

This document will answer questions regarding our full return to the office on April 5, 2021. We have incorporated answers to some of the questions we have received. We will continue to update this as we receive questions.

Q & A March 26, 2021

Q: My child is home ill? Can I work remotely?

A: EDCOE is back to a full in-person schedule. You can use any available and applicable leaves for the days you need to remain home with your ill child.

Q: If the weather is very poor, and EDCOE is open, can I work from home?

A: We will be following our emergency conditions procedures. (Certificated Staff - Article 12.15 and Classified Staff - Article 13.10)

Q: What if I get a COVID symptom and I have to stay home? Can I telework?

A: EDCOE is back to a full in-person schedule, you can use any available and applicable leaves for the days you are out due to illness. Please note: you will continue to fill out the Catapult Symptom Survey and will receive a call from Personnel Services to determine whether your leave will be taken from your accumulated leaves or if it qualifies for the new COVID leave.

Q: What do I do if I have a zoom meeting and it is too loud at my workstation to be on a zoom meeting?

A: EDCOE is identifying various locations around campus that can be reserved for zoom meetings when necessary. Please work with your supervisor to reserve a location.

Q: Where can I eat lunch that is physically distanced from others?

A: The following locations have been identified as lunch spaces each day from 11:00 a.m. to 1:30 p.m. These locations allow for appropriate physical distancing.

- The gym at Charter Career Prep
- Outside area between Buildings B, C and D
- Lunchbox
- At your desk
- Asphalt area by Building I (this location will be available soon)

Q: I am feeling really anxious about coming back, do you have any mental health resources?

A: *Care Solace* is a free, online, multilingual resource with a live 24/7 concierge meant to assist individuals in quickly and confidentially finding local mental health resources,

providers, and services. *Care Solace* assists with appointment coordination and with utilizing your insurance to access support. Their proprietary care navigation system taps into a vast database of mental healthcare resources to find carefully vetted local therapists and programs in minutes.

EDCOE staff and their families may access *Care Solace* services in two ways:

1. Call (888) 515-0595 to speak with someone from the *Care Solace* Concierge team.

Representatives are standing by to take your call or email 24/7.

2. Visit the custom EDCOE link: www.caresolace.com/edcoe

For additional mental health resources you may be eligible for through EDCOE contact Leisa Johnson in Personnel (530) 295-2226

Q & A March 12, 2021

Q: Will EDCOE still follow the same COVID cleaning protocols on campus?

A: Yes, EDCOE will continue with the same COVID cleaning protocols and will continue to adhere to the CAL-OSHA COVID workplace guidance.

Q: Do I still need to fill out the daily symptom screener?

A: Yes, everyone will fill out the daily Catapult Symptom Screener.

Q: What will be the procedure when an employee experiences cold-like symptoms? Should the employee stay home?

A: Employees will continue to fill out the Catapult Symptom Survey and will receive a call from Personnel or the School Nurse and be given directions on how to proceed.

Q: Will EDCOE start allowing the public to use the EDCOE meeting rooms?

A: No, at this time EDCOE will not allow the public to use the meeting rooms.

Q: Will EDCOE retain the current surveillance testing?

A: Yes. Surveillance testing is currently scheduled for three days each week through June 3, 2021.

Q: Will employees still have to be six feet away from one another?

A: Yes, CAL-OSHA COVID standards require that we maintain at least six feet of distance from other persons unless it is not feasible. Momentary contact closer than six feet while in movement, such as in a hallway or aisle, is the exception to the six feet

distancing. Facilities is re-measuring every work space to ensure the six foot distance is maintained between work spaces. For any work space where six feet of distancing is not possible, alternate plans are being made.

Q: Do I still have to wear a face covering at my work space even if I am six feet or more away from others?

A: Yes, face coverings are required in the workplace. The CDPH order issued 11/16/20 is specific about face coverings and that they be worn at all times except when an employee is working alone in an enclosed office or briefly eating or drinking.

Q: Has physical distancing been reduced to three feet like it is in the schools?

A: No, CAL-OSHA COVID standards require that we maintain at least six feet of distance from other persons unless it is not possible. Momentary contact closer than six feet while in movement, such as in a hallway or aisle, can occur. Facilities is re-measuring every work space to ensure the six foot distance.

Q: The Center for Disease Control (CDC) put out recent guidance that vaccinated individuals can gather together without a face covering. Do I have to wear a face covering at work now that I am vaccinated?

A: Yes, the CDC guidance is for private household gatherings. CDC has stated that in public spaces we still need to continue to adhere to the same COVID precautions and protocols. This includes wearing a face covering even if you are vaccinated.

Q: Will we be able to have in-person meetings?

A: Small, in-person meetings can occur as long as 6-foot physical distancing and mask guidelines are followed.

Q: What happens if there is a positive COVID case in the workplace?

A: We have a sign-in and sign-out process to assist us with this. We have now transitioned to an electronic sign-in and sign-out process to improve efficiency. DCOE is required to notify employees if they have been potentially exposed to COVID-19 in the workplace. Should a positive case occur in your workplace, we will notify employees in that workplace where a potential exposure has occurred.

Q: I have childcare needs. Can I still work remotely?

A: If you anticipate experiencing COVID-related childcare challenges that may prevent you from returning to work, contact Personnel Services, Amy Andersen or LuAnn Lantsberger, to determine if you qualify for any available leaves.

Q: I have a medical condition. Can I still work remotely?

A: If you have a medical condition that may prevent you from returning to work, please contact Personnel Services, Amy Andersen or LuAnn Lantsberger, so an interactive meeting can be scheduled.

Q: Why are we coming back in person? I have been very productive working remotely?

A: EDCOE supports partner schools and staff that are working full-time in-person. The design and intent of our organization is to have an in-person workplace and in-person services for our partners. EDCOE is an organization that values excellence and service, which is best achieved when we are together in-person.

Q: What will be the appropriate work attire going forward for full time work in the office?

A: We will continue to maintain professional dress standards.

Q: With spring break coming and states easing travel restrictions, will EDCOE require employees who travel to quarantine?

A: No, the travel quarantine is an advisory, not a mandate. EDCOE will not require employees to quarantine if they have traveled.

Q: What if I have a question that has not been answered?

A: You can ask your supervisor or you can email LuAnn Lantsberger, our COVID Liaison, at llantsberger@edcoe.org.