



Central Union School District
Lemoore, CA



Injury and Illness Prevention Program

CENTRAL UNION SCHOOL DISTRICT

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INTRODUCTION

In the fall of 1989 the California legislature created Senate Bill 198 (SB 198) which, in part, requires California employers to establish and maintain effective injury prevention programs. These programs must be in writing and include the following elements according to Section 6401.7 of the California Labor Code:

1. An identified person or persons responsible for implementing the program.
2. An inspection program or system to identify and evaluate workplace or worksite hazards on an ongoing basis.
3. Established methods and procedures for correcting unsafe or unhealthful conditions in a timely manner.
4. A safety training program to ensure that training is provided, both general training to cover basic hazards to all places of employment and specific training to cover hazards that are unique to each employee's job assignment.
5. A system to communicate with employees about safety and health matters and to encourage feedback on safety concerns from them.
6. An enforcement and disciplinary system to ensure that employees comply with company safety and health rules and regulations.
7. A procedure to investigate occupational injuries and illnesses.
8. The employer must keep appropriate records of steps taken to implement and maintain the program.

The following program is designed to address each of the requirements.

TABLE OF CONTENTS

MANAGEMENT POLICY STATEMENT	Page 4
IDENTIFICATION OF PLAN ADMINISTRATORS	Page 5
RESPONSIBILITY	Page 5
SAFETY RULES	Page 6
DISCIPLINARY ACTION	Page 8
INSPECTIONS	Page 9
WORKPLACE ACCIDENTS	Page 9
HAZARD ASSESSMENTS	Page 11
EMPLOYEE TRAINING	Page 13
APPENDIX A (WORKPLACE INJURY REPORT)	Page 15
COVID-19 PROTOCOLS ADDENDUM	Page 17

MANAGEMENT POLICY STATEMENT

It is the policy of Central Union School District that every employee is entitled to a safe and healthful place in which to work. To this end, every reasonable effort will be made in the interest of Accident Prevention, Fire Protection, Health Preservation and workplace relations.

We at Central Union School District have a basic responsibility to make the safety of our staff a part of our daily work routine. We will be counting on you to do your part in making our schools and workplace safe.

The successful operation of the Central Union School District will depend not only on education and service, but also how safely each job is performed. There is no job so important - nor any service so urgent - that we cannot take time to work safely. I consider the safety of our people to be of prime importance, and I expect your full cooperation in making our program effective.

Sincerely,

Tom Addington
Superintendent

IDENTIFICATION OF PLAN ADMINISTRATORS

The following person(s)/positions are responsible for implementing the accident prevention plan for Central Union School District.

Superintendent
Assistant Superintendent
Coordinators of Curriculum
Director of Business and Facilities
Manager of Technology
Food Service Coordinator
Maintenance Supervisor
Principals
Assistant Principals

RESPONSIBILITY

Superintendent/Designee

The Superintendent or designee will serve as the Injury & Illness Prevention Program Coordinator for the Central Union Elementary School District. This individual is responsible for implementing and maintaining the following aspects of the safety program:

1. Coordinating all risk control activities
2. Maintaining, evaluating, and revising the Injury & Illness Prevention Program
3. Providing advice and guidance to Central Union Elementary School District management and supervisors
4. Communicating safety objectives
5. Developing and/or assisting in the development of employee training programs
6. Reviewing all accident reports and investigations
7. Serving as liaison between management and outside safety agencies
8. Maintaining records of the Injury & Illness Prevention Program

Supervisors

Central Union Elementary School District Supervisors are responsible, where appropriate, for specific elements of the Injury and Illness Prevention Program. Supervisors play an integral role within the Injury & Illness Prevention Program. Supervisors are in constant and direct contact with their employees and can greatly influence safety attitudes and practices. It is essential that the Supervisors set the example for employees in regards to safety responsibilities. There are several specific responsibilities for Supervisors:

1. Managing the injury prevention efforts in their area of responsibility
2. Providing the necessary means of ensuring a safe and healthy work environment for staff
3. Providing employees with safety training and job instruction
4. Ensuring compliance with applicable federal, state, and, local safety codes. Cal/OSHA safety regulations can be found in the California Code of Regulations, Title 8, by applicable topic. These regulations can be accessed via the Internet at <http://www.dir.ca.gov/title8/index/T8index.asp>. The JPA Risk Manager may be contacted as a resource for compliance based inquiries
5. Conducting Accident/Injury Investigations as appropriate

6. Taking any reasonable action necessary to prevent injuries when an immediate danger exists
7. Taking responsibility for the safety of all employees under their supervision and for any employee not under their supervision but in the supervisor's work area
8. Providing and maintaining a clean and hazard-free work area
9. Planning, conducting, and documenting safety evaluations in assigned areas of responsibility
10. Conducting safety observations of employee safe work practices
11. Developing and maintaining cooperative safety attitudes in employees through the application of approved methods or preventive and corrective discipline
12. Maintaining emergency readiness
13. Ensuring employees receive prompt medical treatment for all injuries

Employees

Employees are charged with adhering to the Injury & Illness Prevention Program as directed by management.

Employee responsibilities are listed below:

1. Adhering to all safety rules and operating procedures established by the Central Union Elementary School District
2. Wearing appropriate personal protective equipment as required and provided by the Central Union Elementary School District
3. Inspecting and maintaining equipment for proper and safe operation
4. Reporting all injuries immediately, including first aid only injuries
5. Encouraging other workers to work in a safe manner
6. Reporting all *observed* unsafe acts and conditions to their supervisor
7. Reporting to work in an acceptable condition and not under the influence of alcohol or drugs

SAFETY RULES

For the protection and safety of all employees Central Union School District has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory.

It is imperative that all employees become thoroughly familiar with the above safety rules. Failure to comply with safety rules or procedures, or failure to wear the appropriate safety equipment, will result in disciplinary action up to and including termination.

General safety

1. Hazardous machinery, equipment or conditions, and unsafe practices or acts shall be reported to your supervisor at once.
2. The use or possession of intoxicating beverages is prohibited on the job. Reporting to work intoxicated warrants immediate dismissal.
3. Caution other employees exposed to hazards created by your work activities.
4. All injuries shall be reported promptly to supervisor so that arrangements can be made for medical or first aid treatment.
5. Authorization for medical service must be acknowledged by your supervisor for "On the Job" injuries before obtaining medical attention or seeing a doctor.
6. Warning signs, barricades, guardrails, etc., shall be kept in place.
7. Place guards around or over all roof openings, floor openings, excavations, manholes, elevator shafts or any other opening where hazard of fall exists.

8. Machinery and equipment shall be operated or repaired by qualified personnel.
9. Keep out of hazardous areas when not a member of the work crew involved.
10. Use the proper lifting technique to prevent back strain and injury.
11. Do not enter manholes, underground vaults, chambers, tanks, silos, etc., until it has been determined that there is a sufficient amount of air, and it contains no flammable or toxic gases or vapors.

Personal Protective Equipment:

1. Hard hats shall be worn where there is a hazard from falling or flying materials.
2. Wear proper footwear with substantial soles.
3. Wear appropriate dark goggles or welding helmet when working on or near arc, acetylene welding or burning.
4. Wear safety glasses or face shield in areas where flying particles are encountered, or material can splash.
5. Protection for the hands and other parts of the body is required when exposed to cuts, burns or harmful substances.
6. Use safety belts and life lines when working at heights where unprotected by guardrails or safety nets.
7. Flagmen, truck spotters, grade checkers, etc., shall wear orange shirts or vests and use proper warning signs, and flags.

Ladders And Scaffolds:

1. Defective ladders shall not be used.
2. When using ladders other than stepladders, set feet securely and tie off at the top.
3. Face the ladder going up or down and with hands free of tools or materials.
4. Before using scaffold, check proper blocking, bracing ties, guardrails and planking. If defective, do not use until corrected.
5. Scaffold platforms shall be kept clear of unnecessary tools or material. Do not overload.
6. Scaffolds or platforms 7 1/2 feet or more above ground shall be equipped with guardrails and toe boards.
7. Before working on rolling scaffolds, check braces, wheel retainers, wheel locks and outriggers.

Machinery And Equipment:

1. Oiling or repairing of machinery or equipment while in motion is prohibited unless special provision to do so safely has been provided.
2. Before any equipment is set in motion, operator must first check, and be certain that no one will be injured by his action.
3. No employee shall be allowed to operate power-driven equipment until he has proven that he understands the safe practice of operation.
4. Operators of power-driven equipment shall make a careful inspection of the equipment at the start and end of each shift. Any changes or defects must be reported to both his relief and foreman.
5. Before leaving motorized equipment, ground the blade, bucket, scoop, pans, etc., and secure brakes.
6. Motorized equipment should be handled with caution in dangerous areas such as edges of deep fills, cut banks, and steep slopes.
7. When making repairs on equipment where blocking is required, be sure blocking is secure.
8. Keep proper clearance from all high voltage lines.
9. Getting on or off equipment while it is in motion is prohibited.

Hand Tools:

1. Defective tools shall not be used. Keep all tools in good state of repair.
2. Do not carry sharp hand tools in clothing. Use proper carrying cases or tool kits.
3. Use hand tools only for the purpose for which they are intended.

Electrical:

1. Check all portable electric tools for proper ground and condition of cords. Do not use if defective, report defective equipment to your foreman.
2. Heed high voltage warning signs and keep proper distance.
3. Do not lift or lower portable electric tools by means of the power cord. Use a rope.
4. Do not leave the cords of portable electrical tools where equipment will run over them.
5. When necessary to suspend portable power tools, hang them from some stable object by means of a rope or similar support of adequate strength.

Fire Hazards:

1. When welding or cutting be sure that hot sparks or slag do not come in contact with combustibles.
2. Use only closed metal container labeled FLAMMABLE for storage of flammable liquids.
3. Keep oily rags and waste material in proper containers.
4. Use fire protection equipment only for fire fighting.
5. Know location of fire extinguishers, and other fire fighting equipment.
6. Report all fire hazards to your foreman immediately.
7. Gasoline shall not be used for cleaning purposes.
8. Do not use flammable fuels for starting or for "warm up" fires.

First Aid:

1. Obtain immediate first aid for all injuries, no matter how small, and report to your supervisor.
2. Know location of first aid kits and emergency equipment.
3. Do not move seriously injured person unless he is exposed to further injury from fire, falling objects or other hazards. Never remove foreign bodies from the eyes.
4. Use first aid materials only as necessary.

Housekeeping:

1. Maintain good housekeeping in your area.
2. Do not leave scrap on ramps, runways, stairways or designated paths of travel.
3. Keep hoses, cables, and ropes coiled, tied and in the clear.

DISCIPLINARY ACTION

The Central Union Elementary School District will utilize appropriate disciplinary action for employees who violate safety policies, rules, and procedures, or for employees who require any counseling as a result of unsafe work practices.

INSPECTIONS

Inspections work because it is an essential part of hazard control. We will view inspections as a fact-finding process, not fault-finding. We will emphasize locating potential hazards that can adversely affect safety and health.

All personnel will be responsible for continuous, ongoing inspection of the workplace. Potentially hazardous conditions, once uncovered, will be corrected immediately or a notification provided to supervisors so that there can be corrective action taken.

Periodic planned inspections will be made by management and/or supervisors. The summary of the periodic inspections will be reviewed by designated management and action will be taken to eliminate uncovered potential hazards. Assignments, target dates for completion, and actual completion dates will be documented.

WORKPLACE ACCIDENTS

When an employee is injured at work, the supervisor is responsible for taking emergency action to have first aid administered, to obtain professional medical attention as soon as possible, and protect other employees and equipment. All Workers' Compensation forms are available at the school sites and the district office. The supervisor and/or safety coordinator must then begin to investigate the circumstances of the accident.

It is the policy of Central Union School District to carry out a thorough program for accident investigations. Supervisory personnel will be primarily responsible for making an investigation of all accidents in their areas of responsibility. All work place accidents will be investigated.

Central Union Elementary School District workers compensation program is self-insured and partially self-administered. Claim management is handled with the combined efforts of designated staff and Kings County Self-Insured Schools (KCSIS).

Accident Investigation (See Appendix for Sample)

It is the responsibility of the immediate supervisor to report all injuries (or near misses) to the Superintendent/designee.

Written reports of investigations should be as complete as possible. The most accurate, thorough reports record the sequence of events, noting each event in the order in which it occurred.

A complete, factual report includes information based on these questions:

- WHO was injured and/or WHAT was damaged?
- HOW did the accident happen?
- WHERE and WHEN did it happen?
- WHO saw it happen?
- WHAT persons and/or equipment were involved?
- WHY did the accident happen?
- WHAT could and should have been done to prevent it?
- HOW can similar accidents be avoided in the future?

Procedures for investigating employee injuries include:

1. *Visiting* the accident scene as soon as possible.

2. This will allow the supervisor to see the scene of the accident before any alterations to the scene can be made. It also allows the supervisor to be visible and available to Employees in the area.
3. Interviewing injured workers and witnesses. Several points of view may be helpful in determining the actual cause of an accident. Always include statements in the accident investigation report.
4. Examining the workplace for factors associated with the accident. It is essential to inspect the scene of the accident to determine if any hazards are present that may cause future accidents.
5. Determining the cause of the accident. Understanding the root cause of an accident will allow management to develop measures to prevent similar accidents from recurring. Determining the root cause of an incident may be a difficult or arduous task. A diligent investigation will allow management to understand the root cause.
6. Taking corrective action to prevent the accident from recurring. Immediate and complete corrective action is essential.
7. Documenting the findings and corrective actions taken by completing Supervisor's Accident Investigation Report. Attach all necessary information to the investigation report.

Outside Agency Investigation

Serious injuries and fatalities may be *investigated* by agencies outside of the Central Union Elementary School District in addition to any internal investigation. Insurance agencies, as well as Cal/OSHA, fire departments, law enforcement agencies, and the Central Union Elementary School District attorney may desire to investigate serious accidents and fatalities.

The Central Union Elementary School District will cooperate with and assist outside agencies during the course of these investigations.

Reports to Cal-OSHA

Serious and fatal injuries are to be immediately reported to Cal/OSHA by the Superintendent or designee. Immediately means as soon as practically possible but not longer than 8 hours after the Central Union Elementary School District knows or with diligent inquiry would *have known* of the death, serious injury, or illness. If the Central Union Elementary School District can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 8 hours after the incident.

Serious injuries warranting Cal/OSHA notification include injuries that occur in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation, or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.

When making such report, the following information should be reported, if available:

1. The time and date of the accident or event
2. The School name, address, and telephone number
3. The name and job title of the person reporting the accident or event
4. The address of the site of the accident or event
5. The name of person to contact at the site of the accident or event.
6. The name(s) and address(es) of any injured employee(s)
7. The nature of the injury
8. The location where injured employee(s) was/were moved to

9. The identities of other law enforcement agencies present at the site of the accident or event
10. A description of the accident or event and whether the accident/event scene or instrumentality has been altered

**California Division of Occupational Safety
and
Health Enforcement Office (Fresno)
Phone (559) 445-5302
Mariposa Street, Ste. 4000 Fresno, CA 93721
Fax (559) 445-5786**

HAZARD ASSESSMENT

General Information

The detection of hazards in the workplace is essential in ensuring a safe work environment. Undetected and uncorrected safety hazards may cause accidents resulting in serious injury to employees. There are two major sources of unsafe conditions - normal wear and tear of equipment and employee actions.

Normal wear and tear is the constant process in which equipment and facilities deteriorate. Routine evaluations of equipment and areas can detect hazardous conditions before they cause injury.

Employee actions can contribute to unsafe conditions in several ways. Misused and abused equipment can be dangerous. Additionally, employees may leave their work area untidy, which can contribute to a dangerous environment.

Regular hazard identification and assessment can minimize the quantity and severity of hazards to which employees may become exposed. Safety Evaluations and Hazard Analysis are tools utilized by the Central Union Elementary School District to identify hazards.

Periodic inspections are always performed according to the following schedule:

- Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.
- Whenever new, previously unidentified hazards are recognized.

Safety Data Sheets (SDS)

Central Union School District is responsible for obtaining or developing a SDS for each chemical used in the workplace. Each SDS will include the specific chemical identity of the chemical involved and the common names. Each data sheet will provide information on the physical and chemical characteristics of the chemical; known acute and chronic health effects and related health information; exposure limits; whether the chemical is considered to be a carcinogen; precautionary measures; emergency and first aid procedures; and the identification of the organization responsible for preparing the sheet.

Each department supervisor will be responsible for maintaining the SDS describing chemicals used in his/her department and for keeping them readily available to employees. The Program Coordinator will maintain a master file for all departments.

Our employee training program will include instruction on how to read and interpret information on a SDS, and how employees can obtain and use the available hazard information.

Hazard Reporting System

It is the responsibility of all employees to report unsafe work conditions and practices immediately to their appropriate supervisor. Employees may use the district's work order system to report unsafe work conditions or practices.

It is the policy of the Central Union Elementary School District to prohibit employee reprisal for reporting unsafe/unhealthy work conditions and practices. Management personnel who are found in violation of this policy shall be held accountable.

Conversely, employees who have knowledge of an unsafe/unhealthy work condition or practice and who intentionally conceal this information will be in violation of Central Union Elementary School District policy.

The Central Union Elementary School District is committed to conducting complete and thorough investigations of all reports of hazardous conditions. If conditions are determined to be hazardous, appropriate measures will be taken by the Central Union Elementary School District to correct those conditions.

Hazard Correction Responsibilities

Superintendent

The Superintendent is responsible for allocating appropriate resources and funding for the correction of unsafe/unhealthy work conditions or practices.

The Maintenance and Operations department is responsible for immediately initiating corrections to any hazard that has come to his/her attention.

Any safety-related work requests should be given the highest priority to ensure prompt correction.

The Superintendent will review all reports of unsafe/unhealthy work conditions on a regular basis

to determine the development of any patterns. The Superintendent will follow up on corrective activity for all reports of unsafe or unhealthy conditions.

Supervisors

Upon the identification of an unsafe/unhealthy work condition or practice, the Supervisors will initiate the appropriate corrective action by way of a work order or communication with the appropriate department.

Supervisors are responsible for identifying and controlling access to a hazard and to prevent further danger to employees and the public, as well as notifying the necessary persons responsible for taking required action to correct the hazard.

Supervisors have the responsibility of investigating and determining the root cause of any unsafe condition. Any source of hazard that is beyond the ability of the Supervisor to correct should be immediately reported to the Maintenance Supervisor. Supervisors are also responsible for taking temporary precautions until corrections can be made.

Supervisors shall provide a status report to the Maintenance Supervisor when a temporary

correction has been made.

Employees

All Employees are responsible for taking appropriate action to correct unsafe and unhealthy working conditions by immediately notifying appropriate management personnel of the conditions.

Hazard Correction Follow-Up

Whenever any report of an unsafe or unhealthy condition has been made, follow-up is essential to ensure that proper corrections are being or have been made. Persons of responsibility should conduct the necessary follow-up. Persons initiating a Report of Unsafe Condition or Hazard should follow up with their supervisors regarding the status of corrections.

Any unnecessary delays in hazard correction should be investigated and reported to the Superintendent/designee.

In the event an unreasonable delay in correcting safety hazards occurs, the Superintendent/designee should inquire with the necessary personnel the status of the work and report any pertinent information back to the Supervisor.

Once a reported hazard has been corrected, Supervisors should conduct a safety evaluation to ensure that the hazard has been completely eliminated.

Access should only be permitted upon the approval of the persons responsible for the area.

EMPLOYEE TRAINING

It is the goal of Central Union School District to provide hazard communication training to all workers prior to starting a new job assignment and whenever a new chemical is introduced to a given work area. Training will be conducted by the Program Coordinator or another person who has been properly trained.

Training Programs

The Central Union Elementary School District is committed to providing all necessary safety training to its employees. Safety training programs are necessary for the Central Union Elementary School District to communicate to employees the hazards associated with their positions and safe work practices necessary to mitigate those hazards.

Training will be communicated through a number of ways: dialog between trainer and trainee, online courses, safety videos or DVDs, safety literature, hands-on examples, on-the-job training, seminars, and workshops.

Communication during training sessions should be two-way to ensure that employees understand their training and are afforded the opportunity to ask questions to clarify any information they may not understand initially.

The Superintendent will periodically review the effectiveness of specific training programs and recommendations will be communicated to the necessary personnel or agencies conducting the training.

Initial Job Instruction

Initial job instruction (or job position safety orientation) refers to the on-the-job training given to new employees to prepare them to do a specific job: It covers such topics as general hazards, cleanliness and housekeeping responsibilities, and appropriate general safety rules. This type of safety training is an initial effort to generally acquaint employees with what they will need to know to perform their new positions safely.

Whether the employee is a new hire or a transfer from area position, safety training is essential. When Employees move to new occupations, they are confronted with an entirely new workstation and a new set of safety hazards.

General safety training includes the following:

1. Introduce the Right-To-Know coordinator and explain his/her role.
2. Explain applicable safety and health requirements mandated by OSHA and state standards.
3. Identify locations where hazardous chemicals are stored, handled, dispensed or transported, and the location of each process and operation that uses them.
4. Explain how to recognize potential health and safety hazards and review monitoring techniques used to detect potential health hazards.
5. Explain how to read SDS and related information (labels).
6. Explain safety precautions to be taken by the individual worker

Pre-Job Safety Instructions for Hazardous Jobs

For hazardous jobs, it is advisable to cover the major job hazards with pre-job safety instructions. These are overviewed in an employee-specific orientation for hazardous operations. During this orientation, the employee's supervisor will cover specific hazards of the job and necessary precautions.

Information to be included during this type of training should include, but not be limited to:

- Safety equipment and personal protective equipment requirements
- Potential exposure to toxic materials
- Emergency procedures
- Physical hazards associated with the work area



Central Union School District
Lemoore, CA

CENTRAL UNION SCHOOL DISTRICT WORKPLACE INJURY INVESTIGATION REPORT (to be completed within three days of reported injury)

Name:	Date of Occurrence:
Site & Department:	Time of Occurrence:
Position:	Location of Occurrence:
Supervisor Name:	Work Schedule <i>(list days of week at work)</i> :
Witness(s) Name(s) & Phone #s <i>(list all)</i> :	Work Hours <i>(list start & end times)</i> :

WHAT HAPPENED? *(Describe what took place):*

Description of Injury *(part of body injured and nature of injury- e.g. sprained ankle, finger laceration, etc.)*

Describe accident and how it occurred *(e.g. lifting box, box slipped, fell on toes, etc.)*

How could the accident have been avoided? *(e.g. did not size up load, could have asked for help lifting heavy box)*

WHY DID IT HAPPEN? *(Get all the facts by studying the job & situation involved. Question by use of why, what, where, when, who, how)*

Is this a “*sharps injury*”? *(i.e. needle stick/cut/abrasion with object that may have been contaminated with blood or other potentially infectious materials)* Yes No

Is this injury caused by an animal? *(i.e. bite, scratch, etc.)* Yes No
If yes, indicate species:

Is this injury caused by a third party? *(i.e. auto accident, faulty machinery manufactured by private party)* Yes
 No
If so, please give details:

Contributing Factors Overview *(e.g. carelessness, lack of training, PPE not used, etc.)* **CHECK ALL APPLICABLE FACTORS BELOW:**

<input type="checkbox"/> Environment Related: <input type="checkbox"/> Slip/Trip/Fall Hazard <i>(circle what applies)</i> : liquid, food object potholes uneven ground uneven cement rushing carrying large loads not using proper pathways	<input type="checkbox"/> Personal protective equipment <input type="checkbox"/> Not Provided <input type="checkbox"/> Provided, But Not Or Incorrectly Used <i>(circle either “Not” or “Incorrectly” as applica</i>	<input type="checkbox"/> Unsafe procedure: <input type="checkbox"/> Improper equipment use <input type="checkbox"/> Bypassed safeguards <input type="checkbox"/> Inattentiveness <input type="checkbox"/> Dangerous operation
<input type="checkbox"/> Illumination <input type="checkbox"/> Noise <input type="checkbox"/> Ventilation	<input type="checkbox"/> Repetitive motion: <input type="checkbox"/> Computer Use <input type="checkbox"/> Kitchen Operations <i>(circle what applies)</i> : cooking chopping cutting serving lifting stocking	<input type="checkbox"/> Training: <input type="checkbox"/> Not provided <input type="checkbox"/> Provided, but needs refresher
<input type="checkbox"/> Weather Conditions <input type="checkbox"/> Hazardous Materials <input type="checkbox"/> Chemicals <input type="checkbox"/> Biological	<input type="checkbox"/> Hand Tool Use <input type="checkbox"/> Manual Handling <input type="checkbox"/> Poor Housekeeping/Disorder <input type="checkbox"/> Other <i>(describe)</i>	<input type="checkbox"/> Horseplay: <input type="checkbox"/> Other <i>(describe)</i> :

WHAT SHOULD BE DONE?			
Corrective Measure(s) taken and Date Implemented: <i>(check all that apply)</i>			
Activity	Date	Activity	Date
<input type="checkbox"/> Sent safety info to employees regarding proper procedure		<input type="checkbox"/> Equipment taken out of service	
<input type="checkbox"/> Provided training/consultation		<input type="checkbox"/> Requested workstation evaluation from KCSIS JPA	
<input type="checkbox"/> Proper lifting techniques reviewed - seek help when lifting/moving objects that are unsafe to lift alone		<input type="checkbox"/> Replaced/repared equipment	
<input type="checkbox"/> Reviewed work area and consulted with District for corrective measures		<input type="checkbox"/> Fixed identified hazard	
<input type="checkbox"/> Disciplined employee for not following required procedures		<input type="checkbox"/> Referred to Facilities for repair	
<input type="checkbox"/> Posted warning sign in area		<input type="checkbox"/> Other(<i>describe</i>):	

Investigated by (Name & Title): _____ DATE: _____

Investigated by (Name & Title): _____ DATE: _____

Reviewed by Human Resources Department: _____

CENTRAL UNION ELEMENTARY SCHOOL DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM COVID-19 ADDENDUM

PURPOSE

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from all worksite hazards, including infectious diseases.

Cal/OSHA's regulations require protection for workers exposed to airborne infectious diseases such as the 2019 novel coronavirus disease (COVID-19). This interim guidance provides information for preventing exposure to the coronavirus (SARS-CoV-2), the virus that causes COVID-19. All employees should review their own health and safety procedures as well as the recommendations and standards detailed below to ensure employees are protected.

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from workplace hazards, including infectious diseases. Employers are required to implement infection control measures, including applicable and relevant recommendations from the Centers for Disease Control (CDC), the California Department of Public Health (CDPH), and the Kings County Department of Public Health (KCDPH).

It is the policy of the Central Union Elementary School District to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases such as COVID-19 are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

This addendum to the District's Injury and Illness Prevention Program is a framework applicable during the current COVID-19 public health emergency. The protocols that are outlined in this document will be modified based on the ongoing and updated guidance from the CDC, state and local public health agencies, and District operations.

WHAT IS CORONAVIRUS (COVID-19)

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan, China. The new name of this disease is Coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV". There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a new coronavirus that has not previously been seen in humans. There is currently no vaccine to prevent COVID-19.

What are the Symptoms of Covid-19?:

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills

- Muscle pain
- Sore throat
- New loss of taste or smell

HOW DOES THE VIRUS SPREAD?

The CDC has indicated that COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus. The CDC continues to learn about how the virus spreads and the severity of illness it causes.

COVID-19 is thought to spread:

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- Through respiratory droplets that can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Germs can spread when:

- Touching eyes, nose, and mouth with unwashed hands
- Preparing or eating food and drinks with unwashed hands
- Touching a contaminated surface or objects
- Blowing nose, coughing, or sneezing into hands and then touching other people's hands or common objects.

DISTRICT STRATEGY - ESSENTIAL INFECTION PREVENTION MEASURES

The District, to the extent possible, will implement the following guidelines to mitigate employee exposure to the COVID-19 in the workplace.

Employees who are sick will be encouraged to stay home and notify their supervisor if they have symptoms of COVID-19 or if they feel they may have been exposed to COVID-19.

If identified at work and upon notification to a supervisor or administrator that an employee is showing symptoms related to COVID-19, the employee will be sent home or to medical care, as needed.

The District will follow public health agency recommendations regarding the prearrangement of office and workplace furniture in keeping with current physical distancing guidelines.

To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.

Signs and/or instructions will be placed in common areas (e.g., front reception area, school office, public common areas, etc.) to help manage physical distancing and provide other COVID-19 infection prevention information to the general public who may enter upon school grounds and buildings.

The District supports the use of video and/or telephonic meetings, and the establishment of guidelines for maintaining physical distancing of six (6) feet between people, whenever possible.

The District supports the distribution of posters to be displayed in common areas which call attention to safety and hygiene practices at each school and work. Using signs, tape marks, or other visual cues on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.

In general, except for the public members who may come into the school office, the other areas of the school campus will be closed to non-approved visitors and volunteers, including family members, who are not District employees or students, until California has entered Stage 4 of reopening. Office locations will have designated physical distancing reminders and plexiglass screens installed. Any student, parent, caregiver, approved visitors, or Staff showing symptoms of COVID-19 will be excluded from District campuses.

Other considerations within the work setting include, but is not limited to the following:

- Increasing physical space between employees by modifying the workspace.
- Following guidance from the CDPH for face covering use.
- Avoiding shared work spaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, following the Cleaning and Disinfecting the Building and Facility Guidelines to clean and disinfect shared workspaces and work items before and after use.
- Using plexiglass screens in offices and areas where visitors may frequent, as much as practical.
- Closing or limiting access to common areas where employees are likely to congregate and interact.
- Limiting any unnecessary travel with passenger(s) from one site to another in work vehicles and personal employee vehicles.
- Canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.

EMPLOYEE RESPONSIBILITY - ESSENTIAL INFECTION PREVENTION MEASURES

During this COVID-19 public health emergency, District employees have a collective responsibility to ensure the protection of all people in the workplace by staying abreast of current public health guidelines to mitigate exposure to the COVID-19. All employees are expected to follow guidelines issued by the CDPH.

Hand Hygiene

To prevent the spread of respiratory infections from one person to another, frequent hand washing is recommended. Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is an effective way to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing at least 60% ethanol alcohol).

To properly wash hands with soap and water:

- Wet hands first with water.
- Apply soap to hands.
- Rub hands vigorously for at least 20 seconds, covering all surfaces of hands and fingers.
- Rinse hands with water and dry thoroughly with paper towel.
- Use paper towel to turn off water faucet.

Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used.

To use alcohol-based hand rub (follow manufacturer's directions):

- Dispense the recommended volume of product;
- Apply product to the palm of one hand; and
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required), this should take around 20 seconds.

Employees should notify their administrator or supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water and single-use towels or blowers.

Coughing and Sneezing Etiquette

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses.

To help stop the spread of germs:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Throw used tissues in the trash
- If a tissue is not available, cough or sneeze into the elbow, not in hands.
- Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% ethanol alcohol.

Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. To help prevent the spread of respiratory disease, employees should avoid close contact with people outside their household or those who are sick within their household.

Health Checks/Status

Employees are required each workday to self-screen at home for COVID-19 symptoms prior to leaving the home for their shift. Employees should follow the CDC guidelines for self-screening at

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

An employee should stay home if they are sick, follow public health agency guidelines, and contact their administrator or supervisor.

Employees who are out ill with fever or acute respiratory symptoms that affect normal breathing who have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, should consult with their physician before physically returning to work.

Sick Employee

If an employee has been exposed to someone with COVID-19 or they have a temperature of 100.4 or more, tiredness, chills, shortness of breath, difficulty breathing, nausea, vomiting, diarrhea, sore throat,

loss of taste or smell, cough, or muscle pain, the employee is to notify their supervisor before their scheduled shift and prior to arriving at the site.

If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, the Central Union Elementary School District will:

- Immediately send employees with acute respiratory illness symptoms home or to medical care as soon as possible
- Actively encourage sick employees to stay home.

If an employee goes home because they are sick, follow the cleaning and disinfecting the building and facility guidelines to disinfect the area/room/office where the person worked, the tools and equipment they used prior to use by others.

Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions.

Employees who test positive for the COVID-19 virus should not return to work until all the following occurs:

- At least three full days pass with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
- At least 10 days pass since the symptoms first appeared; and
- Provide a medical release to the District before physically returning to work.

Employees who return to work following an illness should promptly report any recurrence of symptoms to their immediate supervisor.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correct use of PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE can include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on guidance from the CDPH, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

With respect to Face Coverings, CDPH protocols issue guidance for face coverings, and employees are expected to adhere to the State guidance. Cloth face coverings are not PPE, but combined with physical distancing, may help prevent infected persons without symptoms from unknowingly spreading COVID-19

The face covering requirement does not apply to employees who have trouble breathing or who have a medical or mental health condition that prevents the use of a face covering. In these instances, the employee is directed to contact Human Resources to engage in conversation and accommodation relative to conditions.

CLEANING AND DISINFECTING - HIGH TRAFFIC – HIGH TOUCH - COMMON AREAS

The Central Union Elementary School District has established routine schedules to clean and disinfect common surfaces and objects in the workplace. The District recognizes that high traffic – high touch common areas in the workplace need, to the extent possible, regular cleaning and disinfecting to limit the spread of the COVID-19 virus. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, and restroom and bathroom surfaces.

The process of disinfecting includes providing disinfecting products, that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time.)

Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

Disinfectants kill germs on surfaces after cleaning, that can further lower the risk of spreading infection. Employees will need to follow the district's approved disinfecting products and procedures when using disinfectants.

Disinfecting procedures include:

- Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection.
- Clean and disinfect frequently touched surfaces daily and shared workspaces and work items before and after use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Keep all disinfectants out of the reach of children. Disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed.
- Do not overuse or stockpile disinfectants or other supplies.
- Always wear gloves appropriate for the chemicals being used when cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.
- Areas unoccupied for 7 or more days need only routine cleaning.
- Outdoor areas generally require normal routine cleaning

No employee shall bring cleaning products and/or disinfectants into the workplace that have not been approved by the District.

CONFIRMED OR SUSPECTED COVID-19 CASE

The District will consult with the CDPH, state agencies, and the Kings County Public Health Department to ensure mitigation practices and response protocols are aligned with current expectations as information about the COVID-19 virus continues to be examined and understood.

Confirmed COVID-19 Case

The District will follow guidance from the KCDPH for any person who has tested positive for the COVID-19 virus. If an employee is confirmed to have the COVID-19 infection, the District will follow guidance from the KCDPH. Under guidance from KCDPH this will include notifying immediate coworkers of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

The following table is provided for reference, however, protocols are subject to KCDPH guidance.

Person Exposed	Exposure to	Recommended Precautions
<ul style="list-style-type: none">• Household member• Intimate partner• Individual providing care in a household without using recommended infection control precautions• Individual who has had close contact (less than 6 feet) for a prolonged period of time (15 or more minutes)	<ul style="list-style-type: none">• Person with symptomatic COVID-19 during the period from 48 hours before symptoms onset until 72 hours after symptoms recovery	<ul style="list-style-type: none">• Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times• Self-monitor for COVID-19 symptoms• Avoid contact with people at higher risk for severe illness

Cleaning and Disinfecting – Confirmed COVID-19 Case

The District will adhere to guidance from KCPHD on general cleaning and disinfection of the work location.

Conduct deep cleaning of the entire general area where the infected employee worked and may have been.

- Close off areas used by the sick person.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before the area is cleaned and disinfected.
- If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection

Suspected COVID-19 Exposure

In a case where an employee knew that they have been in close contact with a person who may have contracted the COVID-19 infection, the employee is expected to immediately notify their direct supervisor or contact the Human Resources Department (925-2619) in order to receive guidance on next steps. The employee suspected of begin exposed to the COVID-19 infection should, as soon as practical, corroborate the exposure by medical verification.

Self-quarantine in their home or another residence until 14 days from the last date that they were in close contact with that person.

COMMUNICATION

Communication between employees and the matters relating to COVID-19 mitigation and response is an important aspect to ensure employee safety while in the workplace.

All employees will be required to complete a Wellness Screening at the discretion of their immediate administrator or supervisor.

All District employees are encouraged to report to their immediate administrator or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace.

Administrators and supervisors who, after assessing the report, determine that additional guidance or assistance is required shall contact the District Office Human Resources Department.

District Human Resources, along with the School nurse and in consultation with the KCDPH will, will triage the report and notify essential District personnel for appropriate response and action.

EMPLOYEE TRAINING

The District will provide training in the general description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace. The training may consist of reviewing written documentation, online video trainings and/or acknowledge receipt of the District's COVID-19 Injury and Illness Prevention Program addendum.

Information for employees on the following topics:

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19 if you are sick
- Physical and social distancing guidelines
- Importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available.
- Reminders and methods to avoid touching eyes, nose and mouth
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants