2023-2024 COVID Protocols and Procedures for All Staff

TRAINING

Keenan will be updating their Infectious Disease Prevention video training module. It will be released when available. Until then, follow the guidance in the COVID Testing Plan which includes frequent handwashing and proper face coverings if required.

COVID TESTING

The COVID Testing Plan is posted under our Employee Safety website page. COVID-19 Over the Counter Self-tests will be provided to any staff who are symptomatic, close contacts, who are exposed in an outbreak, or upon request. ALL TEST RESULTS (negative or positive) must be submitted to the Home Test Submission Link. SCOE staff will no longer conduct COVID tests for employees.

SYMPTOMATIC OR COVID-19 POSITIVE REPORTING

Employers, per CalOSHA, continue to be required to identify and respond to persons with COVID-19 symptoms at the workplace.

1. SCOE employees who are symptomatic (see list on page 2):
   a. Shall utilize a COVID self-test and report results to the Home Test Submission Link.
      i. If the test results are positive (go to #2).
      ii. If the test results are negative and the employee is fever-free, it is expected that the employee will report to work.
      iii. If symptoms are severe and inhibit the ability to perform assigned duties, employees are to stay home and report the absence to their supervisor.
      iv. If symptoms have included a fever (COVID, flu, etc.), after 24 hours of being fever-free and testing negative for COVID-19, employees are to report work.
   b. Shall report symptoms to the Employee Self Reporting Form.
      i. An automatic reply regarding requirements for returning to work will be sent for employees reporting symptoms.

2. SCOE employees who have tested positive:
   a. Must stay home and contact your supervisor.
   b. Fill out the Employee Self Reporting Form.
c. A COVID tracing team member will be contacting you regarding requirements for returning to work.

CLOSE CONTACT REPORTING

1. If you become a close contact:
   a. Non-work related, you must fill out the Employee Self Reporting Form.
   b. Work-related and HAVE NOT been contacted by the SCOE Tracing team, you must fill out the Employee Self Reporting Form.
   c. If you become a close contact and HAVE BEEN contacted by the SCOE Tracing team, **DO NOT** complete the Employee Self Reporting Form.

2. Asymptomatic, close contacts:
   a. You will receive an auto-reply after completing the Employee Self Reporting Form.
   b. You must wear a mask for 10 days and continue to work.
   c. You will be provided COVID self-test to be used between 3-5 days post exposure and reported to the Home Test Submission Link.

3. Symptomatic, close contacts:
   a. You are to RE-ENTER your information in the Employee Self Reporting Form.
      i. You are to indicate you are symptomatic.
   b. You should notify your supervisor about your absence.
   c. You must go home and test. Retest every 1-2 days, until your symptoms improve or you test positive. Report results to the Home Test Submission Link.
      i. If test positive, report results to the Employee Self Reporting Form.
   d. A COVID tracing team member will be contacting you regarding requirements for returning to work

If you have questions, you may contact Michelle Larsen via email at mlarsen@shastacoc.org.

Supervisors may send home any staff who are unable to complete their duties due to illness. Available leave balances may be utilized. Contact the Human Resource Analyst if you have questions.

**SYMPTOMS**

If an employee exhibits any of the following symptoms, a COVID self-test is to be administered and reported to the Home Test Submission Link. If the test results are negative AND the employee is fever-free, they may continue to work.

**POSSIBLE COVID-19 SYMPTOMS**
- Fever 100.4 or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea