

Health & Safety Protocols for Visitors-COVID-19

Welcome

Due to COVID-19, the Napa County Office of Education (NCOE) offices are open to NCOE staff and to the public on an essential basis. Any outside workers and visitors who have an essential need to come to our facility and need to enter the building, must obtain prior approval through scheduling an appointment. They will be required to sign-in/out and follow all health and safety protocols.

As an approved visitor to the Napa County Office of Education, please be advised there are health and safety procedures and protocols that we ask all visitors and staff to follow. These protocols and procedures reflect current public health guidance that enable the creation of safe work environments.

The Basics

All visitors will be expected to follow Public Health guidelines for physical distancing, face covering and hygiene. These include:

- Perform a self-assessment before you visit. Do not visit our offices or schools if you are feeling sick.
- Enter and exit the building at the main entrance only, checking in and out using the QR code system.
- Wear a face covering while in the building, the lobby, hallways and open work areas at all times.
- Practice required physical distancing to the extent possible (6' or more).
- Practice regular hand washing, including upon entering the building. Use soap and water or hand sanitizer as needed.

Symptom Self-Assessment

NCOE requires all visitors to complete a self-assessment of symptoms prior to coming into our facility, to ensure no one comes into the facility with symptoms. You will be asked to certify that you:

- Are not experiencing any symptoms of COVID-19 including cough, fever, chills, headache, loss of taste or smell, sore throat, or runny nose
- Have not had contact with someone diagnosed with COVID-19 in the past 14 days

If you answer yes to any of the self-assessment questions, you agree not to come into the facility.

Restrooms

Restrooms will be open. A safety station is located outside of the bathrooms, providing gloves/wipes to enable touchless entry and exit. Everyone should take responsibility for cleaning and disinfecting areas they touch within the restroom before and after each use, including wiping down the door stall handle, sink area after washing hands, and the main door handles. Sanitizing wipes will be provided in each restroom.