

## Annual Notifications Checklist and Acknowledgement Form 2020

Items for you to review are available on the San Luis Obispo County Office of Education (SLOCOE) website [www.slocoe.org](http://www.slocoe.org).  
Please go to the website and review the documents listed under the Quick Links- Employee Resources/ Annual Employee Notifications.

**Forms:**

- Emergency Contact Information

**Policies:**

- Acceptable Internet Use Policy #AR2139
- Child Abuse Reporting Policy AR#5141.4
  - **Child Abuse Reporting for Educators Mandated Training. All Employees must complete this annual training by September 30, 2020. Click online links for Instructions on SIPE on-line Safety and Training Modules.**
- Complaints Policy AR#4312
- Drug and Alcohol Free Environment Policy SP#4020
- Nondiscrimination Policy AR#4030
- Solicitation/Distribution of Literature Policy #4424
- Reasonable Accommodation Policy AR#4031
- Sexual Harassment Policy AR#4119.11, 4219.11, 4319.11
  - **Sexual Harassment Prevention Training for Non-Supervisory Personnel SB 1343. All Employees must complete this annual training by September 30, 2020. Click online links for Instructions on SIPE on-line Safety and Training Modules.**
- Tobacco Free Schools SP#3513.3, SR#3513.3
- Injury and Illness Prevention Program (IIPP)

**Notices:**

- Department of Fair Housing and Employment-Sexual Harassment Brochure (English & Spanish)
- HIPAA Notice of Privacy Practices
- Notice of Special Enrollment Rights
- Medicaid and the Children's Health Insurance Program (CHIP)
- Medicare Part D Notice of Creditable Coverage
- Newborn and Mother's Health Protection Act
- Public School Employees as Disaster Service Workers Brochure
- Uniform Complaint Procedure Brochure (English & Spanish)
- Women's Health and Cancer Rights Act (WHCRA)

**Handbooks:**

- Employee Handbook (all employees)
- Management Handbook (managers only)

**COVID19 Information for all SLOCOE Employees:**

- All employees are required to review and confirm adherence to the Initial Return to Worksite Affirmation. Please complete the Return to Worksite Affirmation prior to returning to on-site work, which can be accessed at the following link: <https://forms.gle/bq4jgYrdvjuaca8w9>
- All employees are to conduct a Daily COVID-19 [Self-Assessment](#) prior to reporting to their work-site. An employee who experiences any of the symptoms related to COVID-19 you are to notify their supervisor and remain home. The employee should contact their healthcare provider for guidance related to their symptoms/illness or possible exposure. Normal absence reporting procedures are to be followed.
- All employees are required to review the COVID-19 Health and Safety Protocols and view a COVID 19 employee training video designed to help them understand how best to maintain a safe workplace or themselves, co-workers, and others. Please review the [COVID-19 Health and Safety Protocols](#) and [COVID-19 Employee Training video](#). Employee Health and Safety protocol training and materials can be accessed at the following link: <https://www.slocoe.org/covid-19-information-resources/covid-19-information-for-employees/>
- Employees working on-site are expected to sanitize/disinfect their workstation throughout the workday, preferably a minimum of twice per day. All SLOCOE employees are required to complete the "HSA Basic Pest Management in the School and Childcare Settings" training.
  - **HSA Basic Pest Management in the School and Childcare Settings. All Employees must complete this annual training by September 30, 2020. Click online links for Instructions on SIPE on-line Safety and Training Modules.**

**Procedures:**

- Vehicle Requests
- Internal Use of Facilities
- Work Orders

Please complete the items below and turn them in to your designated Executive Assistant/Administrative Assistant by September 30<sup>th</sup>:

- ✓ Annual Notifications Checklist and Acknowledgement form
- ✓ Annual Emergency Contact Information form
- ✓ Annual Safety Training Modules certificates (see Instructions for SIPE Online Safety Modules)

**Employee Acknowledgment:**

The information listed above and on the SLOCOE website outlines important information about the San Luis Obispo County Office of Education; I understand that I should consult the Human Resources department regarding any questions I may have. Since the information referred to on this page is subject to change, I acknowledge that revisions to the policies may occur. All such changes will be posted to the website and will be communicated to all employees.

**I have reviewed all of the information listed above and understand that it is my responsibility to comply with the policies and any revisions made to them.**

Printed Name \_\_\_\_\_ Position Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_