

**ENVIRONMENTAL SAFETY**

The Superintendent may designate and train one or more employees to oversee and coordinate the district's environmental safety program(s). The responsibilities of the coordinator(s) shall include, but are not limited to, overseeing assessments of district facilities, recommending strategies for the prevention and mitigation of environmental health risks, ensuring effective implementation of environmental safety strategies, and reporting to the Superintendent regarding the district's progress in addressing environmental safety concerns.

- (cf. 3510 - Green School Operations)*
- (cf. 3511 - Energy and Water Management)*
- (cf. 3517 - Facilities Inspection)*
- (cf. 4157/4257/4357 - Employee Safety)*
- (cf. 5142 - Safety)*
- (cf. 7111 - Evaluating Existing Buildings)*
- (cf. 7150 - Site Selection and Development)*

**Indoor Air Quality**

In order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants, the Superintendent or designee shall ensure that the following strategies are implemented:

1. Mechanically driven heating, ventilation, and air conditioning systems shall be operated continuously during working hours except under the circumstances specified in 8 CCR 5142. The systems shall be inspected at least annually and problems corrected within a reasonable time. Where the air supply is filtered, the filters shall be replaced or cleaned regularly to prevent significant reductions in airflow. Documentation of inspections, tests of ventilation rates, and maintenance shall be retained for at least five years. (8 CCR 5142-5143)

*(cf. 3580 - District Records)*

Staff shall ensure that airflow is not obstructed by the blocking of ventilators with posters, furniture, books, or other obstacles.

**ENVIRONMENTAL SAFETY (continued)**

2. School facilities shall be regularly inspected for water damage, spills, leaks in plumbing and roofs, poor drainage, and improper ventilation so as to preclude the buildup of mold and mildew. Wet building materials and furnishings shall be dried within 48 hours if

possible to prevent mold growth. When evidence of mold or mildew is found, maintenance staff shall locate and repair the source of water intrusion and remove or clean moldy materials.

3. Exterior wall and foundation cracks and openings shall be sealed as soon as possible to minimize seepage of radon into buildings from surrounding soils.
4. Least toxic pest management practices shall be used to control and manage pests at school sites. (Education Code 17608-17614; Food and Agriculture Code 13182)

*(cf. 3514.2 - Integrated Pest Management)*

5. The Superintendent or designee shall install a carbon monoxide detector or alarm in all school buildings that contain a fuel-burning appliance, fireplace, or forced-air furnace. The device or alarm shall be located in close proximity to the appliance in order to accurately detect and alert school personnel of any leakage of carbon monoxide. (24 CCR 915.1-915.7)
6. Schedules and practices for routine housekeeping and maintenance shall be designed to effectively reduce levels of dust, dirt, and debris. Plain water, soap and water, or low-emission cleaning products shall be used whenever possible. Aerosols, including air fresheners and other products containing ozone, shall be avoided to the extent possible.

*(cf. 5141.23 - Asthma Management)*

7. Painting of school facilities and maintenance or repair activities that require the use of potentially harmful substances shall be limited to those times when school is not in session. Following any such activity, the facility shall be properly ventilated with adequate time allowed prior to reopening for use by any person.
8. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas. These items shall be purchased in small quantities to avoid storage exposure.

*(cf. 3514.1 - Hazardous Substances)*

9. To the extent possible, printing and duplicating equipment that may generate indoor air pollutants, such as methyl alcohol or ammonia, shall be placed in locations that are well ventilated and not frequented by students and staff.

AR 3514(c)

**ENVIRONMENTAL SAFETY** (continued)

10. The district's tobacco-free schools policy shall be consistently enforced in order to reduce the health risks caused by second-hand smoke.

*(cf. 3513.3 - Tobacco-Free Schools)*

11. Staff and students shall be asked to refrain from bringing common irritants such as furred or feathered animals, stuffed toys that may collect dust mites, scented candles, incense, or air fresheners and from using perfume or cologne, scented lotion or hair spray, nail polish or nail polish remover, or other personal care products that are not fragrance-free in classrooms or other enclosed areas or buildings.

*(cf. 6163.2 - Animals at School)*

## **Outdoor Air Quality**

The Superintendent or designee shall monitor local air quality conditions using air quality tracking tools recommended by the Bay Area Air Quality Management District (BAAQMD). The BAAQMD presently uses the U.S. Environmental Protection Agency Air Quality Index (AQI) to measure air quality levels of health concern.

The Superintendent or the Superintendent's designee, acting in consultation with school site administrators, will make decisions about modifications to school activities (including extracurricular activities) and school closures based on AQI measurements and local conditions, including the availability and quality of school building air filtration and direct observation of onsite indoor and outdoor air quality. In making such determinations, the Superintendent or the Superintendent's designee will refer to the School Air Quality Activity Recommendations, which are included as Exhibit A to this Administrative Regulation.

Before making a final determination regarding a school closure owing to outdoor air quality, the Superintendent or the Superintendent's designee will, to the extent appropriate, consult with the BAAQMD regarding outdoor air quality and with the San Mateo County Public Health office regarding indoor and outdoor air quality. The Superintendent or the Superintendent's designee will report all school closures to the County Office of Education for media notification. The Superintendent or the Superintendent's designee will also announce closure to families using normal school closure procedures.

Outdoor air quality is one factor that the Superintendent or the Superintendent's designee will consider in determining whether to modify school activities or close a school. The accompanying Exhibit 3514 provides air quality index levels and guidelines.

Among the other factors that may be appropriate to consider are the following:

- Indoor air quality: Ventilation and filtration systems at schools may offer more air quality protection than systems at students' residences
- Supervision: The school setting allows for adult supervision of students to ensure that they remain indoors when outside air quality is poor and socioeconomically disadvantaged students may not have options for alternative childcare arrangements

- Student support services: School may be the primary place where students receive needed health and counseling services and students with individualized education programs may not have access to needed services during school closures
- Nutrition services: Schools serve meals to students who may not have access to reliable alternative sources of healthy food during the school day

When instructional time is lost due to modification of school activities or school closure caused by air quality issues, the Superintendent will consider whether it is appropriate to add instructional minutes or days to the school calendar.

### **Procedure to Cancel Athletic Competitions Due to Poor Air Quality**

1. Athletic contests must be cancelled/rescheduled if AQI is 175 or higher on the home site's air quality monitors. If the air quality monitors are not working, not calibrated, or missing, the site team may use [airnow.gov](http://airnow.gov)
2. AD/coach must communicate with site admin of both teams and SMUHSD D.O. before cancelling contests unless these contacts cannot be reached.
3. As a general practice, make the decision to cancel no more than two hours before game time to allow for changing conditions. Exceptions to this time frame are allowed for extenuating circumstances.
4. Games that begin with an AQI under 175 but then continue into an AQI of 175 should be stopped and restarted at another time.

### **Heat Guidelines and Practices**

1. Provide adequate water or other liquid (1/2 to 1 quart per hour, preferably cold) and ensure that breaks are taken at least every 15-20 minutes during strenuous exercise/work.
2. Ensure that staff and students adjust gradually to working/exercising in the heat. Acclimatizing is essential to preventing heat injuries.
3. Schedule heavy work/workouts for the cooler part of the day. Consider scheduling periodic fitness testing during the cooler parts of the year.
4. Avoid overexertion especially in hot weather and in the sun. For heavy work, use mechanical aids or teams of people to accomplish tasks.
5. Use shaded areas and grass fields for athletic activities when possible to reduce radiant heating.
6. Encourage or require use of sunscreens to protect exposed skin.
7. Wear loose-fitting, lightweight, light colored clothing. Do not layer clothing; more clothing increases risk of heat injury.
8. Monitor environmental conditions such as heat, humidity and wind.
9. Train staff/students to recognize and treat heat injuries and encourage them to monitor each other for signs of heat stress.
10. Individuals with a febrile illness or any acute illness other than a mild cold should not engage in any heavy physical activity in hot weather.

*(cf. 5141.7 - Sun Safety)*

*(cf. 6142.7 - Physical Education and Activity)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

### **Vehicle Emissions**

In order to reduce public exposure to toxic air contaminants, school bus drivers and other drivers of commercial motor vehicles shall limit unnecessary idling of vehicles at or near

AR 3514(d)

### **ENVIRONMENTAL SAFETY (continued)**

schools in accordance with 13 CCR 2480. The Superintendent or designee may also request parents/guardians to turn off their vehicles when they are idling on school grounds and encourage students to walk and/or bicycle to school.

*(cf. 3540 - Transportation)*  
*(cf. 3541.1 - Transportation for School-Related Trips)*  
*(cf. 3542 - School Bus Drivers)*  
*(cf. 5142.2 - Safe Routes to School Program)*

Any diesel-fueled, dual-fueled, or alternative diesel-fueled school bus with a gross vehicle weight rating over 14,000 pounds shall be equipped with a particulate filter designed to reduce particulate matter emissions, oxides of nitrogen emissions, and other pollutants. (13 CCR 2025)

### **Drinking Water**

The quality and safety of the district's drinking water sources shall be regularly assessed, and drinking fountains shall be regularly cleaned and maintained to avoid the presence of dirt, mold, or other impurities or health concerns.

Whenever any contaminants in the drinking water are determined to be a concern, the Superintendent or designee shall take reasonable steps to identify the source and mitigate the concern to ensure the availability of safe drinking water. As needed, the Superintendent or designee shall provide alternative sources of drinking water, such as bottled water, to ensure that students have access to fresh drinking water at mealtimes and at other times throughout the day.

*(cf. 3550 - Food Service/Child Nutrition Program)*

AR 3514(e)

### **ENVIRONMENTAL SAFETY (continued)**

Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards, the Superintendent or designee shall notify parents/guardians and take immediate steps to make inoperable any fountains or faucets where excess lead levels may exist. (Health and Safety Code 116277)

### **Lead Exposure**

In addition to keeping school facilities as dust-free and clean as possible, the following steps shall be taken to minimize potential exposure to lead in school facilities:

1. Lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall not be used in the construction of any new school facility or the modernization or renovation of any existing school facility. (Education Code 32244)
2. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment of dust within the construction area.
3. Lead-based painted surfaces that are in good condition shall be kept intact. If lead-based paint is peeling, flaking, or chalking, contractors or workers shall follow state and federal standards for safe work practices to minimize contamination when removing the paint.
4. Soil with low lead content may be covered with grass, other plantings, concrete, or asphalt. For soil with high lead content, removal and abatement are required.

AR 3514(f)

### **ENVIRONMENTAL SAFETY (continued)**

5. Drinking water shall be regularly tested for lead and remediated as provided in the section "Drinking Water" above.

Any action to abate existing lead hazards, excluding containment or cleaning, shall be taken only by contractors, inspectors, and workers certified by the California Department of Public Health in accordance with 17 CCR 35001-35099. (Education Code 32243)

The Superintendent or designee shall notify parent/guardians, teachers, and staff members if significant risk factors for lead exposure are found. (Education Code 32243)

### **Mercury Exposure**

The Superintendent or designee shall identify any products containing mercury that are present in district facilities and, to the extent possible, shall replace them with mercury-free alternatives.

Staff shall receive information about proper procedures to follow in the event of a mercury spill. Clean-up instructions, a clearly labeled kit with necessary clean-up supplies, and a list of local resources shall be readily accessible.

In the event of a spill, staff shall evacuate all students from the immediate area of the spill, ensure that any clothing or other items with mercury on them remain in the room, open windows to the outside, and close doors to other parts of the school. Staff who are trained in proper clean-up procedures may carefully clean a small spill. As needed for larger or difficult-to-clean spills, the Superintendent or designee shall use an experienced professional referred by the local health department or environmental agency.

Any products containing mercury shall be properly disposed at an appropriate hazardous waste collection facility.

### **Asbestos Management**

AR 3514(g)

### **ENVIRONMENTAL SAFETY (continued)**

The Superintendent shall designate an employee who shall ensure that the district's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, training on the health effects of asbestos; detection, identification, and assessment of asbestos-containing materials; options for controlling asbestos-containing building materials; asbestos management programs; and relevant federal and state regulations. (40 CFR 763.84)

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

The designated employee shall ensure that the district complies with the following requirements:

1. School facilities shall be inspected for asbestos-containing materials as necessary in accordance with the following:

- a. Any school building that is leased, acquired, or otherwise used by the district shall be inspected for asbestos-containing materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)
  - b. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials. (40 CFR 763.92)
  - c. At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)
2. Based on the results of the inspection, an appropriate response which is sufficient to protect human health and the environment shall be determined from among the options specified in 40 CFR 763.90. The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs. (40 CFR 763.90)

AR 3514(h)

#### **ENVIRONMENTAL SAFETY** (continued)

3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)

The asbestos management plan shall be available for inspection in district and school offices during normal business hours. Parent/guardian, teacher, and employee organizations shall be annually informed of the availability of these plans. (40 CFR 763.84, 763.93)

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

*(cf. 5145.6 - Parental Notifications)*

4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)
5. Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (Education Code 49410.5; 40 CFR 763.84)

Asbestos inspection and abatement work, preparation of a management plan, and any maintenance activities that may disturb asbestos-containing building materials, except for

emergency repairs or small-scale, short-duration maintenance activities, shall be completed by state-certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)

6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or state regulations. (40 CFR 763.84)

All district maintenance and custodial staff who may work in a building that contains asbestos-containing materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training. New maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)

AR 3514(i)

#### **ENVIRONMENTAL SAFETY (continued)**

7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)
8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

The district shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode. (40 CFR 763.94)

(7/08 8/13) 5/18