restroom due to close proximity of other staff. • Employees should use toilet seat covers, clean and disinfect touched surfaces using available supplies. • Employees must comply with handwashing protocols. • Use of paper towel to touch fixtures and door handles is recommended. • Guidance signage will be posted in restrooms.
Breaks/lunch and use of staff lounge	<ul style="list-style-type: none"> • All breakrooms and lounges will have limited seating to assure social distancing, which is required at all times. • Use of appliances is subject to thoughtful, considerate safety and hygiene practices. • Employees are encouraged to eat at their workstations, if they choose. • No sharing of food or buffet style lunches are allowed. • Café Vista will be open for limited seating and limited service, such as a limited menu of prepared and take-out items. (Opening date to be determined.) • Café Vista staff will provide utensils, condiments, napkins, cups, coffee or other drinks. There will not be self-service. • If feasible, temporary seating/eating areas may be established in outdoor areas, conference rooms or other similarly usable spaces.
Hours of Operation	<ul style="list-style-type: none"> • Staggered start and end times will be established to avoid crowding at entrances/exits. • Initially, only identified entrances will be utilized. • Breaks and lunch periods should be staggered to limit crowding due to limited seating areas. Schedules should be established. • The usual 7:30 to 5:00 office hours will be followed, (as needed screening will be considered part of the work day).
Visitor Access	<ul style="list-style-type: none"> • Visitors will only be allowed onsite by appointment (e.g. Personnel, Business Office). • Visitors must check in at the entrance desk and wear a mask. Disposable masks will be available. • Receiving employee will call the division/unit for whom the visitor has a scheduled appointment. • A person from the division will come to the entrance and meet the visitor. No elevator access for visitors at this time. • Employees are prohibited from allowing visitors from entering the building except as per this guidance. • No in-person public meetings will be permitted, until further notice, with the exception of meetings of the Riverside County Board of Education, should the Board so determine.

<i>Cleaning and Safety Measures</i>	<i>Protocols</i>
Identify spaces for occupancy	<ul style="list-style-type: none"> Administrators and Directors will assess division workstations to determine if adjustments are needed. Facilities and OSS will provide support to workstation adjustment requests. Determination of workspace will adhere to CDC social distancing requirements.
Develop standards and a schedule for regular and deep cleaning and disinfecting needs	<p><u>OSS Activities/Strategies</u></p> <ul style="list-style-type: none"> Using CDC guidelines, high touch site disinfection rounds will be made daily in high traffic areas. Deep clean using disinfection machines or other tools and applications. Employees may be required to perform limited non-custodial cleaning and disinfecting, such as at the employee's workstation or use of shared equipment, e.g. copiers.
Handwashing Protocols	<ul style="list-style-type: none"> Posting CDC handwashing guidance in all restrooms and breakrooms. Frequent handwashing with soap and water and scrubbing for a minimum of 20 seconds. If a sink is not in proximity, please utilize the hand sanitizer stations.
Identify locations for hand sanitizer stations	<ul style="list-style-type: none"> OSS will determine placement of hand sanitizer pump stands and refill on a regular basis.
Protocols for air filtration systems	<ul style="list-style-type: none"> Regular preventative maintenance is completed on all air filtration systems at all sites.
<i>Conferences/Meetings</i>	<i>Protocols</i>
Conference room usage and occupancy	<ul style="list-style-type: none"> First option for meetings: Utilize Zoom/Teams to conduct meetings instead of utilizing conference rooms. If an in-person meeting is necessary, all conference room requests will go through Facilities and they will use a modified occupancy calculation for social distancing. Seating will be limited to Workshop style only. Until further notice, all outside groups will be excluded from using RCOE conference rooms. Signage will be posted with capacity information. DO NOT alter, modify, or change configurations established by RCOE.