

**INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)
FOR LOS GATOS UNION SCHOOL DISTRICT EMPLOYEES**



Revised 12/2020

Los Gatos Union School District

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INJURY AND ILLNESS PREVENTION PROGRAM

ACKNOWLEDGEMENT

The current version of the Injury and Illness Prevention Program was developed by the 2010-2011 District Safety Committee and Stephen Hosler, Loss Control Manager, Santa Clara County Schools Insurance Group.

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator shall be the LGUSD Superintendent, Diana G. Abbati. The IIPP Administrator has the authority and responsibility for implementing the provisions of this program for Los Gatos Union School District.

Our Superintendent recognizes the importance of maintaining a safe and healthful environment for our employees, students and visitors and requires that all managers and supervisors be responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP. A copy of this IIPP is available at the main office at each location and on the District website (www.LGUSD.k12.ca.us).

COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly per the Agreement between LGUSD and LGETA, “Article 6, Safety” and “Article 5, Safety”, negotiated with the LGUCEA.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

Our system of ensuring that all workers comply with the rules and maintain a safe work environment includes:

- Informing workers of the provisions of our IIPP;
- Informing workers of District Safe Work Practices;
- Evaluating the safety performance of all workers;
- Recognizing employees who perform safe and healthful work practices;
- Providing training to workers whose safety performance is deficient;
- Disciplining workers for failure to comply with safe and healthful work practices; and
- Ongoing review of the IIPP and other safety issues by the District Safety Committee.

COMMUNICATION

We recognize that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information

between management and staff in a form that is readily understandable and consists of one or more of the following items:

- New employee orientation including a presentation and sign-off of the District General Safe Work Practice;
- Review of our IIPP
- Workplace safety and health training programs.
- Regularly scheduled safety meetings.
- Effective communication of safety and health concerns between workers and supervisors, including translation where appropriate.
- Posted or distributed safety information.
- A system for workers to report workplace hazards.
- A District safety committee that meets regularly prepares minutes of the safety committees meetings, reviews inspections, accidents and exposures as necessary with a goal and objective of maintaining a safe and healthy workplace.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards are performed by professional from DSA, SCCSIG, the Fire Department, various Consulting Services and District Maintenance and Operations staff. Inspections include, but are not limited to the following:

Asbestos Hazard Emergency Response Act (AHERA) Inspections (6 month/ 3 year)

DSA Design Reviews and Inspections by Inspector of Record for Construction Projects

Food Service Inspections

Fire Department, Annual Inspections

Fire System Inspections and Tests (annually)

Groundwater and Storm Drain Inspections (annual)

Handicapped Lift Inspections (6 month)

Hazardous Materials Inspection by the Fire Department (annual)

Property Liability Safety Inspections (3 to 5 year)

Playgrounds Inspections (monthly and for new installations)

Williams Act Inspections- FIT (annual)

Periodic inspections are performed according to the following schedule:

- When we initially established our IIPP;
- When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist or any other effective methods to identify and evaluate workplace hazards.

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

Processes/Actions

- Visiting the accident scene as soon as possible;
- Interviewing injured workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and corrective actions taken.

Forms

- Santa Clara County Schools' Insurance Group Report of Employee Incident/Injury
 - Use for Injury, Illness and Near Miss
- State Employer's Report of Occupational Injury or Illness
 - completed online at <http://ultraclaimsonline.insurancevisions.com/>

INJURY, ILLNESS and NEAR MISS INVESTIGATION REPORT



SANTA CLARA COUNTY SCHOOLS' INSURANCE GROUP REPORT OF EMPLOYEE INCIDENT/INJURY

DISTRICT SCHOOL NAME/SITE

PART I: TO BE COMPLETED BY THE EMPLOYEE

Name: _____ Emp. ID# _____
 Home address: _____ Phone: _____
 Sex: F / M Job Title: _____ Department: _____
 To whom did you report this incident? _____ Date of injury: _____ Time of incident _____ AM / PM
 Time you begin work: _____ AM / PM Were you unable to work at least one full day after the injury? Y / N
 If yes, date last worked _____ Have you returned to work? Y / N If yes, date returned _____
 Body part injured (Be Specific) _____ Have you gone or are you planning to go to a doctor? Y / N
 If yes, state name and address of doctor: _____
 Date you reported incident: _____ Location of incident: _____
 How did incident occur? Be specific and detailed _____

 Employee's Signature: _____ Date: _____

PART II: TO BE COMPLETED BY SUPERVISOR/PRINCIPAL

TYPE OF INCIDENT: (Check one) Injury Illness Near Miss
 Incident Date: _____ Where did the incident occur? _____
 Did incident occur on school premises? Y / N Under school jurisdiction? Y / N Safety Rule(s) violated? Y / N
 Was employee working within his/her job description? Y / N Date employee reported incident: _____
 Describe the incident (How, why and what happened. Include task being performed, step by step detail of incident, and tool or object involved)

 What caused the incident? _____

 Name(s) of witness(es) & phone #'s _____

 Describe immediate corrective action: _____
 Date immediate corrective action was complete: _____ By whom: _____
 Describe long term corrective action: _____
 Estimated date long term corrective action will be completed: _____ By whom: _____
 Additional comments: _____
 Supervisor's/Principal's signature: _____ Date: _____

White Copy - District Claims Administrator Yellow Copy - Employee Pink Copy - Safety Director/Committee

Revised 8/00

HAZARD CORRECTION

We use a District wide Work Order System (Web Help Desk) to address any necessary corrections stemming from near misses, observed unsafe conditions or corrective action for accidents or injuries.

Unsafe or unhealthy work conditions shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered, sites & individuals are required to report necessary hazard corrections through the District Work Order System;
 - Principals, School Administrative Assistants, and D.O. Administrative Assistants are key contacts for this system.
 - Safety concerns that require immediate attention should be phoned into the Maintenance and Operations Office 408-335-2398.
 - The online Work Order System should be used for all other corrective actions that do not create an immediate danger.
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with necessary training protection; and
- All such actions taken and dates they are completed shall be documented.

Unsafe practices or procedures that are observed should be reported to immediate supervisors to be addressed by taking correction action or providing necessary training.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIPP first established;
- To all new workers, training to be appropriate with employee skill level as determined by the interview process, self-reporting, and observation during the probationary period. To all workers given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard (job specific);
- Whenever the employer is made aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment.
- Workplace safety and health practices are based on our various Hazard Assessments and documented in our list of training subjects.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

LIST OF TRAINING SUBJECTS

We train our workers about the following training subjects:

- ✓ General Safe Work Practices.
- ✓ Good housekeeping, fire prevention, safe practices for operating any construction equipment.
- ✓ Safe procedures for cleaning, repairing, servicing and adjusting equipment and machinery.
- ✓ Safe access to working areas.
- ✓ Heat Stress
- ✓ Protection from falls.
- ✓ Electrical hazards, including working around high voltage lines.
- ✓ Proper use of powered tools.
- ✓ Lock-out/tag-out procedures.
- ✓ Materials handling.
- ✓ Chainsaw and other power tool operation.
- ✓ Fall protection from elevated locations.
- ✓ Use of elevated platforms, including condors and scissor lifts.
- ✓ Driver safety.
- ✓ Slips, falls, and back injuries.
- ✓ Ergonomic hazards, including proper lifting techniques and working on ladders or in a stooped posture for prolonged periods at one time.
- ✓ Personal protective equipment.
- ✓ Hazardous chemical exposures.
- ✓ Hazard communication.
- ✓ Physical hazards, such as heat/cold stress, noise.
- ✓ Bloodborne pathogens and other biological hazards.
- ✓ Emergency evacuation plan.
- ✓ Provisions for medical services and first aid including emergency procedures.
- ✓ Safety is Everyone's Business

RECORDKEEPING

- We are a local governmental entity (any county, city, or district, and any public or quasi-public corporation or public agency therein) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

WORKER TRAINING AND INSTRUCTION RECORD



Santa Clara County
SCHOOLS' INSURANCE GROUP
 3233 Union Avenue
 San Jose, California 95124-2009
 (408) 558-0600 • Fax: (408) 558-0604



Date: _____ **District:** _____
Topic: _____ **Employee Group:** _____
Trainer: _____ **Contact:** _____

	Print Name	Site	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

For Schools' Insurance Group use ONLY:			
Program: WC	PL	cc: CBO: _____	HR: _____ Other: _____
Certificates Required: Yes	No	Agenda Attached: Yes	No Handout Attached(s): Yes No

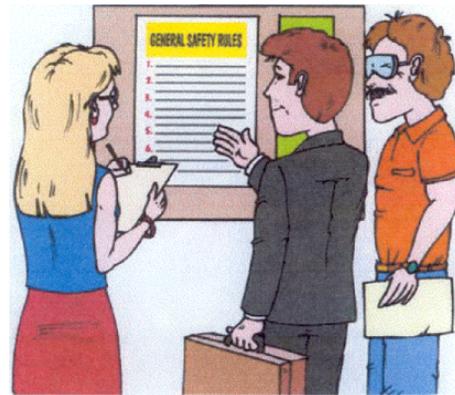


GENERAL SAFE WORK PRACTICES

When a person is injured on the job, everyone suffers. The injured person may feel pain, embarrassment, and fear, and generally has his/her whole routine disturbed. Co-workers must fill in to try to make up for the absence, and the district loses the talent of a person who probably knows how to do that particular job better than anyone else.

Throughout the district, we have many mechanical guards, safety rails, items of personal protective equipment, etc., but the fact remains that **most accidents are caused by unsafe acts - not faulty equipment**. To help you avoid being hurt, it is important that you follow these rules:

1. Even if you are not a supervisor, **you have a duty to stop any unsafe act**. Another person's carelessness may injure you. Tell him/her what s/he is doing wrong.
2. **Take a special interest in new staff and students**. Warn them of hazards.
3. **Keep floors clean** by picking up liquids or objects immediately after spills. Some very serious injuries occur as a result of slips and falls.



4. **Never put yourself in a position where you must use all your body strength**. When you push or pull too hard on anything, you are likely to slip or injure yourself in some other way.
5. **Report every injury immediately** even if you don't feel that you need to see a doctor. Let your supervisor know.
6. **Don't burn down your place of employment! This is a BIGGIE, folks. If you walk into a room and smell gas**, open a door or window and **do not** turn on lights, appliances, cell phones, etc. **Do not place combustible items near flames or in unventilated areas. Do not stack items within 18" of a ceiling – sprinklers don't do any good if they are covered up!**
7. **Know where your fire extinguisher is located and find out how to use it. Do not block fire extinguishers with furniture or cover them with paper**. Check the extinguisher once a month to make sure it is charged (look at the gauge) and in its place. **Report missing or broken extinguishers** to your site maintenance coordinator or administrative staff immediately.
8. **DO NOT TOUCH** downed utility lines even if you think they are harmless.
9. Don't run **electrical cords** across aisles, walkways, or wet floors. Have cords repaired when they become frayed, and **DON'T OVERLOAD WALL SOCKETS**.



10. **Don't pull out more than one file cabinet drawer at a time. Close drawers of desks and file cabinets before you walk away.** You or someone else could walk into them or trip over them. Put heavy items in bottom drawers.

11. **Don't try to catch heavy or sharp falling objects.** Step back and let them hit the ground. Your well-being is much more important than any object.

12. **Don't place yourself off balance** in order to reach something. Ask for assistance, get a ladder or step stool, or put down what you are already holding in order to maintain proper balance.

13. **Climb on proper ladders or stepstools only**, not on chairs or shelves.

14. **Stacked materials must be stable.** Keep in mind the constant possibility of earthquakes. **Keep heavy items on lower shelves.**

15. **When you must lift**, get close to the load, spread your feet slightly, get a firm grip on the load (hold at opposite corners), keep your back straight and lift with bent knees. When possible, use a cart, dolly, or helper to move heavy items.

16. **When working with a helper**, tell him/her how the operation is supposed to go before you start to do it so you both have the same idea in mind. If you are the helper, don't be afraid to ask questions before beginning the task. **If anyone else in the area is going to be affected by your work**, tell him or her you are going to do so that adjustments can be made if necessary.

17. **Don't lock or block building exits.** The law requires that exits are easily accessible in the event of an emergency.

18. Respect and **keep your distance** from compressed gas cylinders and air tanks. They can cause serious injury if damaged or used improperly.

19. **Unplug power equipment** before making adjustments or when not in use. It only takes a little more time and guarantees safety.
20. **When operating power equipment on school grounds**, make sure people are kept away from the area of operation. Have a co-worker walk alongside the vehicle to ensure the area stays clear. Unattended equipment shall be turned off and locked and always remove the key.
21. **Don't get caught between a piece of moving equipment and a stationary object.** Be especially careful in parking lots and when crossing driveways.
22. **Wear appropriate safety equipment/clothing when necessary.** This is important for science and art teachers and students as well as for grounds, maintenance, and custodial staff.

EVERYONE, STAY SAFE OUT THERE!!

Complies with CalOSHA Title 8, Section 3203, Injury and Illness Prevention Program General Safety Training requirements. For more information, contact the Santa Clara County Schools' Insurance Group (408) 558-0600

APPENDIXES INFORMATION

HAZARD ASSESSMENT CHECKLIST (Appendix A)

See Appendix A for sample of current Hazard Assessment Checklist

HAZARD ASSESSMENT AND CORRECTION RECORD (Appendix B)

See Appendix B for a sample of current Hazard assessment online tracking system.

HEAT STRESS PROGRAM (Appendix C)

Our District's Heat Stress Program can be found in Appendix C.

CORONA VIRUS DISEASE COVID-19 (Appendix D)

See Appendix D for COVID 19 Preventative Measures

APPENDIX A - Sample of Current Hazard Assessment Checklist



REGULATORY COMPLIANCE PROGRAMS, POLICIES, AND PERMITS REVIEW DISCLAIMER

Certain laws and regulations governing public educational institutions and workplaces in California mandate that specific programs and documents be developed, implemented, and made readily available to regulatory agency representatives when requested. This section of your Loss Control & Safety Audit addresses some of these mandated programs or documents. If “No” is checked next to a listed program or policy, this means that the required policy or program either did not exist, was not available, or was deficient in some way, and that a corresponding recommendation will be made in the narrative text that follows.

The list below addresses a number of common compliance policies and programs and is not intended to represent every requirement for every audited organization or facility.

REGULATORY COMPLIANCE PROGRAMS, POLICIES, AND PERMITS REVIEW

Occupational Safety and Health Programs and Training	Yes	No	NA	Priority	Recommendations
1 Asbestos and Lead Awareness					
2 Bloodborne Pathogens Exposure Control					
3 Chemical Hygiene (Laboratory Safety) Plan					
4 Confined Space Entry					
5 Emergency Action Plan					
6 Excavation / Trenching / Shoring					
7 Fire Extinguisher Use					
8 Fire Prevention					
9 Forklift and/or Utility Cart Usage					
10 Hazard Communication					
11 Hazardous Waste Operations and Emergency Response (HAZWOPER) / Hazardous Waste Handler					
12 Hearing Conservation					
13 Heat Illness Prevention					

GENERAL CONDITIONS INSPECTION

Hazard Type	Hazard Scope	Hazard Urgency
1 – Egress Issue	A – Facilities/Planning	I – Immediate
2 – Injury Hazard	B – Custodial or Maintenance	H – High
3 – Property Loss	C – Policy and/or Procedures	M – Medium
4 – Regulatory or Legal Issue	D – Employee Practices	L – Low
5 – Accepted Best Practices		

Exterior Areas		Yes	No	NA	Priority	Recommendations
1	Are the exterior premises equipped with appropriate signage that provides warnings, facilities use restrictions, and other relevant information?					
2	Are parking areas paved, striped, and signed as appropriate and free of vehicles parked in unauthorized locations?					
3	Are paved surfaces, such as parking lots, sidewalks, and courtyards, free of hazardous conditions or deterioration?					
4	Is the turf in good condition, and is landscape well groomed and free of overhang, concealment, or other potentially hazardous conditions?					

Appendix A is only a snapshot of the inspection criteria, a complete checklist is available upon request,

APPENDIX B – Sample of Hazard assessment Online Tracking System.

2 - Are parking areas paved, striped, and signed as appropriate, and free of vehicles parked in unauthorized locations?

[Previous](#) [Next](#)

Recommendation Number: 2010-001

Observations

- Vehicles were parked in unauthorized parking areas and/or fire lanes.
- These practices pose property damage hazards and can delay or prevent proper emergency response.

Recommendations

- Parking locations should be marked and parking regulations should be observed at all times.
- Consideration should be given to constructing additional parking facilities or expanding the current parking facilities if necessary in order to effectively accommodate staff and visitor parking.
- An alternative solution would be to implement a site-based carpool program, which could include incentives for carpooling to reduce parking lot clutter and to conserve natural resources.

Locations

- Fire Lanes near Kitchen

Standards

- California Fire Code, Section 503.4, Obstruction of Fire Apparatus Access Roads

Images

Click Image(s) to Enlarge



Hazard Priorities

3,4,5 - A,C,D - L

Hazard Type

3 - Property Loss
4 - Regulatory or
Legal Issue
5 - Accepted Best
Practices

Hazard Scope

A - Facilities/Planning
C - Policy and/or
Procedures
D - Employee Practices

Hazard Urgency

L - Low

Recommendation Response



Abatement Status

- Open
- Scheduled/Assigned
- Corrected
- Deferred

Open Item

Comment

[Add Comment](#)

APPENDIX C – Heat Stress Program.

**INJURY AND ILLNESS
PREVENTION PROGRAM (IIPP)**

Heat Illness Prevention

SAFETY AND HEALTH PROGRAM



**Revised 6/2015
Los Gatos Union School District**

Heat Illness Prevention

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POLICY STATEMENT

The purpose of the Heat Illness Prevention Plan is to meet the requirements set forth in California Code of Regulations, Title 8, and also to serve as a supplement to Los Gatos Union School District's Injury and Illness Prevention Program (IIPP). This information is intended and must be used in conjunction with the IIPP. The Heat Illness Prevention Guide establishes procedures and provides information which is necessary to ensure that workers are knowledgeable in the prevention and recognition of heat stress to ensure their own safety and the safety of others.

It is the policy of the Los Gatos Union School District to prevent heat illnesses among our employees and students. To accomplish this objective, our district has adopted the following policies and procedures:

PROCEDURES FOR PROVISION OF WATER

The Administrator/Director/Principal (here after referred to as Manager or Management) will ensure that water containers are located on the vehicles, so drinking water will be readily accessible.

The assigned driver of the vehicle will be responsible for filling and cleaning the water containers and ensuring that they are kept in a sanitary condition with cleaning supplies provided by the District.

Management will remind the workers to drink water frequently, when the temperature exceeds or is expected to exceed 90 degrees F. A notification system emphasizing the importance of drinking water, the amount of water necessary, necessary rest breaks, and the signs and symptoms of heat illness will be established. (See Appendix A – Heat Stress Quick Card)

During employee training, the importance of frequent drinking of water will be stressed and the requirement of mandatory drinking every two hours.

PROCEDURES FOR MONITORING THE WEATHER

Prior to each workday the manager will be responsible for monitoring the weather forecast via local weather reports, www.nws.noaa.gov or with the aid of a simple thermometer. If a heat wave is expected, schedule modifications such as rescheduling the work hours, working at night or during cooler hours of

the day will be necessary. This type of advance planning should take place all year long.

ACCESS TO SHADE

Management will identify shade available at their sites, such as trees, overhangs, walk ways, and buildings. The identified areas will be communicated to employees by site during training.

HIGH HEAT PROCEDURES

High Heat Procedures are additional preventive measures that the District will implement when the temperature equals or exceeds 95 degrees Fahrenheit.

Management will ensure that effective communication by voice, observation, or electronic means is maintained so that employees at the worksite can contact a supervisor when necessary. If the manager is unable to be near the workers to observe or communicate with them, then an electronic device, such as a two-way radio, cell phone or text messaging device, may be used for this purpose, **only if reception in the area is reliable.**

Throughout the work shift, management will remind employees to drink plenty of water and will observe employees for alertness and signs or symptoms of heat illness. In some cases a pre-shift meeting may take place to remind employees to review high-heat procedures.

PROCEDURES FOR ACCLIMATIZATION

Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to which the body is accustomed is significantly and suddenly exceeded by sudden environmental changes. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave strikes or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted. Inadequate acclimatization can endanger anyone exposed to conditions of heat and physical stress significantly more intense than what they are used to. Employers are responsible for the working conditions of their employees, and they must act effectively when conditions result in sudden exposure to heat

their employees are not used to. All employees will be observed by a supervisor or designee during a heat wave.

The manager will assign new employees a “buddy” or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.

PROCEDURES FOR EMERGENCY RESPONSE

When an employee is showing symptoms of possible heat illness, the manager will take immediate steps to keep the stricken employee cool and comfortable once emergency service responders have been called. This will help to reduce the progression to a more serious illness.

During a heat wave or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.

Los Gatos Union School District’s training for employees and supervisors will include every detail of these written emergency procedures.

HANDLING A SICK EMPLOYEE

When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, call our emergency service provider. (911)

Make the call immediately if an employee displays signs or symptoms of heat illness. Loss of consciousness, incoherent speech, convulsions, and a red and hot face are all symptoms that require action. If the employee does not look OK or does not get better after drinking cool water and resting in the shade, while the ambulance is in route, initiate first aid and cool the worker: place in the shade, remove excess layers of clothing, place ice pack in the armpit and groin areas and fan the victim. Do not leave a sick worker alone or let a sick worker leave the site, as they could get lost or die before reaching a hospital! Have the employee transported by ambulance and treatment started by paramedics.

PROCEDURES FOR EMPLOYEE AND MANAGEMENT TRAINING

The district will ensure that all employees and supervisors are trained prior to working outside. Training will include the District’s written Heat Illness prevention procedures.

Santa Clara County Schools' Insurance Group is a Joint Powers Authority (JPA) that assists with employee training and provides up to date safety information to districts and may be contacted for assistance with training.

Management will train on the steps that will be followed for contacting emergency medical services, including how they are to proceed when there are non-English speaking workers, how clear and precise directions to the site will be provided as well as stress the need to make visual contact with emergency responders at the nearest road or landmark to direct them to their worksite.

The manager will assign new employees a "buddy" or experienced coworker to ensure that they understood the training and follow District procedures.

Appendix A



Protecting Workers from Heat Stress

Heat Illness

Exposure to heat can cause illness and death. The most serious heat illness is heat stroke. Other heat illnesses, such as heat exhaustion, heat cramps and heat rash, should also be avoided.

There are precautions your employer should take any time temperatures are high and the job involves physical work.

Risk Factors for Heat Illness

- High temperature and humidity, direct sun exposure, no breeze or wind
- Low liquid intake; previous heat illnesses
- Heavy physical labor
- Waterproof clothing
- No recent exposure to hot workplaces

Symptoms of Heat Exhaustion

- Headache, dizziness, or fainting
- Weakness and wet skin
- Irritability or confusion
- Thirst, nausea, or vomiting

Symptoms of Heat Stroke

- May be confused, unable to think clearly, pass out, collapse, or have seizures (fits)
- May stop sweating

To Prevent Heat Illness, Your Employer Should

- Provide training about the hazards leading to heat stress and how to prevent them.
- Provide a lot of cool water to workers close to the work area. At least one pint of water per hour is needed.



For more complete information:

OSHA® Occupational
Safety and Health
Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA

OSHA 3154-06-101 V2

OSHA[®] QUICK CARD[™]

- Schedule frequent rest periods with water breaks in shaded or air-conditioned areas.
- Routinely check workers who are at risk of heat stress due to protective clothing and high temperature.
- Consider protective clothing that provides cooling.



How You Can Protect Yourself and Others

- Know signs/symptoms of heat illnesses; monitor yourself; use a buddy system.
- Block out direct sun and other heat sources.
- Drink plenty of fluids. Drink often and BEFORE you are thirsty.
- Avoid beverages containing alcohol or caffeine.
- Wear lightweight, light colored, loose-fitting clothes.
- Be aware that poor physical condition, some health problems (such as high blood pressure or diabetes), pregnancy, colds and flu, and some medications can increase your personal risk. If you are under treatment, ask your healthcare provider.



What to Do When a Worker is Ill from the Heat

- Call a supervisor for help. If the supervisor is not available, call 911.
- Have someone stay with the worker until help arrives.
- Move the worker to a cooler/shaded area.
- Remove outer clothing.
- Fan and mist the worker with water; apply ice (ice bags or ice towels).
- Provide cool drinking water, if able to drink.

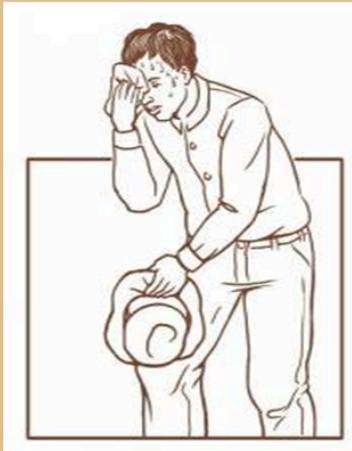
IF THE WORKER IS NOT ALERT or seems confused, this may be a heat stroke. CALL 911 IMMEDIATELY and apply ice as soon as possible.

If you have any questions or concerns, call OSHA at 1-800-321-OSHA.

For more complete information:

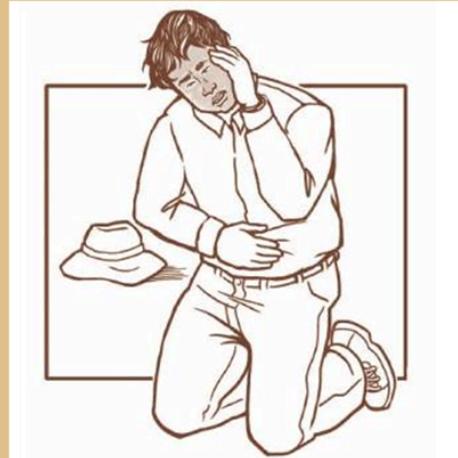
OSHA[®] Occupational
Safety and Health
Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA

Heat Illness Signs & Symptoms



Heat Exhaustion

Heavy sweating,
cramps, rapid
pulse,
headache,
nausea,
vomiting



Heat Stroke

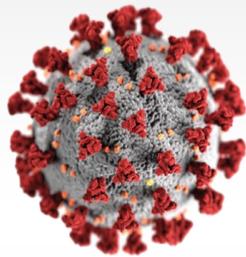
Dry, red, hot skin,
fainting, high body
temperature,
disoriented,
confused

**NEED MEDICAL
HELP**

School District

Injury and Illness Prevention Program

Addendum C-19



Corona Virus Disease COVID-19



PUBLISHED: June 17, 2020

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Centers for Disease Control and Prevention **California Division of Occupational Safety and Health**

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What is Corona Virus Disease (COVID-19)

On February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 Novel Corona Virus outbreak, first identified in Wuhan China. The new name of this disease is Corona Virus disease 2019, abbreviated as COVID-19.¹

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 Novel (or new) Corona Virus that has not previously been seen in humans. The name of this disease was selected following the World Health Organization's (WHO) best practice for naming of new human infectious diseases.¹

Corona Virus Disease 2019 (COVID-19) - How Does the Virus Spread?

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths and/or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).²

COVID-19 seems to be spreading easily and sustainably in the community (community spread) in many affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.²

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. This is not thought to be the main way the virus spreads, but the Center for Disease Control and Prevention (CDC) is still learning more about how this virus spreads.²

Injury and Illness Prevention Program (IIPP)

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 determine if COVID-19 infection is a hazard in their workplace. If it is a workplace hazard, then employers must implement infection control measures, including applicable and relevant recommendations from the CDC. For most California workplaces, adopting changes to their IIPP is mandatory since COVID-19 is widespread in the community.³

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**Corona Virus Disease(COVID-19)
Injury and Illness Prevention Program - Addendum**

Introduction

The School District (District), through its administration and management, is committed to the safety and health of all employees, including volunteers, and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. By making safety a high priority for every employee, the District can reduce injuries and illness, increase productivity and promote a safer and healthier work environment.

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 are a phased approach and will be modified based on the ongoing and updated guidance from the CDC, state and local public health agencies, and District operations.

The addendum is not applicable to non-volunteer parents, students, and third-parties that may enter or conduct business at the School District facilities.

This Injury and Illness Prevention Program addendum (COVID-19) was reviewed, modified and approved by the Superintendent’s and it’s appropriate staff members.

The School District hereby assigns responsibility for implementing and maintaining the Injury and Illness Prevention Program addendum (COVID-19) to the current and acting Risk Manager for the District.

Essential Infection Prevention Measures – General Statement

1. The District supports the use of video and/or telephonic meetings, and the establishment of guidelines for maintaining a distance of at least 6 feet between persons, whenever possible.³
2. The District supports the distribution of posters (11”x 17”) to each school and work location to be displayed in common areas that provide physical distancing guidelines.

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Essential Infection Prevention Measures – District Strategies

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

1. Encourage sick employees to stay home.³
2. If identified at work and upon notification to a supervisor or administrator that an employee is showing symptoms related to COVID-19, send employee home or to medical care, as needed.³
3. Follow public health agency recommendations regarding the prearrangement of office and workplace furniture in keeping with current physical distancing guidelines.
4. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.³
5. Encourage employees to use their own face covers. Face coverings (cloth face cover; face shield; mask) should be worn whenever a District employee comes within 6 feet of others.⁴ 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.⁴

Cloth face coverings are not Personal Protective Equipment (PPE), but combined with physical distancing of at least 6 feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.³

6. Place signs and/or instructions 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.

Essential Infection Prevention Measures – Employee Responsibility

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 Corona Virus disease (COVID-19).

1. 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>.⁸

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

2. 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.
3. Employees who test positive for the COVID-19 virus should not return to work until 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 appeared³; and
 - ✓ Provide a medical release to the District before physically returning to work.
4. Employees who return to work following an illness should promptly report any recurrence of symptoms to their immediate supervisor.³
5. Employees should practice physical distancing by using video or telephonic meetings as much as practicable, and maintaining a distance of at least 6 feet between persons at the workplace when possible.³
6. Employees should avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If employees must share workspaces, clean and disinfect shared workspaces and work items before and after use.³
7. Employees should wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with other persons and after contacting shared surfaces or objects.³
8. Employees should cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.³
9. Employees should avoid sharing personal items with coworkers (i.e., dishes, cups, utensils, towels).³
10. 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.
11. No employee shall bring cleaning products and/or disinfectants into the workplace that have not been approved by the Administrator of Operations.

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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 correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE 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 the updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Identification of High Traffic – High Touch Common Areas

The District recognizes that high traffic – high touch common areas in the workplace need, to the extent possible, cleaning and disinfecting to limit the spread of the COVID-19 virus.

The District will assign personnel and establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, and trash cans.

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.)

District Response - Confirmed or Suspected COVID-19 Case

The District will consult with the CDC, state health care agencies, and the County Health Care Agency 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 CDC recommends that persons directly exposed to an individual who has tested positive or been diagnosed with COVID-19 should self-quarantine for 14 days (see table below).

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Person Exposed	Exposure to	Recommended Precautions
<ul style="list-style-type: none"> ▪ Household member⁵ ▪ Intimate partner⁵ ▪ Individual providing care in a household without using recommended infection control precautions⁵ ▪ Individual who has had close contact (less than 6 feet) for a prolonged period of time (15 or more minutes)⁵ 	<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 recovery⁵ 	<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 times⁵ ▪ Self-monitor for COVID-19 symptoms⁵ ▪ Avoid contact with people at higher risk for severe illness⁵

If an employee is confirmed by medical verification to have the COVID-19 infection, the District will inform immediate coworkers of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).³

Cleaning and Disinfecting – Confirmed COVID-19 Case

1. Temporarily close the general area where the infected employee worked until cleaning is completed.³
2. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before cleaning and disinfecting the area.⁶
3. Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against the Corona Virus.³
4. District custodian personnel cleaning the area should be equipped with the proper personal protective equipment for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required).³

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 should self-quarantine in their home or another residence until 14 days from the last date that they were in close contact with that person.⁴

Close contact refers to any person who has been within 6 feet of a potential infectious COVID-19 person for 15 minutes or more.⁴ The employee suspected of being exposed to the COVID-19 infection should, as soon as practical, corroborate the COVID-19 exposure by medical verification.

Communication

Communication between employees and the School District on matters relating to COVID-19 mitigation and response is an important aspect to ensure employee safety while in the workplace. Therefore, the District has a communication system through the District Leadership Team and Risk Management. Insurance that is intended to accomplish clear and concise exchange of information by providing a single point of contact for administrators and supervisors.

1. 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.
2. Administrators and supervisors who, after assessing the report, determine that additional guidance or assistance is required shall contact the their immediate supervisor or the Risk Management lead who will triage the report and notify essential District personnel for an appropriate response.

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.

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References

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6. *CDC Activities and Initiatives Supporting the COVID-19 Response and the President’s Plan for Opening America Up Again*. Centers for Disease Control and Prevention (May 2020). <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=45>
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8. *COVID-19 Industry Guidance: Office Workspaces*. California Department of Public Health (May 12, 2020). <https://covid19.ca.gov/pdf/guidance-office-workspaces.pdf>

