



Riverside County Office of Education Reopening the Offices Transitional Plan

Return to the Worksite Protocols (July 30, 2021)

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"> • All employees are expected to return to their physical work location for the 2021-22 school year. • 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.
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 • Avoid handshaking when greeting others. • Avoid congregating in lobbies, hallways, etc. when traveling through the office. • Employee passengers are allowed in RCOE vehicles. No non-RCOE employee passengers are allowed in RCOE vehicles.
Daily wellness checks	<ul style="list-style-type: none"> • Employees will complete a daily online self-screening questionnaire at the beginning of their workday. • Employees are requested to stay home if they are experiencing COVID-19 symptoms. • 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 protocol.

Use of facial masks	<ul style="list-style-type: none"> • Staff are required to wear a mask when indoors unless they are working alone in a private office with the door closed or while eating/drinking. • Employees are required to wear a face covering while driving/riding in a RCOE vehicle if there are 2 or more individuals in the RCOE vehicle. • Employees are required to wear a face covering while riding as a passenger in a school bus. • Employees who are not fully vaccinated may request an N-95 respirator mask for voluntary use. Employees can contact Risk Management at rcoesafety@rcoe.us to make their request.
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"> • Use of staff lounges and 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 dine-in and take-out. Diners will need to clean and disinfect their own tables should they deem it necessary. Take-out and use of outside tables is strongly encouraged. Disinfectant will be made available.
Hours of Operation	<ul style="list-style-type: none"> • The usual 7:30 a.m. to 5:00 p.m. office hours will be followed. • Completing the self-screening will be considered part of the work day.
Visitor Access	<ul style="list-style-type: none"> • It is encouraged that visitors make an appointment (e.g. Personnel, Business Office). • Visitors must check-in at the entrance desk and are required to wear a mask. Current CDC and Riverside County Department of Public Health guidelines will be followed at all times. • 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. • Employees are prohibited from allowing visitors from entering the building except as per this guidance. • Visitors will be required to complete a self-screening survey and show their approved green check mark from the self-screening upon arrival to the host or designee.

<i>Cleaning and Safety Measures</i>	<i>Protocols</i>
Identify spaces for occupancy	<ul style="list-style-type: none"> Determination of workspace will adhere to CDC social distancing requirements, if applicable.
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 work station 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"> Conference rooms are available for in-person meetings. Zoom/Teams meetings are optional. All conference room requests will follow typical conference room booking procedures. Should a program wish to invite non-RCOE employee participants, the program will be responsible for ensuring that each visitor completes the health screening and that proper social distancing guidelines are maintained. *Please note that parking at the Riverside Conference Center will be limited through the completion of the parking structure next spring. Masks must be worn while in attendance in a conference room meeting. Until further notice, all outside groups will be prohibited from booking conference rooms directly.