

# COVID-19 Safety Plan (CSP)



# HJUHS

**HANFORD JOINT UNION HIGH SCHOOL DISTRICT**

*Preparing Today's Students for Tomorrow's World*



## Included Documents and Plans:

- **HJUHS Plan for Safe Return to In-Person - Fall 2021**
- **HJUHS Reopening Compendium for Staff- Fall 2021**
- **HJUHS Illness & Injury Prevention Plan (IIPP)**
- **Cal/OSHA COVID-19 Prevention Program (CPP)**

# Overview

The Hanford Joint Union High School District has developed this COVID-19 Safety Plan (CSP) to provide our stakeholder with important safety information relevant to our schools and reopening and in alignment with guidance provided within the new California Department of Public Health (CDPH) Reopening In-Person Instruction Framework released on January 14, 2021 and revised with updates on October 14<sup>th</sup>, 2021. This plan is a compilation of the plans, protocols, and procedures developed over the past many months as we prepared for reopening school last fall. Those plans and procedures were developed by a team comprised of district administration and labor union leadership, and in collaboration with resources from the Kings County Department of Public Health, the California Department of Public Health, and the California Department of Education.

In this CSP you will see our HJUHS Safe Return to In-person Instruction Plan, which includes components like safety practices and procedures, masking, social distancing, cleaning practices, contact tracing, etc. You will also find our Reopening Compendium for Staff, which dives even deeper into details about reopening practices and procedures. These are followed by our updated Illness and Injury Prevention Program (IIPP) and a section regarding the Cal/OSHA COVID-19 Prevention Program (CPP) and how the documents provided in the reopening plan and compendium meet this requirement.

Our district schools reopened under a cohort model on November 9, 2020 and have continued to operate successfully under these plans and procedures. We opened school on August 12, 2021 with all students returning to regular classroom instruction with safety protocols in place.

## Contents:

HJUHS Safe Return to In-Person Instruction Plan - Fall 2021 .....	3
HJUHS Reopening Compendium for Staff .....	9
HJUHS Illness & Injury Prevention Plan (IIPP) .....	20
Cal/OSHA COVID-19 Prevention Program (CPP) .....	88



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## Plan for a Safe Return to Full-time, In-person Instruction

Hanford Joint Union High School District Schools reopened in November of 2020 under revised schedules and in a cohorted model as required by guidelines at that time. Changes in guidelines and progress in understanding and combatting this pandemic, in particular, vaccination of staff and students, allows our schools to open in August in a much more traditional manner.

Our schools will begin instruction on August 12th with all students returning for the full day, every day. As you may recall from district communications, all schools in our district now begin their instructional day at 8:30 in accordance with new state rules for start times. This change is not due to any COVID rules, but rather a change that has been coming for several years. Students will not be cohorted in any way and will attend all classes, in person, as they did before the pandemic.

Despite the vast majority of our staff being vaccinated and many of our students being vaccinated, there are still cases of COVID-19 in our area and state and vaccination rates still remain under expected thresholds. Therefore the state has still imposed some requirements that are outlined in this plan. In this plan you will not only see the safety measures we have in place for our various sites and events, but also the supports we have in place should a student become ill or live in a household with an infected family member and need to have an extended absence. We pride ourselves at HJUHS D in having a wide variety of educational options for our students and now is no different. We are sure that whatever your student or family may be facing, we have a solution for them. HJUHS D does have an Online Charter School, Hanford Online, and a fulltime Independent Study option for students and families that choose that route. However, those programs run their own college preparatory curriculum and are not taught synchronously with students who are physically in class with their teachers. As with all best laid plans, this plan is subject to change and grow in this ever-changing pandemic environment.

## Custodial Practices and Procedures

HJUHS D Maintenance and Operations takes great pride in the care and cleanliness of our facilities and already had extensive disinfecting practices prior to the COVID-19 Pandemic. Detail as to all cleaning practices and procedures can be found in our district custodial guide and in our Injury and Illness Prevention Program (IIPP). In this plan, we highlight some key areas on which we are focusing and additional procedures, equipment, and practices being added to ensure a safe return to school.

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Hand Sanitizer in all classrooms, gyms, labs, offices, etc.</li><li>• Disinfecting Spray Bottles and paper towels in all classrooms, gyms, shops, offices, etc. for student and staff interim disinfecting</li></ul> | <ul style="list-style-type: none"><li>• Soap and Paper Towel dispensers checked and stocked regularly</li><li>• Clearing/Removal of unnecessary furnishings and clutter from classrooms and office areas</li></ul> |
|--|--|

# All Students, Staff, and Visitors Should

## Wash Your Hands Often



Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

## Cover Coughs and Sneezes



- If you are in a private setting and do not have on your cloth face covering, remember to **always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

**It is required of students, staff, and visitors to cover your mouth and nose with a cloth face cover or mask when indoors and school is in session in accordance with CDPH Guidance**



- A progressive discipline model is in place in which multiple violations will result in a student's placement in Independent Study
- You could spread COVID-19 to others even if you do not feel very sick.
- The cloth face cover is meant to protect other people in case you are infected.
- Cloth face coverings should not be placed on anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Cloth face coverings should not be worn during strenuous exercise such as during PE or athletic practices.



## Monitor Your Health

- **Be alert for symptoms**. Watch for fever, cough, shortness of breath, or other symptoms of **COVID-19**. Use the [CDC Self-checker](#) to help you.
- Follow CDC guidance if symptoms develop.
- **DO NOT** come to school if you are feeling symptoms!



## Clean and Disinfect Daily

- If **surfaces are dirty, clean them**. Use detergent or soap and water prior to disinfection.
- Disinfecting solution and towels will be in every classroom, office, and common areas. Both students and staff should take precautions to wipe their areas down daily



# Classroom Logistics and Practices

HJUHSD has a wide variety of classroom spaces including traditional classrooms, labs, shops, band and choir rooms, etc. We ask for all staff to abide by the following guidance to the degree practicable for their space. The following serves as guidance, but each space has nuances that staff members will take into consideration as they prepare their rooms. Classroom spaces are being cleaned and disinfected daily by custodial staff as recommended by guidance. Additional cleaning between classes is no longer part of recommended state guidance, but supplies are provided for those who choose to wipe down between classes.

## Classroom Arrangements

- To the degree practicable, all student desks and tables should be arranged to allow for maximum student to student distancing
- Disinfecting supplies, hand sanitizer, will be in each classroom
- Ensure equipment cleaning and disinfecting practices by students and staff in gyms, labs, and shops are followed. No “loaner” materials such as PE clothes should be allowed



**Students and staff are Required to wear face coverings when indoors while students are present.**

## Short-Term Independent Study Practices

Situations may arise in which a student may become ill and need to stay home for an extended period of time or if a family member is ill and the student is asked to stay home until they are cleared to return, it will be critical that simple access to classwork be available. Using Google Classroom extensively can aide in this case. To that end, students and teachers should:

- Ensure Google Classroom is being utilized as part of or in tandem with daily in-class instruction
- Students and parents must ensure that student devices are readily accessible and able to connect to Wi-Fi and check both Gmail and Google Classroom daily
- Reinforce student use of Google Suite Apps, particularly Google Docs to align with Google Classroom usage
- Reinforce the use of student Gmail as the common means of student communication

## School Office Practices and Procedures



Our school and district offices are here to support students and parents. However, during this time, it is critical that we reduce the number of outside visitors to our sites as much as possible. To assist in this we ask that parents and guardians:

- **Use phone calls and emails as often as possible to handle office communication and attendance**
- **Ensure all contacts are up to date in case we need to contact you or an approved contact for student pick-up**
- **Please wear a facial covering when indoors regardless of vaccination status**

### General Office Protocols

- Hand sanitizer stations
- Staff to wear facial coverings when entering and moving about offices and facilities if unvaccinated or while students are present
- Facial coverings available for guests who need one



## Campus Logistics and Practices

Our schools include many areas for student daily activities including cafeterias, gyms, quads, libraries, etc. These spaces are cleaned and disinfected daily as recommended by guidance and protocols.

### Common Areas/Quads

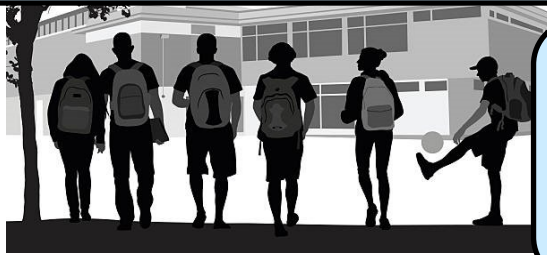
- Restrooms will remain stocked with proper handwashing supplies

### Athletic Facilities, Gyms, Weight Rooms, etc.

- All gyms and workout areas will have disinfecting supplies
- Students and staff will be provided training and guidelines to wipe down and disinfect equipment between use

### Cafeteria/Food Service

- Students will be served breakfast and lunch in the cafeteria line and outdoor kiosks
- Food lines will move to a card scanning system to avoid touching a keypad



### Ag Farm/Labs

- Students and staff will be provided training and guidelines to wipe down and disinfect equipment between use as needed
- Only students and staff are allowed on facility when caring for an animal



## Athletics and Extracurricular Activities

HJUHS D believes that classroom-based instruction, athletics, band, and other extracurricular and co-curricular activities play an integral role in student educational success and social-emotional wellbeing.

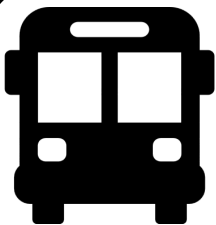
### Athletic Practices

Some protocols include, but are not limited to:

- Daily Health Screening
- Daily Equipment Disinfecting
- Hand Sanitizer in Practice Facilities
- Locker room cleaning/storage practices
- Hydration and hygiene practices

### Extracurricular Practices/Camps

- Daily Health Screening
- Daily Equipment Disinfecting
- Hand Sanitizer in Practice Facilities
- Band/Locker room cleaning/storage practices
- Hydration and hygiene practices



## Transportation Practices and Procedures

HJUHS D remains committed to transporting its students to and from school and to school events. It is solely the student's and parent's choice as to whether they want to ride the bus. Parents and students who are not comfortable with riding the school bus will need to walk or be transported by parents. For those who do plan to continue riding the bus, we have these safety measures in place:

- Hand sanitizer on all buses
- Open windows on buses as long as possible into late fall/early winter
- Adjusted routes and possibly expanded routes to reduce more congested stops



Students and staff are **Required** to wear face coverings when indoors while students are present. This includes on school busses at all times.



# What happens when a student or staff member becomes sick?

The COVID-19 virus is spreading throughout our community and will continue to do so until vaccine rates reduce the risk of spread altogether. Students, staff and parents need to remember to self-screen daily. If they are exhibiting [symptoms](#), they need to stay home and schedule an appointment with their health care provider to determine if they need to be tested. The CDC offers this [Self-Checker](#) to aide in this decision.

## If a student, staff member, or family member within the household tests positive for COVID-19



1. Seek medical care from your healthcare provider in accordance with [CDC and County Guidelines](#)
2. Alert the school health office as quickly as possible to ensure the student can be provided with resources and to get started on Short-Term Independent Study
3. **Student should not come to school until they have been cleared** to do so by your healthcare provider. If a family member is the one who is sick, you must test yourself after that family member is no longer showing symptoms to ensure you are not infected prior to returning to school

## If a student becomes sick while at school or begins to exhibit any symptoms

- Do not remove their facial covering
- Student will be sent directly to the Health Care Office where they will be:
  - Evaluated by Nurse or Healthcare Assistant
  - Recommended for testing with a Healthcare Provider or local testing facility
  - Asked whom they have been in close physical contact with (i.e. shared vehicle, shared food or beverage, held hands, hugged, etc.)
  - Held in isolation area until a parent/guardian comes to pick them up
  - Asked to remain home until test results either clear the student to return or confirm a positive case
  - Documented for Contact Tracing purposes and requirements
- Students sent home for exhibiting symptoms or awaiting test results will be provided Short-term Independent Study opportunities while they are out
- Only students who were in close physical contact with any student who tests positive or exhibits symptoms will be monitored by health staff in accordance with CDPH guidance. Questions will be asked of the student to determine who will be listed on Contact Tracing documents as close physical contact.

**Kings County has adequate testing capability and tests are sent to local labs with generally 24 - 72 hour results. All County Contact Tracing procedures are being followed by school and district staff. Students and staff who are vaccinated do not need to isolate if exposed unless they exhibit symptoms. Close contact no longer includes students and staff who are masked while in class regardless of distance or time in that setting.**

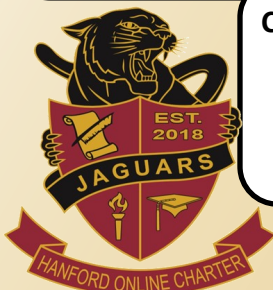
# Independent Study Options for Students

## Hanford Online Charter High School

### Coursework Options

#### College Preparatory & A-G Approved with options for:

- Accelerated Course of Study
- Early Graduation
- Dual Enrollment College Courses
- Science Labs and Field Study



#### Credit Recovery Graduation Track

- Accelerated Course of Study
- Early Graduation
- College Courses

### Program Highlights



- Computer Provided!
- Lab Time and Tutoring Available
- Fully Credentialed Teachers
- Field Trips and College Visits!
- Participation in District Functions like Prom, Winter Formal, etc.  
(Students may not participate in athletics)



### Student Supports

- Flexible Scheduling
- Counseling/College & Career Guidance
- Social-Emotional Support
- Meal Program Available



**Enrollment Now Open!**

**Call 559-583-5941**

**[www.HanfordOnline.org](http://www.HanfordOnline.org)**

### Independent Study

(Class Meetings at EFJ)

- For students who will remain on independent study for the entire semester or school year
- Must have a qualifying reason (COVID-19 or fear of transmission can count as reason)
- Students whom cannot or refuse to wear facial coverings while indoors at school will be required to be on Independent Study as per CA Department of Public Health requirements.
- Courses completed online on APEX with teacher/student meetings regularly to monitor work and progress
- Students may still participate in their school's extracurricular activities
- Contact your school office to sign up



# HJUHSD

**HANFORD JOINT UNION HIGH SCHOOL DISTRICT**

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## Reopening Compendium for Staff

**Draft 7-26-21**

### **Table of Contents**

Site-based General Protocols .....	1
Classroom Mask Violation Protocols.....	2
Maintenance, Operations, and Transportation Protocols .....	3
Facial Covering Guidance .....	6
Student Screening and Contact Tracing.....	7
Staff Screening and Contact Tracing.....	9

<b>Entering Campus</b>	<ul style="list-style-type: none"> <li>Students reminded that they are required to wear a facial covering in class. <ul style="list-style-type: none"> <li>- If the student has no mask, one will be provided.</li> <li>- Signs posted that students must wear mask while indoors and school is in session will be visible.</li> <li>- If a student refuses to wear a face cover, the student will not be allowed entry into classrooms.</li> </ul> </li> </ul>
<b>Entering the classroom</b>	<ul style="list-style-type: none"> <li>Students will not be allowed to enter the classroom without properly worn face cover. <ul style="list-style-type: none"> <li>• If the student has no face cover, the student will be sent to the office to get one.</li> </ul> </li> <li>(Masks will be provided to teachers to use at their discretion.)</li> </ul>
<b>In the classroom</b>	<ul style="list-style-type: none"> <li>Students must remain in their assigned seat at all times, unless otherwise directed by the teacher.</li> <li>No eating or drinking in the classrooms, unless given permission by teacher.</li> </ul>
<b>Students showing symptoms</b>	<ul style="list-style-type: none"> <li>All classrooms will be equipped with a poster that clearly states COVID-19 symptoms.</li> <li>If a student becomes sick or exhibits symptoms in the classroom, the teacher will notify the main office immediately and the student shall be asked to wait outside the classroom to be escorted by campus safety to the Health Care Office for evaluation.</li> </ul>
<b>Exiting the classroom</b>	<ul style="list-style-type: none"> <li>The bell does not release students. When given the signal by the teacher, students will leave in an orderly manner through a designated exit.</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Mask rules enforced while in line and while indoors after eating.</li> </ul>
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>Teachers may choose to spray and wipe each student's work area once students exit the class. (this is no longer a recommended COVID Mitigation Strategy)</li> <li>Shops and Labs may follow additional protocols.</li> <li>Cleaning supplies will be issued and maintained by maintenance.</li> </ul>

# Classroom Mask Violation Protocols

**Students must keep face coverings properly worn during the entire class period. If not:**

- Step 1                      The student will receive one warning from the teacher. Teacher will document in AERIES.
- Step 2                      If a student takes off his/her facial covering and/or wears it improperly a second time, the student will be sent to the office, and the parents will be contacted by administration. Administration will document in AERIES.
- Step 3/ **Strike 1**        If a student takes off his/her facial covering and/or wears it improperly for a third time, the student will be removed from class and placed on Short-term Independent Study for five days by Administration. After those five **days, the student may return to the regular classroom setting.**

## **Further Violations:**

- Step 1                      The student will receive one warning from the teacher. Teacher will document in AERIES.
- Step 2                      If a student takes off his/her facial covering and/or wears it improperly a second time, the student will be sent to the office, and the parents will be contacted by administration. Administration will document in AERIES.
- Step 3/ **Strike 2**        If a student takes off his/her facial covering and/or wears it improperly for a third time, the student will be removed from class and placed on Short-term Independent Study for ten days by Administration. After those ten days, the student may return to the regular classroom setting.

## **Further Violations:**

- Step 1                      The student will receive one warning from the teacher. Teacher will document in AERIES.
- Step 2                      If a student takes off his/her facial covering and/or wears it improperly a second time, the student will be sent to the office, and the parents will be contacted by administration. Administration will document in AERIES.
- Step 3/ **Strike 3**        Student moved to Long-term Independent Study for the remainder of the semester and monitored for progress. Students who are unsuccessful in Long-term IS, are required by law to be returned to the classroom setting within five days after re engagement efforts have been exhausted.

# Maintenance, Operations, and Transportation Protocols

## A. Transportation (exactly what is in the re-opening plan)

[Detailed IIPP Plan Here](#)

1. Disinfecting and cleaning the bus after each route
2. Hand sanitizer on all buses
3. Keep windows open as long as possible
4. Adjust routes and possibly expanded routes to reduce more congested stops (we have gone from 7 routes to 9 routes).
5. Students are required to wear a face covering.
6. Any student exhibiting symptoms associated with COVID-19 will be sent directly to the healthcare office.

Protocol: Bus driver will contact the site to ask for an escort of the student to the appropriate place.

## B. Maintenance

1. Maintenance services all district air filters 3 times per year.
2. Filters were upgraded from a MERV 8 to a MERV 11 (any further filtration will reduce flow. CDC consideration for filters was to increase filtration as much as possible without restricting flow)
3. All HVAC units bring in a minimum of 10% outside air.
4. Every work order placed is read, reviewed, and assigned by the Director of MOT.

## C. Custodial

1. Daily disinfected areas
  - Desks
  - Door handles and areas frequently touch on the door
  - Light switches
  - Brim on exterior trash cans
  - High touch surfaces
2. Restrooms
  - All restrooms completely disinfected daily
  - Student restrooms checked, at minimum, after break and lunch and any deficiency corrected.
3. Disinfecting Foggers
  - See disinfecting fogger schedule. Fogging schedule is a minimum. Some areas may be fogged more than indicated on the schedule, but not less.
  - Areas on the fogging schedule may experience a reduction for that one night in trash removal and/or no or reduced vacuuming. Please do not discard food trash in the interior trash cans on the day your area is scheduled for fogging.
  - Areas not listed such as the Presentation Center will be fogged based on usage.

#### 4. General Custodial info

- The same disinfectant is used in both the foggers and spray bottles.
- Disinfectant used is "Sanitizer/Quat solution". We mix the disinfectant at a rate of 4 oz. per gallon. This rate is the suggested rate for both food areas and medical establishments.
- Hand sanitizer stations are mounted in each classroom and checked daily.
- Custodians are to report any deficiency daily to Maintenance.
- Days outside of the 180 schools day may differ from the set schedule above.

Protocol: Teachers will contact office and/or campus safety when they are out of any cleaning supplies.

As needed the custodial staff will replenish hand sanitizer and/or cleaning supplies

#### D. Fogging Schedule by Site

HHS	<ul style="list-style-type: none"><li>• Mondays: 300 wing, 251-257, 602, 603, 651, 652, 653</li><li>• Tuesdays: Weight room, new gym, Admin/library, 400 wing</li><li>• Wednesdays: 604, 605, 606, 607, 608, 654, 655, 500 wing</li><li>• Thursdays: 800 wing, 700 wing, old gym, cafeteria, wrestling room</li></ul>
CDS	<ul style="list-style-type: none"><li>• Thursdays: Complete site</li></ul>
EFJ	<ul style="list-style-type: none"><li>• Tuesdays: Complete site</li></ul>
HAS	<ul style="list-style-type: none"><li>• Thursdays: Complete Site</li></ul>
SPHS	<ul style="list-style-type: none"><li>• Mondays: Admin/Library</li><li>• Tuesdays: 403, cafeteria, gym</li><li>• Wednesdays: 300 wing, locker rooms, weight room</li><li>• Thursdays: 500 wing (includes portables)</li></ul>
HWHS	<ul style="list-style-type: none"><li>• Mondays: 200 wing, 300 wing, 400 wing, locker rooms</li><li>• Tuesdays: P9-P12, cafeteria, wrestling room, weight room, team rooms, 600 wing, 501-504, 551, 552, 705-707, and 756-758.</li><li>• Wednesdays: 100 wing, library building, 701-704, 752-755</li><li>• Thursdays: ( HAS is being done, same team of custodians)</li><li>• Fridays: Admin, 561, 562, 563, 511, 512, 513, 500 wing offices, event center (gym area)</li></ul>
District office	<ul style="list-style-type: none"><li>• Wednesdays: Complete office.</li></ul>

# Facial Covering Guidance

Our guidance aligns with the California Department of Public Health (CDPH) and is fairly basic. It speaks to the fact that everyone is to wear a facial covering that covers their nose and mouth, including a face shield in situations where instruction is better suited for such, while indoors and school is in session (7:45 AM - 3:46 PM)

HJUHS Mask Guidance for Staff					
Indoors While School is in Session (7:45 AM - 3:46 PM)			Indoors While School is Not in Session (Before 7:45 AM or After 3:46 PM)		Outdoors
Students	Classroom Staff	Office/MOT Staff	Students	Staff	Staff & Students
<b>Yes</b> <i>K-12 Guidance</i>	<b>Yes</b> <i>K-12 Guidance</i>	<b>Yes</b> If indoors and students are present <i>K-12 Guidance</i>  <b>No</b> If vaccinated, no students are present, or in their personal or distanced workspace <i>Cal OSHA &amp; CDPH Guidance</i>	<b>No</b> If vaccinated <i>CDPH Guidance</i>  Just like other community/retail sectors. (Honor Rule)	<b>Yes</b> If unvaccinated while in common areas, coworker spaces, or moving throughout office <i>Cal OSHA &amp; CDPH Guidance</i>  <b>No</b> If vaccinated or in their personal or distanced workspace <i>Cal OSHA &amp; CDPH Guidance</i>	<b>No</b> <i>K-12 Guidance Cal OSHA &amp; CDPH Guidance</i>

You may remove your facial covering regardless of vaccination status

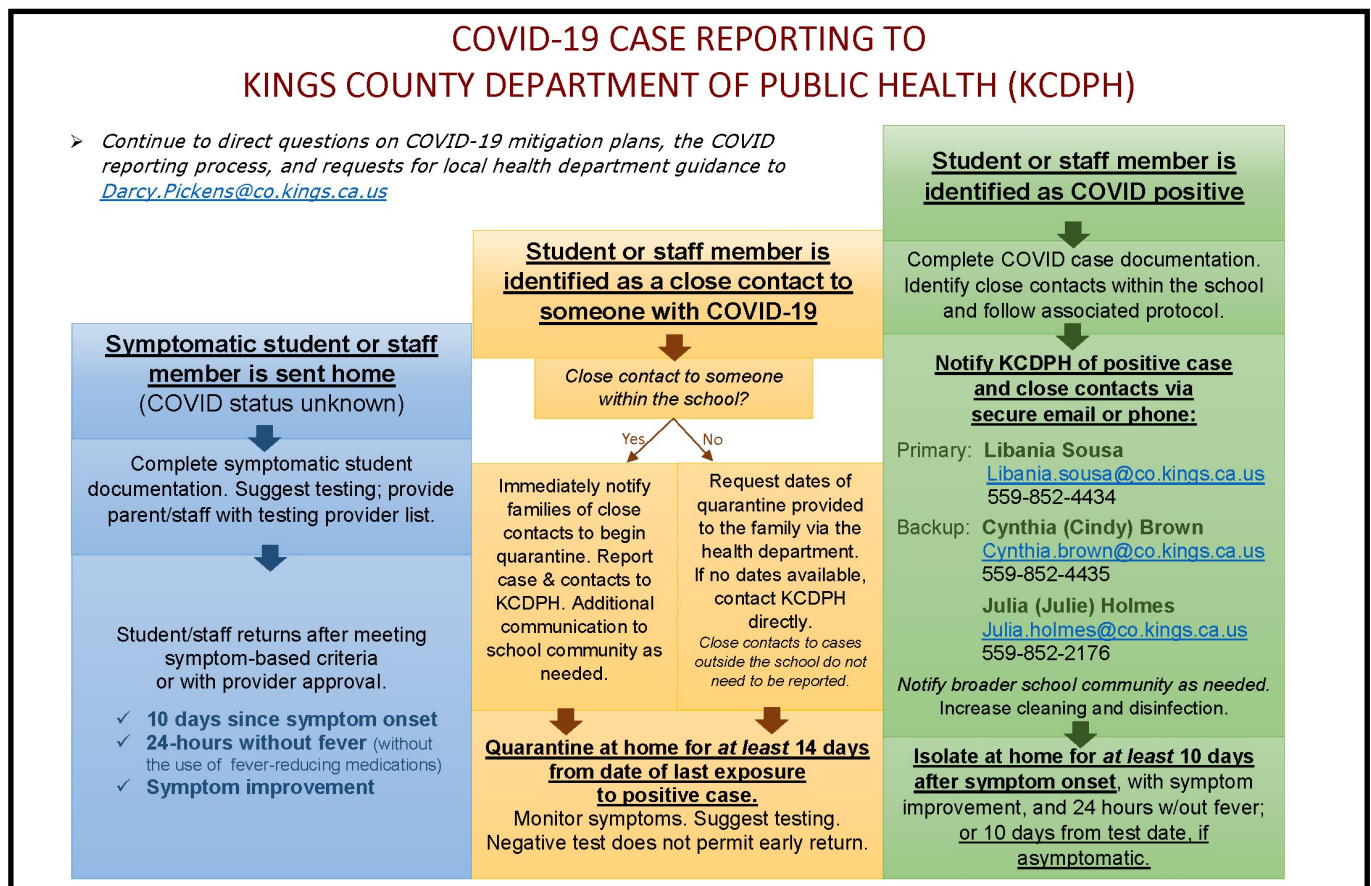
- Once you are in a meeting in which everyone can be distanced beyond six feet. (Again, this should be discussed as not everyone is comfortable with this guidance from CDPH. There are many meetings that we attend in which we are well distanced, but still wear facial coverings as a courtesy or at the request of some attendees.) (To be clear, and this is our rule, not CDPH, this does not apply to students in the classroom. All students and teachers are to wear facial coverings in the classroom regardless of distance.)
- When you are eating or drinking. (This includes students while indoors)
- When conducting strenuous physical activity. (This mainly pertains to students while in PE and properly distanced, but can apply to staff as well on certain duties.)

# Student Screening and Contact Tracing

Hanford Joint Union High School District will require parents, guardians, or caregivers to conduct daily home screenings of students through a daily reminder through Parent Square. If a student shows any COVID symptoms, it is required that the parent contact the school site attendance office and the student not attend school and follow the steps listed on the [screener](#).

Some students may develop symptoms of COVID illness while at school. School site administration must take action to isolate students who develop these symptoms from other students and staff. Each school site will have a designated isolation room that will be utilized for students showing symptoms.

- If a student is showing symptoms of COVID illness, the teacher will notify the main office immediately and the student shall be asked to wait outside of the classroom to be escorted by campus safety to the health office.
- Students who are symptomatic will be directed by the health care staff as to the proper steps per [KCDPH guidance documents](#). Health staff will complete the [Notification for Symptomatic Students](#).
- School staff who interact with a student who becomes ill while at school should use PPE equipment and standard precaution when caring for sick students.
- After the student is placed in an isolation area, school staff who work in the isolation area should follow the disinfecting protocol for the district.
- If the student is later identified as a confirmed COVID Case, the steps will be followed by the health care staff to meet the “Guideline for Close Contact to a Confirmed Positive” on page 10 of this document and [Notification of Close Contact](#) will be sent to the appropriate individuals.



# PARENT/GUARDIAN DAILY COVID-19 HEALTH SCREENING GUIDE

**Students who are sick or who have recently had contact with a person diagnosed with COVID-19 should stay home from school.**

1. In the past 14 days, has your student had close contact (less than six feet for 15 minutes or greater) with someone diagnosed with COVID-19, or has any health department or healthcare provider been in contact with you and advised you that your student needs to self-isolate or quarantine at home?

## YES

- Student must stay home
- Monitor for symptoms (see symptoms listed under question #2)
- **Return To School:** 14 days after the last exposure
  - If student develops symptoms after exposure, the student must meet the CDC criteria to discontinue home isolation (explained under question #2)

## NO

Go to question #2

2. In the past 24 hours, has your student had one or more of the following symptoms?

- |   |                                   |   |
|---|-----------------------------------|---|
| <input type="checkbox"/> Fever                      | <input type="checkbox"/> Cough    | <input type="checkbox"/> Shortness of breath          |
| <input type="checkbox"/> Difficulty breathing       | <input type="checkbox"/> Chills   | <input type="checkbox"/> Repeated shaking with chills |
| <input type="checkbox"/> Muscle pain                | <input type="checkbox"/> Headache | <input type="checkbox"/> Sore throat                  |
| <input type="checkbox"/> New loss of taste or smell |                                   |   |

## YES

- Student must stay home
- **Return To School:** When the student meets the CDC criteria to discontinue home isolation
  - 3 days with no fever (without using fever reducing medication) **AND**
  - Respiratory symptoms (cough or shortness of breath) have improved **AND**
  - 10 days since symptoms first appeared

## NO

Go to question #3

3. Has your student been diagnosed with COVID-19?

## YES

- Student must stay home
- **Return To School:** 10 days after the test, unless symptoms develop
  - If student develops symptoms, the student must meet the CDC criteria to discontinue home isolation (explained under question #2)

## NO

Send your child to school

# Staff Screening and Contact Tracing

Hanford Joint Union High School District will require all employees to conduct daily home screenings before coming to work through a daily reminder through Parent Square. If an employee shows any COVID symptoms, it is required that the employee not attend work and follow the steps listed on the [screener](#). In addition to the steps on the [screener](#), the employee is required to contact his or her Administration or Direct Supervisor and notify him/her that they have COVID symptoms.

A staff member/employee may develop symptoms of COVID illness while at school/work. The employee is required to contact his or her Administration or Direct Supervisor immediately and notify them regarding the COVID symptoms. Administration/Supervisors must take action to isolate employees who develop these symptoms from other students and staff. Each school site will have a designated isolation room that will be utilized for employees showing symptoms.


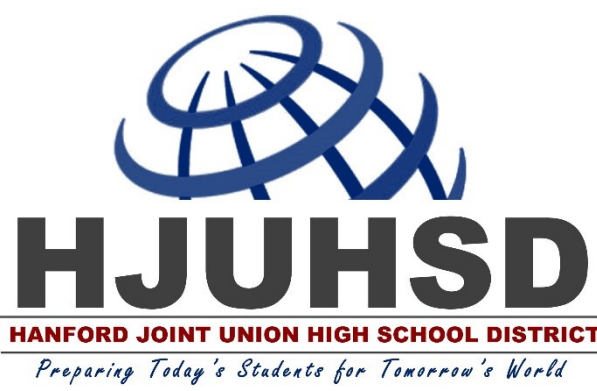
The Administration/Direct Supervisor shall notify Ward Whaley, Assistant Superintendent of Administrative Services, and inform him that the employee has COVID symptoms. Mr. Whaley will make the determination to send the employee home because they are exhibiting COVID symptoms. If the employee is sent home or did not report to work because of COVID symptoms, the employee will receive a [Notification for Symptomatic Employees](#) from Mr. Whaley and shall be directed to have a [COVID test](#) taken as soon as possible. Mr. Whaley will then begin the process of completing the [HJUHS D Symptomatic Employee Documentation form](#) for each employee who is sent home with common COVID symptoms or who develops symptoms while quarantining. Any employee who is sent home with common COVID symptoms will also be provided a handout for [Cleaning and Disinfecting](#) and another handout for [Preventing the Spread of COVID](#).

If the employee who has been sent home tests positive for COVID, Mr. Whaley will notify the Kings County Department of Public Health (KCDPH) of the positive case and close contacts. The [steps for COVID Case Reporting](#) provided by the KCDPH will be followed. The employee must stay home from work until they meet the "Guideline for Close Contact to a Confirmed Positive" on page 10 of this document.

Mr. Whaley will work with the employee to determine the date that the employee can return to work following the [COVID Case Reporting Protocol](#) provided by the KCDPH and [Notification of Close Contact](#) will be sent to the appropriate individuals.

## COVID-19 Testing Providers in Kings County

# Guideline for Close Contact to a Confirmed Positive

Vaccinated		Unvaccinated	
Masked	Unmasked	Masked	Unmasked
No Symptoms	No Symptoms	No Symptoms	No Symptoms
<ul style="list-style-type: none"> <li>• Remain at School/Work</li> <li>• Continue Masking</li> </ul>	<ul style="list-style-type: none"> <li>• Remain at School/Work</li> <li>• Mask Appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Remain at School/Work</li> <li>• Continue Masking</li> <li>• COVID-19 PCR Test twice with a minimum of three days between, within Ten Days of exposure</li> <li>• No extracurricular activities or practices within ten days of exposure</li> </ul>	<ul style="list-style-type: none"> <li>• Quarantine for Seven Days with negative COVID-19 PCR Test on 5<sup>th</sup> day from exposure (if no proof of negative PCR test, return to school/work after 10<sup>th</sup> day from exposure)</li> </ul>
Has Symptoms	Has Symptoms	Has Symptoms	Has Symptoms
Quarantine 10 Days	Quarantine 10 Days	Quarantine 10 Days	Quarantine 10 Days
<p>If you would like to upload your student's proof of vaccine in order to aide our Health Care staff in determining quarantine requirements for your student, please click on the following <a href="#">Survey Link</a> or use the QR Code below.</p> 			

# HJUHS D STAFF DAILY COVID-19 HEALTH SCREENING GUIDE

**Employees who are sick or who have recently had contact with a person diagnosed with COVID-19 should stay home from school.**

1. In the past 14 days, have you had close contact (less than six feet for 15 minutes or greater) with someone diagnosed with COVID-19, or has any health department or healthcare provider been in contact with you and advised you that your student needs to self-isolate or quarantine at home?

## YES

- Employee must stay home
- Monitor for symptoms (see symptoms listed under question #2)
- **Return To Work:** 14 days after the last exposure
  - If employee develops symptoms after exposure, the employee must meet the CDC criteria to discontinue home isolation (explained under question #2)

## NO

Go to question #2

2. In the past 24 hours, have you had one or more of the following symptoms?

- |   |                                   |   |
|---|-----------------------------------|---|
| <input type="checkbox"/> Fever                      | <input type="checkbox"/> Cough    | <input type="checkbox"/> Shortness of breath          |
| <input type="checkbox"/> Difficulty breathing       | <input type="checkbox"/> Chills   | <input type="checkbox"/> Repeated shaking with chills |
| <input type="checkbox"/> Muscle pain                | <input type="checkbox"/> Headache | <input type="checkbox"/> Sore throat                  |
| <input type="checkbox"/> New loss of taste or smell |                                   |   |

## YES

- Employee must stay home
- **Return To Work:** When the employee meets the CDC criteria to discontinue home isolation
  - 3 days with no fever (without using fever reducing medication) **AND**
  - Respiratory symptoms (cough or shortness of breath) have improved **AND**
  - 10 days since symptoms first appeared

## NO

Go to question #3

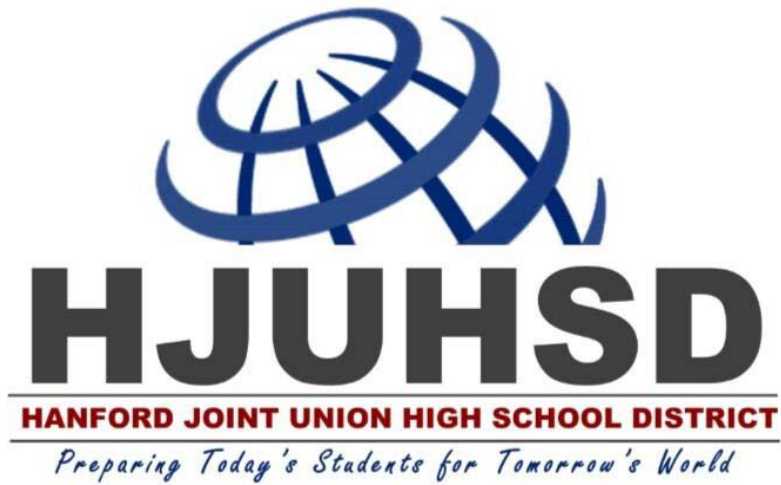
3. Have you been diagnosed with COVID-19?

## YES

- You must stay home
- **Return To Work:** 10 days after the test, unless symptoms develop
  - If employee develops symptoms, the employee must meet the CDC criteria to discontinue home isolation (explained under question #2)

## NO

Employee can return to work



# Injury and Illness Prevention Program



## **INJURY & ILLNESS PREVENTION PROGRAM FOR NON-HIGH HAZARD EMPLOYERS**

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Every California employer must establish, implement and maintain a written Injury and Illness Prevention (IIP) Program and a copy must be maintained at each worksite or at a central worksite if the employer has non-fixed worksites. The requirements for establishing, implementing and maintaining an effective written Injury and Illness Prevention Program are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203) and consist of the following eight elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

Employers in industries, which have been determined by Cal/OSHA to be non-high hazard, have prepared this model program for use. You are not required to use this program. However, any employer in an industry which has been determined by Cal/OSHA as being non-- high hazard who adopts, posts, and implements this model program in good faith is not subject to assessment of a civil penalty for a first violation of T8 CCR 3203.

Proper use of this model program requires the IIP Program administrator of your establishment to carefully review the requirements for each of the eight IIP Program elements found in this model program, fill in the appropriate blank spaces and check those items that are applicable to your workplace. The recordkeeping section requires that the IIP Program administrator select and implement the category appropriate for your establishment. Sample forms for hazard assessment and correction, accident/exposure investigation, and worker training and instruction are provided with this model program.

**This model program must be maintained by the employer in order to be effective.**

## Table of Contents

<b>Injury and Illness Prevention Program for Non-High Hazard Employers</b>	<i>Page 2</i>
<b>Overview- IIPP</b>	<i>Page 5</i>
Responsibility	<i>Page 5</i>
Compliance	<i>Page 5</i>
Communication	<i>Page 5</i>
Hazard Assessment	<i>Page 5</i>
Accident/Exposure Investigations	<i>Page 6</i>
Hazard Correction	<i>Page 6</i>
Training and Instruction	<i>Page 6</i>
Record Keeping	<i>Page 7</i>
<b>Hazard Assessment and Correction Record</b>	<i>Page 9</i>
<b>Accident/Exposure Investigation Report</b>	<i>Page 10</i>
<b>Worker Training and Instruction Record</b>	<i>Page 11</i>
<b>Introduction</b>	<i>Page 12</i>
<b>Management Policy Statement</b>	<i>Page 14</i>
<b>Identification of Plan Administrators</b>	<i>Page 14</i>
<b>Responsibilities</b>	<i>Page 15</i>
Management Responsibilities	<i>Page 15</i>
Supervisor Responsibilities	<i>Page 15</i>
Employee Responsibilities	<i>Page 15</i>
<b>Safety Rules</b>	<i>Page 15</i>
<b>Disciplinary Procedures</b>	<i>Page 16</i>
<b>Safety Training</b>	<i>Page 17</i>
General	<i>Page 17</i>
Personal Protective Equipment	<i>Page 17</i>
Safe Lifting Techniques	<i>Page 18</i>
Ladders and Scaffolds	<i>Page 19</i>
Machinery and Equipment	<i>Page 19</i>
Hand Tools	<i>Page 20</i>
Electrical	<i>Page 20</i>
Fire Hazard	<i>Page 20</i>
First Aid	<i>Page 20</i>
Housekeeping	<i>Page 20</i>
<b>Inspections</b>	<i>Page 21</i>
<b>Safety Committee and Safety Meetings</b>	<i>Page 21</i>
<b>Accident Investigations and Reports</b>	<i>Page 21</i>
<b>Hazard Communication</b>	<i>Page 23</i>
Hazard Evaluation	<i>Page 23</i>
Labels and other forms of warning	<i>Page 23</i>
Material Safety Data Sheets	<i>Page 24</i>
<b>Employee Training</b>	<i>Page 24</i>
<b>Right-to-Know</b>	<i>Page 24</i>
Hazard Assessment	<i>Page 25</i>
Accident/Exposure Investigations	<i>Page 25</i>
Hazard Correction	<i>Page 25</i>
Recordkeeping	<i>Page 25</i>

<b>Emergency Action Plan</b>	<i>Page 26</i>
General Information	<i>Page 26</i>
Responsibilities	<i>Page 26</i>
Fire Procedure	<i>Page 27</i>
Earthquake	<i>Page 28</i>
<b>Heat Illness Prevention Plan</b>	<i>Page 29</i>
Overview and Objectives	<i>Page 29</i>
Procedures for Monitoring the Weather	<i>Page 29</i>
High Heat Procedures	<i>Page 30</i>
Training	<i>Page 31</i>
Emergency Response Procedures	<i>Page 31</i>
Acclimatization	<i>Page 32</i>
Heat Illness Prevention Plan Audit	<i>Page 32</i>
Training	<i>Page 33</i>
<b>Coronavirus Disease 2019 (COVID-19)</b>	<i>Page 36</i>
What is Coronavirus Disease 2019 (COVID-19)?	<i>Page 36</i>
COVID-19- How does the Virus Spread?	<i>Page 36</i>
Injury and Illness Prevention Program	<i>Page 36</i>
Introduction	<i>Page 37</i>
Essential Infection Prevention Measures	<i>Page 37</i>
General Statement	<i>Page 37</i>
District Strategies	<i>Page 37</i>
Employee Responsibility	<i>Page 38</i>
Personal Protective Equipment (PPE)	<i>Page 38</i>
Identification of High Traffic- High Touch Common Areas	<i>Page 39</i>
District Response- Confirmed or Suspected COVID-19 Case	<i>Page 39</i>
Communication	<i>Page 39</i>
Employee Training	<i>Page 39</i>
Reference	<i>Page 39</i>
<b>Exhibits</b>	<i>Page 40</i>
Employee Safety Suggestion	<i>Page 41</i>
Report of Employee Incident/Injury	<i>Page 42</i>
Employee Safety violation Notice	<i>Page 43</i>
Employee General Safety Agreement/Code of Safety Practices	<i>Page 44</i>
District Self Inspection Form	<i>Page 45</i>
Maintenance Request Form	<i>Page 45</i>
Safety Inspection Form	<i>Page 46</i>
Employee Safety Orientation Checklist	<i>Page 48</i>
Accident Investigation Training	<i>Page 50</i>
Custodial Cleaning Standards Guide	<i>Page 51</i>
COVID Self-Screener Form	<i>Page 55</i>

# INJURY AND ILLNESS PREVENTION PROGRAM

## RESPONSIBILITY

The Injury and Illness Prevention (IIP) Program administrator;

*Ben Stidman- Program Administrator*

*Director of Maintenance, Operations and Transportation*

*(559) 583-5908; (559) 469-6608*

has the authority and the responsibility for implementing and maintaining this IIP Program for

*Hanford Joint Union High School District- Establishment Name*

Managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program. A copy of this IIP Program is available from each manager and supervisor.

## COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices include one or more of the following checked practices:

- ☒ Informing workers of the provisions of the IIP Program.
- ☒ 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.

## COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following checked items:

- ☒ New worker orientation including a discussion of safety and health policies and procedures.
- ☒ Review of our IIP Program.
- ☒ Regularly Scheduled Safety Meetings.
- ☒ Posted or distributed safety information.
- ☒ A system for workers to anonymously inform management about workplace hazards.

## HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

Periodic inspections are performed according to the following schedule:

1. When we initially established our IIP Program;

2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
3. When new, previously unidentified hazards are recognized;
4. When occupational injuries and illnesses occur; and
5. Whenever workplace conditions warrant an inspection.

## **ACCIDENT/EXPOSURE INVESTIGATIONS**

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring; and
5. Recording the findings and actions taken.

## **HAZARD CORRECTION**

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

1. When observed or discovered; and
2. 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 who are required to correct the hazardous condition shall be provided with the necessary protection.

## **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 is provided:

1. When the IIP Program is first established;
2. To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA;
3. To all workers given new job assignments for which training has not previously provided;
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.

6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

## RECORDKEEPING

We have checked one of the following categories as our recordkeeping policy.

---

- ☐ Category 1. Our establishment has twenty or more workers or has a workers' compensation experience modification rate of greater than 1.1 and is not on a designated low hazard industry list. We have taken the following steps to implement and maintain our IIP Program:
  1. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form; and
  2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers, are recorded on a worker training and instruction form.

Inspection records and training documentation will be maintained according to the following checked schedule:

- ☐ For one year, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment; or
  - ☐ Since we have less than ten workers, including managers and supervisors, we only maintain inspection records until the hazard is corrected and only maintain a log of instructions to workers with respect to worker job assignments when they are first hired or assigned new duties.
- 

- ☐ Category 2. Our establishment has fewer than twenty workers and is not on a designated high hazard industry list. We are also on a designated low hazard industry list or have a workers' compensation experience modification rate of 1.1 or less, and have taken the following steps to implement and maintain our IIP Program:
  1. Records of hazard assessment inspections; and
  2. Documentation of safety and health training for each worker.

Inspection records and training documentation will be maintained according to the following checked schedule:

- ☐ For one year, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment; or

- ☐ Since we have less than ten workers, including managers and supervisors, we maintain inspection records only until the hazard is corrected and only maintain a log of instructions to workers with respect to worker job assignments when they are first hired or assigned new duties.

- 
- ☒ Category 3. We are a local governmental entity (county, city, district, or and any public or quasi-public corporation or public agency) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

## HAZARD ASSESSMENT AND CORRECTION RECORD

---

**Date of Inspection:** \_\_\_\_\_ **Person Conducting Inspection:** \_\_\_\_\_

**Unsafe Condition or Work Practice:**

\_\_\_\_\_  
**Corrective Action Taken:**

---

**Date of Inspection:** \_\_\_\_\_ **Person Conducting Inspection:** \_\_\_\_\_

**Unsafe Condition or Work Practice:**

\_\_\_\_\_  
**Corrective Action Taken:**

---

**Date of Inspection:** \_\_\_\_\_ **Person Conducting Inspection:** \_\_\_\_\_

**Unsafe Condition or Work Practice:**

\_\_\_\_\_  
**Corrective Action Taken:**

## ACCIDENT/EXPOSURE INVESTIGATION REPORT

---

**Date & Time of Accident:**

---

**Location:**

---

**Accident Description:**

---

**Workers Involved:**

---

**Preventive Action Recommendations:**

---

**Corrective Actions Taken:**

---

**Manager Responsible:**

**Date Completed:**

---

**WORKER TRAINING AND INSTRUCTION RECORD**

<b>Worker's Name</b>	<b>Training Dates</b>	<b>Type of Training</b>	<b>Trainers</b>

## **INTRODUCTION**

Every California employer must establish, implement and maintain a written Injury and Illness Prevention (IIP) Program (IIPP) and a copy must be maintained at each worksite or at a central worksite if the employer has non-fixed worksites. The requirements for establishing, implementing and maintaining an effective written Injury and Illness Prevention Program are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203) and consist of the following eight elements:

1. **Responsibility**

Identified person or persons responsible for implementing the program.

2. **Compliance**

Create and include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.

3. **Communication**

Maintain a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

4. **Hazard Assessment**

Maintain methods and procedures for correcting unsafe or unhealthful conditions in a timely manner. Include procedures for identifying and evaluating workplace hazards including scheduling periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards.

5. **Accident/Exposure Investigation**

Maintain a procedure to investigate occupational injuries and illnesses.

6. **Hazard Correction**

When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/ or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

7. **Training and Instruction**

To all new employees, to all employees given new job assignments for which training has not previously been received; whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard, whenever the employer is made aware of a new or previously unrecognized hazard, and for supervisors to familiarize them with the safety and

health hazards to which employees under their immediate direction and control may be exposed or when observed or discovered.

8. **Recordkeeping**

Records of scheduled and periodic inspections required by subsection (a)(4) to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for one (1) year; and documentation of safety and health training required by subsection (a)(7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for one (1) year.

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.

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

## **MANAGEMENT POLICY STATEMENT**

It is the policy of Hanford Joint Union High 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 Violence in the Work Place Prevention.

The management concept of Hanford Joint Union High School District is not production and safety; it is production with safety. When production with safety is achieved, production with efficiency is attained simultaneously.

We at Hanford Joint Union High School District have a basic responsibility to make the safety of human beings a part of our daily, hourly concern. We will be counting on you to do your part in making our program effective.

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

Sincerely,  
Dr. Victor Rosa,  
Superintendent  
Hanford Joint Union High School District

## **IDENTIFICATION OF PLAN ADMINISTRATORS**

The following persons are responsible for implementing the accident prevention plan for Hanford Joint Union High School District.

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Phone</u></b>
Benjamin Stidman	Director of MOT	(559) 583-5908 ext. 3296
Julie Fagundes	Director of Business Services	(559) 583-5901 ext. 3112
Ward Whaley	Director of Administrative Services	(559) 583-5901 ext. 3126
Tammy Nichols	District Workers' Comp Liaison	(559) 583-5901 ext. 3115

The Injury and Illness Prevention (IIPP) Program administrator is the Superintendent's designee, Director of Maintenance, Operations and Transportation, and he has the authority and the responsibility for implementing and maintaining this IIPP Program together with the District's Safety Committee for the Hanford Joint Union High School District.

Managers and supervisors are responsible for implementing and maintaining the IIPP Program in their work areas and for answering worker questions about the IIPP Program. A copy of this IIP Program is available upon request.

All employees, including managers and supervisors, are responsible for complying with safe and healthful work practices.

**REFER TO EXHIBIT A-Employee Safety Suggestion**

## **RESPONSIBILITIES**

### **MANAGEMENT RESPONSIBILITIES:**

In effectively executing their safety responsibilities, managers will:

1. Familiarize themselves with the safety program and ensure its effective implementation.
2. Be aware of all safety consideration when introducing a new process, procedure, machine or material to the workplace.
3. Give maximum support to all programs and committees whose function is to promote safety and health.
4. Actively participate in safety committees as required.
5. Review serious accidents to ensure that proper reports are completed and appropriate action is taken to prevent repetition.

### **SUPERVISOR RESPONSIBILITIES:**

Our supervisors are the foundation of the safety program. Their responsibilities are to:

1. Familiarize themselves with company safety policies, programs and procedures.
2. Provide complete safety training to employees prior to assignment of duties.
3. Consistently and fairly enforce all company safety rules.
4. Investigate injuries to determine cause, then take action to prevent repetition.
5. See that all injuries, no matter how minor, are treated immediately and referred to the Business Office to ensure prompt reporting to the insurance carrier.
6. Inspect work areas often to detect unsafe conditions and work practices. Utilize Company self-inspection checklists as required.

### **EMPLOYEE RESPONSIBILITIES:**

Employee responsibilities for safety include the following:

1. Adhere to all safety rules and regulations.
2. Wear appropriate safety equipment as required.
3. Maintain equipment in good condition, with all safety guards in place when in operation.
4. Report all injuries, no matter how minor, immediately to a supervisor.
5. Encourage co-workers to work safely.

Report unsafe acts and conditions to the supervisor.

**REFER TO EXHIBIT A**-Employee Safety Suggestion

**REFER TO EXHIBIT B**-Report of Employee Incident/Injury

## **SAFETY RULES**

For the protection and safety of all employees Hanford Joint Union High School District has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory. Documentation will be made when the rules are distributed to new employees.

1. Proper footwear and clothing will be worn at all times.
2. Do not wear loose clothing, jewelry or keep long hair in a down position where there is a danger of catching such articles in moving machinery.
3. Horseplay, running, fighting or any activity that may result in injury or waste will not be tolerated.
4. Eye protection is required when performing any task that could produce flying particles.

5. Operate machinery with all guards in place. Tampering with safety devices is cause for immediate disciplinary action.
6. Do not operate any machine that you are unfamiliar with.
7. Machines must never be cleaned, adjusted or repaired until after the machine is turned off, the circuit is broken at the power source (including lock-out) and a warning tag is placed at the controls. Each person involved in maintenance must have his/her own personal padlock to ensure total lack of power until all work has been completed.
8. Any defects in materials, machinery, tools and equipment must be reported to a supervisor.
9. Do not leave tools, materials or other objects on the floor which might cause others to trip and fall.
10. Do not block exits, fire doors, aisles, fire extinguishers, gas meters, electrical panels or traffic lanes.
11. Avoid risk of rupture, internal injury or back injury in attempting to lift or push excessive loads. If an object is too heavy to move without strain - **ASK FOR HELP.**
12. Observe the correct position for lifting. Stand with your feet slightly apart, assume a squatting position with knees bent and tuck your chin. Tilt head forward, grasp the load with both hands and gradually push up with your legs, keeping your back straight and avoiding any abrupt movement.
13. Do not distract others while working. When approaching a machine operator for any purpose, do so from the front or the side in a way that he or she will see you coming and will not be shocked or surprised. If conversation is necessary first make sure the machine is turned off.
14. Do not leave oil, wax, water, or any other material on the floor where you or others may slip. Report any spills to your supervisor.
15. When handling hazardous materials insure you follow prescribed safety procedures and use required safety equipment. When using secondary containers filled by others, insure that they are labeled as to their contents and hazards.
16. Use appropriate gloves when handling materials with sharp or jagged edges which may result in lacerations.
17. Do not attempt to operate machinery for which you are not trained.
18. Unnecessary and excessive haste is the cause of many accidents. Exercise caution at all times. **WALK, DO NOT RUN!**
19. The use of hot production equipment or materials for the purpose of cooking or heating food is strictly prohibited, unless in Food Services Department.
20. All work related injuries and accidents, no matter how minor, must be reported immediately to your supervisor.

### **DISCIPLINARY PROCEDURES**

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.

Employees who fail to comply with safety rules will be subject to disciplinary action up to and including termination.

Supervisors will follow the normal disciplinary procedures as follows:

1. Verbal counseling - the first step. Must be documented in the employee's personnel file.

2. Written warning - outlining nature of offense and necessary corrective action.
3. Suspension without pay - the third step or a separate disciplinary action resulting from a serious violation.
4. Termination - if an employee is to be terminated, specific and documented communication between the supervisor and the employee, as outlined, must have occurred.

**REFER TO EXHIBIT C – Employee Safety Violation Notice**

Supervisors will be subject to disciplinary action for the following reasons:

1. Repeated safety rule violation by their department employees.
2. Failure to provide adequate training prior to job assignment.
3. Failure to report accidents and provide medical attention to employees injured at work.
4. Failure to control unsafe conditions or work practices.
5. Failure to maintain good housekeeping standards and cleanliness in their departments.

Supervisors who fail to maintain high standards of safety within their departments will be demoted or terminated after three documented warnings have been levied during any calendar year.

**SAFETY TRAINING**

**GENERAL**

1. Hazardous machinery, equipment or conditions, and unsafe practices or acts shall be reported to your foreman 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 an authorized representative so that arrangements can be made for medical or first aid treatment.
5. Authorization for medical service must be given by your foreman for "On the Job" injuries before obtaining medical attention or seeing a doctor.
6. Do not engage in horseplay on the job.
7. Warning signs, barricades, guardrails, etc., shall be kept in place.
8. Place guards around or over all roof openings, floor openings, excavations, manholes, elevator shafts or any other opening where hazard of fall exists.
9. Machinery and equipment shall be operated or repaired by qualified personnel.
10. Keep out of hazardous areas when not a member of the work crew involved.
11. Use the proper lifting technique to prevent back strain and injury.
12. 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.
13. Refer to Employee Handbook for topics not included above.

**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 hot 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.

## **YOUR BACK IN ACTION – SAFE LIFTING TECHNIQUES**

Thousands of on-the-job injuries are related to improper body movement. These steps will help to explain and demonstrate how to avoid injury and pain by lifting and carrying objects properly.

### **A. LIFT CORRECTLY**

- ☒ Lift below the waist.
- ☒ Move up close to the load and keep a wide stance.
- ☒ Tighten stomach muscles.
- ☒ Squat by bending at the hips and knees.
- ☒ Your ears, shoulders, and hips form nearly a straight line.
- ☒ Keep your feet shoulder-width apart and your feet turned out.
- ☒ Keep your back curved, not stiff.
- ☒ Lift with your leg muscles, not your back.
- ☒ Don't twist your upper body, you could hurt your back.
- ☒ Turn by moving your feet, not your back.
- ☒ Face the spot you have chosen and lower the load slowly by using legs not your back.

### **B. LIFTING POINTERS**

Safe lifting requires that you use common sense. Take plenty of time, and follow these lifting techniques:

- ☒ Avoid bending, reaching and twisting.
- ☒ Use the tilt test to estimate an object's weight.
- ☒ Lift from the low risk position only.
- ☒ Grasp the object securely.
- ☒ Draw it as close to you as possible.
- ☒ Make sure your footing is secure.
- ☒ Use lifting aids whenever possible.
- ☒ Get help with heavy lifting jobs.

### **C. STAYING ON A SAFE FOOTING**

- ☒ Be extra cautious on surfaces that are slippery, unstable or uneven.
- ☒ Shoes with non-skid soles and reinforced toes can help overcome surface hazards.
- ☒ Once your footing is firm, plan your route.
- ☒ Check to make sure it's free from tripping hazards.

### **D. STAYING STRONG**

- ☒ Eat healthful food and drink plenty of water.
- ☒ Walk straight and tall.
- ☒ Exercise regularly and keep your weight under control.
- ☒ Learn to handle stress before it gets out of control.

## **E. POSTURE**

The way your back lines up is called posture. Good posture lets you stand tall, with firm muscles that support your back and keep it straight. Poor posture is when you slouch and slump because your back and stomach muscles are weak and lazy. Poor posture looks bad and feels even worse. It can cause:

- ☒ muscle tension
- ☒ stiffness
- ☒ backaches
- ☒ neck aches
- ☒ tired, dragged-out feeling

## **F. BACK FITNESS TEST**

(With a partner) - Test to see if your posture is good. Stand straight with your arms at your sides. Take a close look at your partner from the side.

- ☒ Does it feel like a straight line runs from your head to your feet?
- ☒ Do your ears, shoulders, hips, knees and ankles line up straight and true?
- ☒ Are your shoulders relaxed?
- ☒ Are your hips in place, not tucked under or arched behind you?
- ☒ Do your ankles and feet point forward?
- ☒ Does your weight rest on the balls of your feet?

## **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, guys, 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. Never swing suspended loads over workmen.
10. Getting on or off equipment while it is in motion is prohibited.
11. Riding equipment is prohibited unless provided with adequate riding facilities.

#### **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.
4. Powder actuated tools shall only be used by qualified operators.

#### **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 HAZARD**

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 firefighting.
5. Know location of fire extinguishers, and other firefighting 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.

**REFER TO EXHIBIT G- Custodial Cleaning Standards Guide**

The goal of our safety training program is to develop safe work habits and attitudes. It is critical that new workers understand work rules and procedures prior to being assigned a job.

**REFER TO EXHIBIT D –Employee General Safety Agreement/Code of Safety Practices**

## **INSPECTIONS**

Inspection works because it is an essential part of hazard control. It is an important management tool, not a gimmick. 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 report will be filed **(see Exhibit A)** to initiate corrective action.

Periodic planned inspections will be made by members of the safety committee (or other designated individuals) utilizing the District self-inspection form **(See Exhibit E)**. The report will be reviewed by the safety committee (or designated management representative) and action will be taken to eliminate uncovered potential hazards. Assignments, target dates for completion, and actual completion dates will be documented in the minutes of the safety committee.

## **SAFETY COMMITTEE AND SAFETY MEETINGS**

Our company safety committee will be comprised of members (supervisors and/or employees) of the various departments, and management. They will meet on a monthly basis, and review the following:

1. Minutes of the previous meeting.
2. Unfinished business of the previous meeting.
3. Self-inspection reports.
4. Discussion of accidents and corrective action taken.
5. Accident trends.
6. New and outstanding recommendations submitted by outside agencies (insurance carrier, fire department, Cal-OSHA, etc.)
7. New business.

All meetings will be documented. Group safety meetings - supervisors will be responsible for holding department safety meetings on a regular basis. Employee attendance and discussion topics will be documented.

## **ACCIDENT INVESTIGATIONS AND REPORTS**

It is the policy of Hanford Joint Union High School 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. Accidents involving fire, death, serious injury or extensive property damage will be investigated jointly by the Director of MOT and the Director of Administrative Services.

### **REFER TO EXHIBIT F- Accident Investigation Training**

The primary goal of the accident investigation program is the prevention of future similar accidents through the use of knowledge derived from the investigation. Additionally, the investigation will be used to prepare reports required by Federal and State laws as well as the Workers' Compensation Insurance Carrier. These reports are critical in establishing the Company's and the Supervisor's liability under the law. The Hanford Joint Union High School District worker's compensation program is self-insured and partially self-administered. Claim management is handled with the combined efforts of District designated staff and Kings County Self-Insured Schools (KCSIS).

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. The supervisor must then begin to investigate the circumstances of the accident.

1. GO to the scene of the accident at once.
2. TALK with the injured person, if possible. Talk to witnesses. Stress getting the facts, not placing blame or responsibility. Ask open-ended questions.
3. LISTEN for clues in the conversations around you. Unsolicited comments often have merit.
4. ENCOURAGE people to give their ideas for preventing a similar accident.
5. STUDY possible causes - unsafe conditions, unsafe practices.
6. CONFER with interested persons about possible solutions.
7. WRITE your accident report giving a complete, accurate account of the accident.
8. FOLLOW-UP to make sure conditions are corrected. If they cannot be corrected immediately, report this to your supervisor.
9. PUBLICIZE corrective action taken so that all may benefit from the experience. In order for the Supervisor's Report to be effective, it should contain as a minimum a detailed answer to the following questions:
  - A. *What Was The Employee Doing?* - Explain in detail the activity of the employee at the time of the accident.
  - B. *What Happened?* - Indicate in detail what took place, describe the accident, the type of injury, the part or parts of the body affected, and whether the employee was wearing appropriate safety equipment.
  - C. *What Caused the Accident?* - Explain in detail the condition, act, malfunction, etc., that caused the accident. Remember that it is possible to have more than one reason or cause for an accident.
  - D. *What Can Be Done to Prevent a Similar Accident?* - Indicate corrective action to prevent recurrence.

## **HAZARD COMMUNICATION PROGRAM**

### **HAZARD EVALUATION**

Chemical manufacturers and importers are required to review the available scientific evidence concerning the hazards of the chemicals they produce, then report that information to employers who purchase their product. Hanford Joint Union High School District will not to rely on the evaluation of the manufacturer, we will arrange for additional testing when needed.

We will consider any chemicals listed in one of the following sources to be hazardous:

1. Those hazardous substances listed in: The Director's List of Hazardous Substances, 29 CFR 1910, Subpart Z, Toxic and Hazardous Substances, Occupational Safety and Health Administration (OSHA) Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment, American Conference of Governmental Industrial Hygienists (ACGIH), 1984 National Toxicology Program (NTP), Third Annual Report on Carcinogens, 1983 International Agency for Research on Cancer (IARC), Monographs, Vols, 1-34 or Those hazardous substances prepared pursuant to Labor Code Section 6382.
2. Any other substances which present a physical or health hazard(s) as determined by scientific evidence.

### **LABELS & OTHER FORMS OF WARNING**

We will make certain that containers are adequately labeled to identify the hazardous chemicals contained therein, and will show hazard warnings appropriate for employee protection. The warnings will utilize a combination of words, pictures and symbols which will convey the hazards of the chemical(s) in the container. The labels will be legible and prominently displayed. Products used for cleaning, maintaining and general upkeep of sites will be properly labeled, both containers and secondary containers. Material Safety Data Sheets will be kept on file for all products used.

Exceptions to this rule are as follows: We are permitted to post signs which convey the hazard information if there are a number of stationary containers in a given area which have similar contents and hazards. Operating procedures, process sheets, batch tickets, blend tickets and similar written materials can be substituted for container labels on stationary process equipment if they contain the same information and are readily available to employees.

We are not required to label pipes or piping systems. However, to ensure that our employees who work on unlabeled pipes have been informed of the hazardous substances contained within, the following policy has been established: Prior to Starting work our employees are to contact a supervisor for the following information:

1. The hazardous substances within the pipe.
2. Potential hazards.
3. Safety precautions which should be taken.

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects the affected employee(s) will be given information by their supervisor about the hazards to which they may be exposed. The information will include (1) specific hazards of the task (2) protective/safety measures which must be utilized, and (3) measures the company has taken to reduce the hazards (ventilation, respirators, presence of another employee, emergency procedures, etc.).

## **MATERIAL SAFETY DATA SHEETS (MSDS)**

Hanford Joint Union High School District is responsible for obtaining or developing a MSDS for each chemical used in the workplace. Each MSDS 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 MSDS 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 MSDS, and how employees can obtain and use the available hazard information.

### **EMPLOYEE TRAINING**

It is the goal of Hanford Joint Union High 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. The program will provide information and training on the following:

1. How the hazard communication program is implemented, how to read and interpret information on labels and MSDS, and how employees can obtain and use the available hazard information.
2. The physical and health effects of the chemicals in the work area.
3. Measures employees can take to protect themselves from the hazards.
4. Specific procedures put into effect by the company to provide protection, such as personal protective equipment, engineering controls and work practices.
5. Methods and observations, such as visual appearance or smell, workers can use to detect presence of a hazardous chemical they may be exposed to.
6. Emergency and first aid procedures to follow if employees are exposed to hazardous substances.

### **RIGHT-TO-KNOW TRAINING PROGRAM**

1. Introduce the Right-To-Know coordinator and explain his/her role.
2. Review the company's written Hazardous Communication (HazCom) program and explain how to obtain and use the document.
3. Explain applicable safety and health requirements mandated by OSHA and state standards.
4. Identify locations where hazardous chemicals are stored, handled, dispensed or transported, and the location of each process and operation that uses them.
5. Explain how to recognize potential health and safety hazards and review monitoring techniques used to detect potential health hazards.
6. Explain how to read SDS and related information (labels).
7. Explain safety precautions to be taken by the individual worker.
8. Explain in detail the labeling system used by the company.
9. Use visual aids to teach basic HazCom information to the general plant population.

10. Warn about specific work activities that increase the likelihood of a loss.

## **HAZARD ASSESSMENT**

Provide inspections to identify and evaluate workplace hazards; shall be performed by a competent observer in the following areas of our workplace:

- ☐ **Hanford High School**
- ☐ **Hanford West High School**
- ☐ **Sierra Pacific High School**
- ☐ **Earl F. Johnson Continuation**
- ☐ **Hanford Adult School**
- ☐ **Hanford Online Charter**
- ☐ **Community Day School**
- ☐ **Maintenance Operations and Transportation**
- ☐ **District Office**

Periodic inspections are performed according to the following schedule:

1. Upon initial IIPP Program implementation;
2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
3. When new, previously unidentified hazards are recognized;
4. When occupational injuries and illnesses occur that warrant inspection; and
5. Whenever workplace conditions warrant an inspection.

## **ACCIDENT/EXPOSURE INVESTIGATIONS**

Procedures for investigation workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses.
2. Examining the workplace for factors associated with the accident/exposure.
3. Determining the cause of the accident/exposure.
4. Taking corrective action to prevent the accident/exposure from reoccurring.
5. Recording the findings and actions taken.

## **HAZARD CORRECTION**

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

1. When observed or discovered; and
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition shall be provided with the necessary protection.

## **RECORDKEEPING**

The District's recordkeeping policy is as follows:

The District has consistently had a workers' compensation experience modification rate of 1.15 or less in years past and has taken the following steps to implement and maintain our IIPP Program:

1. Records of hazard assessment inspections.
2. Documentation of safety and health training for each employee.
3. Occupational Injuries and Illnesses Log and Summary, (Form 300); prepare and post in accordance with CAL/OSHA requirements (February 1 until March 1 of each year) and maintain the last five years of these records.

Inspection records and training documentation will be maintained according to the following schedule:

1. For one year, except for training records of employees who have worked for less than one year.

### **EMERGENCY ACTION PLAN**

Major disasters must be anticipated and procedures must be developed and mastered so the well-being of our personnel is to be protected and we are also ready to serve our community.

The following pages detail the organizational structure of our plan and outlines emergency measures to be taken in the event of fire or other emergency. Remember, your conduct and actions during the first few minutes of any emergency may not only save your life, but the lives of your fellow workers, and other members of the community as well.

### **GENERAL INFORMATION**

Two important telephone calls need to be made if the facility is to be evacuated for any of the following reasons:

1. A fire or disaster within the facility.
2. An external hazardous condition threatening the facility.

If either of these two situations occur, notify these agencies:

1. Dial 911 for emergency services.
2. Contact the Deputy County Health Director – (559) 584-1411.

Upon order of management or other person(s) in charge to totally evacuate the facility, the following action will be taken:

1. Initiate evacuation center receiving plan. (It may be necessary to transport company personnel to a local evacuation center).
2. Priority of evacuation may be a necessity if there are handicapped employees.
3. Materials and supplies to be evacuated:
  - a) First aid kits
  - b) Personnel roster

### **RESPONSIBILITIES**

The Safety Committee will:

1. Coordinate the Emergency Evacuation Plan throughout the facility.
2. Make certain the Program is familiar to all personnel and that all new employees are promptly oriented.
3. Schedule fire classes as necessary.
4. Arrange and execute fire drills within the facility.

5. Maintain a log of fire drills conducted. The log shall include the date and time of each drill, the time required to evacuate the building, and the initials of the person making the recording.
6. Report any deficiencies noted during the fire drill.
7. Correct any deficiencies noted during the fire drill.
8. Maintain a file of committee meetings and activities, including committee minutes. All documents are to be signed by the Committee Chairman.

The Safety Committee will be aided by Supervisors who will:

1. Facilitate the Emergency Evacuation Plan.
2. Keep constant check on all personnel to be sure that they are completely familiar with all phases of the Plan which they are required to know.
3. See that all personnel participate in **ALL** fire drills, fire classes, and other practice sessions.
4. Be certain that all personnel are familiar with, and make thorough fire prevention inspections when they are assigned to do so.
5. Take the necessary steps required to correct any fire hazards discovered.

It is the duty of every employee to:

1. Be completely familiar with the Emergency Evacuation Plan and his or her duties and responsibilities in the program.
2. Participate in all fire drills and practice sessions.
3. Attend all fire training classes when assigned.
4. Learn the location of and how to operate fire alarm systems and all fire extinguishing equipment.
5. Report any fire and/or safety hazard located any place on Company property.

## **FIRE PROCEDURE**

Personnel have been assigned to:

1. Sound internal fire alarm.
2. Notify office staff.
3. Remove personnel from the building.
4. Close all doors and windows in the fire area, **ONLY** if this can be done safely.
5. Notify the fire department.

The person reporting the fire to the fire department will provide them with the following information:

1. Advise you are calling from
2. Advise of site address that has the emergency
3. Advise what is burning (machines, paper, etc).
4. Advise of location of fire (roof, plant, office, etc).
5. Advise type of fire (electrical, liquid, etc).

Additional assignments have been made to:

1. Attempt to extinguish the fire with the use of on-premises equipment. To ensure employee safety, this is to be done only during the early stages of the fire.

Working away from the involved area, personnel will be assigned to:

1. Clear the aisles, hallways and other areas of personnel and visitors.
2. Close all doors and windows.
3. Check driveways to see that they are clear for entry of firefighting equipment. See that gates are unlocked and open.

4. Wait at the front entrance for arrival of firefighting equipment. Direct the firemen to the fire if necessary.

Re-entry onto the property will not be permitted until it is declared safe to do so by someone with Executive authority or by the local fire/law enforcement officials.

## **EARTHQUAKE**

In the event of an earthquake the following procedures shall be followed:

1. Assess damage and injuries.
2. Give first aid as needed. Remember, after an earthquake utilities, police and fire Agencies may not be readily available. **DO NOT ATTEMPT TO TELEPHONE UNLESS ESSENTIAL.**
3. Notify executive management if any are away from the premises.
4. Call the Fire Department only in the case of fire.
5. The nearest hospital for treatment is:  
Adventist Health Medical Center and Emergency Services  
125 Mall Drive, Hanford, California (559) 582-3000.
6. Have damaged or potentially damaged utilities shut off at the main controls.
7. Personnel are to be instructed during orientation for seeing that employees are evacuated to a safe area outside the building and clear of overhead electrical lines, utility poles, block walls, etc., which might fall during aftershocks.
8. Supervisors are cautioned to be alert for fallen high tension lines which may be touching metal objects on the ground.
9. Have all areas of the building inspected for damage before allowing personnel to return to the building(s).
10. Have gas, electrical, water and fuel systems checked for damage before allowing personnel to return to the building(s).
11. Drinking water should be checked to determine that it is not contaminated. Water contained in toilet tanks can be boiled and used if absolutely necessary for drinking or treating injuries.

# **HANFORD JOINT UNION HIGH SCHOOL DISTRICT**

## **HEAT ILLNESS PREVENTION PLAN**

### **Overview and Objectives**

This Heat Illness Prevention Plan (HIPP) has important information for all employees who work in outdoor areas or on job tasks where the environmental risk factors for heat illness are present, and are at risk for developing heat illnesses if they do not protect themselves appropriately.

*Based on the Code of Regulations Proposed State Standard, Title 8, Chapter 4, Section 3395, this standard applies to all outdoor places of employment.*

### **Scope**

The Hanford Joint Union High School District HIPP includes steps for ensuring drinking water is provided in sufficient amounts, temperatures and humidity conditions are monitored, shade is available as required by the law, high heat procedures are followed, employee training is in place, emergency response procedures are documented, acclimatization of employees is accounted for and auditing processes are incorporated to strengthen the plan's success.

### **Policy**

It is the policy of Hanford Joint Union High School District that any employee participating in job tasks where environmental risk factors for heat illness are present will comply with the procedures in this document and in the Injury and Illness Prevention Program. A copy of this HIPP will be made available at each job site in both English and the language understood by the majority of employees.

### **Water**

Water is provided through the school water system, which is supplied by the City of Hanford water system. Water is provided free at several locations throughout campus. The water system is able to provide much more than the one quart per hour required.

Hanford Joint Union High School District allows employees to drink water as frequently as needed. Employees working outside are not assigned to a single spot or area, and they have access to any of the locations where water is available. Static water containers are not generally used, but if they are, employees may report low water levels, as well as warm or dirty water containers, to supervisors.

### **Procedures for Monitoring the Weather**

Supervisors are trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked at <http://www.nws.noaa.gov/>, or by calling the National Weather Service phone numbers (Hanford: 559-584-8047), or by checking the Weather Channel or local TV Network. Work schedules will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. Routine advanced weather monitoring will take place between the months of May and September (scheduled on the Administrative Secretary and Maintenance Supervisor calendar-currently via Google calendar); with additional advance monitoring conducted as needed during the remainder of the year.

### **Shade**

Hanford Joint Union High School District will provide shade when the temperature exceeds 80 degrees Fahrenheit. Shade areas will be open to the air or provided with ventilation or cooling. Enough shade will be provided to accommodate the number of employees on break or recovery period at any given time.

Sufficient shade is available in all outdoor locations. Employees working outside are not assigned to a single spot or area, and they have access to any of the locations where shade is available.

Although employees who work outside are generally required to stand for their duty period, Hanford Joint Union High School District will provide chairs if needed, and ensure that employees in shaded areas can sit in a normal posture fully in the shade without having contact with one another if needed. The shaded areas exist throughout the work area. Employees may take meals outdoors, if they wish, but are not required to do so. Indoor, cooled rooms are available and can accommodate the number of employees on meal break and those seeking cool-down periods.

Hanford Joint Union High School District will encourage employees to take a preventive cool-down in the shade when they feel the need to protect themselves from overheating. Employees working outside are not assigned to a single spot or area, and they have access to any of the locations where shade is available.

Employees taking cool-down breaks will be monitored and asked if they are experiencing symptoms of heat illness and will be encouraged to remain in the shade until any signs or symptoms have abated. Employees will be given no less than 5 minutes to rest in the shade, in addition to time needed to access the shade.

Hanford Joint Union High School District policy will be that any employee who exhibits signs or reports symptoms of heat illness while taking a preventive cool-down rest shall be provided with appropriate first aid or emergency response.

### **High Heat Procedures**

Hanford Joint Union High School District will implement the following high heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit.

1. Employee and student outdoor activity will be limited to spans of less than 30 minutes.
2. Inclement weather ("Rainy Day") schedules, as per the Staff Handbook, may be implemented
3. Employees who work outside shall have access to shade and water and be available for checks by radio
4. Employees shall be observed for symptoms of heat illness and will be reminded throughout the work shift to drink plenty of water.
5. Hanford Joint Union High School District will designate 1 or more employees (the school nurse and any supervisor) to call for emergency medical procedures, and allows any employees to call for emergency services when a designated person is not available.
6. Hanford Joint Union High School District will closely supervise new employees who are scheduled to work outside for more than 45 minutes at a time for the first 14 days of employment, unless the new employee indicates at the time of hire that he or she have been doing similar work for at least 10 of the past 30 days, and for more than 4 hours per day.
7. When temperatures reach 95 degrees or above, and employees are working outside for up to 2 hours, Hanford Joint Union High School District will ensure that employees takes a minimum 10- minute preventive cool-down rest period every 2 hours. The preventive cool-down rest period may be provided concurrently with any other required meal or other rest period.
8. If the work day extends beyond 8-hours, Hanford Joint Union High School District will provide an additional preventive cool-down period at the conclusion of the 8th hour of

work for employees who have been working outside for up to 2 hours. If the work day extends beyond 10 hours, then another preventive cool-down rest period will be provided at the conclusion of the 10th hour of work, and so on until the end of the work day.

9. Hanford Joint Union High School District will provide a pre-shift meeting during periods of high heat to remind employees who are working outside for up to 1 hour at a time:
  - A. Of the District's high heat procedures,
  - B. To drink plenty of water, stay in the shaded areas of campus, and
  - C. Of their right to take cool-down periods when necessary

### **Training**

Hanford Joint Union High School District will provide training to all supervisors, and affected employees, prior to their engaging in work that could result in exposure to risk factors for heat illness. Training will include:

1. An explanation of the employer's responsibility to provide shade, water, cool-down periods, and access to first aid, as well as the employee's right to exercise their rights without fear or retaliation.
2. Environmental and personal risk factors for heat illness.
3. The signs and symptoms of heat illness.
4. The importance of immediately reporting signs and symptoms of heat illness- and appropriate first aid to be taken.
5. Importance of frequent consumption of water.
6. Importance of acclimatization.
7. Hanford Joint Union High School District response plan to a case of possible heat illness.
8. Supervisor and employee responsibilities.
9. Supervisors will be taught procedures to follow in case of an employee reporting or displaying symptoms of heat illness.
10. Supervisors will be trained how to monitor weather reports and how to respond to hot weather advisories.

### **Emergency Response Procedures**

All supervisors and management personnel of Hanford Joint Union High School District are required to take immediate action if an employee exhibits signs or symptoms of heat illness.

Emergency response procedures will include but not be limited to the following actions:

1. Ensuring the effective communication by voice, observation, or electronic means are maintained so that employees at the high temperatures work site can contact a supervisor or emergency medical service when necessary.
2. Cellphone, company radio, email and other electronic devices will be used for communication. If electronic devices are not reliable forms of communication, Hanford Joint Union High School District will develop alternative means of summoning emergency medical services.
3. Employers and supervisors will be trained to recognize symptoms of heat stress, such as decreased level of consciousness, disorientation, irrational behavior, staggering, vomiting and convulsions; and are required to take immediate action if any employee exhibits signs of the mentioned symptoms of heat illness.
4. Supervisors and employees will be taught first aid measures and how emergency services are to be provided to affected employees

5. Employees exhibiting signs or symptoms will be monitored and shall not be left alone or sent home without being first offered onsite first aid and/or being provided with emergency medical service.
6. If deemed necessary, emergency medical services will be contacted, and employees will be transported to a place where they can be reached by emergency medical providers.
7. In emergency events – clear and precise directions to work site will be provided to emergency responders.
8. In the event that a work site is in a difficult to find location, an employee will be sent to meet emergency medical services at the nearest landmark; and lead them to the work site.

### **Acclimatization**

New employees and employees who have not previously worked in environments where the possibility that heat illness may occur will be given an opportunity for their bodies to gradually be exposed to heat. Employees will be given an opportunity to adapt to the heat by working in the heat for less than 2 hours a day, for between 4 to 14 days.

Hanford Joint Union High School District will also monitor employees during a heat wave. "Heat wave" being defined as any day the predicted temperature is at least 80 degrees Fahrenheit *and* at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding 5 days. No employees work solo, so monitoring can be done by either the supervisor or by use of the buddy system.

Hanford Joint Union High School District will stress to new employees the importance of immediately reporting to their supervisor symptoms and signs of heat stress in themselves or in co-workers

### **Heat Illness Prevention Plan Audit**

Hanford Joint Union High School District, as part of the implementation of our Injury & Illness Prevention Program, and to ensure the success of our HIPP, will conduct an audit of our written plan and documentation by Supervisors and Managers. Audits of the HIPP will be conducted annually. The audit shall review the plan to ensure that the heat illness prevention procedures continue to be effectively implemented. This will include, but is not limited to:

1. Ensuring that suitably fresh and cool water is routinely provided in the required months.
2. Ensuring sufficient shade is routinely made available.
3. Verifying that the required supervisor and employee training has been completed.
4. A review of the effectiveness of emergency response procedures.
5. Ensuring that employees are acclimatized as required.
6. Ensuring that high heat procedures are implemented when the temperature reaches 95 degrees Fahrenheit.

The Heat Illness Prevention Standard, Title 8, California Code of Regulations, Section 3395, requires all employers with outdoor worksites to take the following steps to prevent heat illness:

#### **Steps**

1. Provide heat illness prevention training to all employees, including supervisors.
2. Provide a continual supply of fresh water so that each employee can drink at least one quart per hour, and encourage them to do so.

#### **Monitoring**

1. Annual training
2. Water fountains and the fill station on campus

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>3. Provide access to shade for at least five minutes of rest when an employee believes he or she needs a preventative recovery period. They should not wait until they feel sick to do so.</li> <li>4. Develop and implement written procedures for complying with the Standard. Training.</li> <li>5. Limit heat exposure of new employees for 14 days until acclimatized.</li> </ol> | <ol style="list-style-type: none"> <li>3. Employees working outside are not assigned to a single spot or area, and they have access to any of the locations where shade is available. All employees working outside carry two way radios/Annual training</li> <li>4. This HIP Plan Annual training</li> <li>5. Annual training</li> </ol> |
|---|---|

These steps alone can greatly reduce the risk of outdoor workers developing heat illness.

Specific Procedures for Hanford Joint Union High School District Sites:

1. High heat conditions exist when the temperature is at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding 5 days.
2. No non-maintenance staff is assigned outside for more than 30 minutes in high heat conditions.
3. Employees are not assigned to static spots and are free to, and are encouraged to station themselves in shaded areas when available. There is shade available throughout campus and indoor, cooled rooms available for breaks.
4. Water fountains are located in several locations around campus. There is a water filling station in the cafeteria. Employees are free to visit water fountains and carry personal drink containers during the course of their work day. Employee movement is not restricted, allowing for visits to water fountains or filling stations as needed. All drinking water is obtained from the water system connected to the City of Hanford's water system.
5. All employees who work outdoors are required to carry two-way radios and remain available for contact at all times during the work day.

Inclement weather procedures will be implemented during high heat conditions.

## **TRAINING**

Supervisors will use this outline for training staff, or ensure that the training method used covers the topics within it.

- I. Employers Responsibility
  1. The District responsibility is to provide shade, water, cool-down periods, and access to first aid
  2. Employee has the right to exercise their rights without fear of retaliation.
- II. RISK FACTORS FOR HEAT ILLNESS
  1. Environmental factors
    - a. Temperature
    - b. Humidity
    - c. Other sources
  2. Personal factors
    - a. Overall health
    - b. Body composition
    - c. Clothing
      - i. Protective
      - ii. Possible to exacerbate heat

- III. HJUHSD Procedures for compliance
- IV. Water consumption
  - 1. Up to 4 cups (32 ounces) per hour in hot conditions or when sweating.
- V. Acclimatization
  - 1. New employees working outside in high heat conditions
  - 2. 14 days- limit heat exposure
- VI. Heat Illnesses
  - 1. Heat Rash
    - i. Heat rash is a skin irritation (also known as prickly heat) caused by excessive sweating during hot, humid weather. **It** is likely to occur where sweat is not easily removed from the surface of the skin by evaporation and the skin remains wet most of the time. Sweat ducts become plugged, which eventually leads to a rash. **It** is manifested as red papules and usually appears in areas of restrictive clothing. **It** can occur at any age but is most common in young children.
  - 2. Heat Syncope (Fainting)
    - i. In heat syncope, the brain does not receive enough oxygen because the blood pools in the extremities. Workers not accustomed to hot environments and who stand erect and immobile in the heat may faint. Onset is usually rapid and unpredictable.
  - 3. Heat Cramps
    - i. Heat cramps are usually caused by strenuous activity in a hot environment. Painful spasms of the muscles are caused when workers drink large quantities of water, but fail to replace their body's electrolyte loss. Cramps can be caused by either too much or too little salt in the system. The muscles most susceptible are those that become tired from performing the energetic activity. Cramps may occur during or after work hours.
  - 4. Heat Stroke
    - i. Heat stroke is a medical emergency. It occurs when the body's system of temperature regulation fails, sweating becomes inadequate and the body's core temperature rises to critical levels. The body's only effective means of removing excess heat is compromised, with little warning to the victim. Body temperature is usually above 106°F or higher. Unless the victim receives quick and appropriate treatment, death or permanent disability can occur.
  - 5. Heat Exhaustion
    - i. Heat exhaustion is a serious illness that can gradually develop during exposure to high temperatures and inadequate or unbalanced replacement of fluids. **It** is the body's response to an excessive loss of the water and salt contained in sweat. Body temperature may be normal or slightly elevated. **If** not properly treated, heat exhaustion may rapidly progress to heat stroke.
- VII. Reporting signs and symptoms & responses
  - 1. Mandatory two-way radio use for employees working outside
  - 2. Reporting immediately
  - 3. Self
  - 4. Co-workers
- VIII. Hanford Joint Union High School District response procedures
  - 1. Emergency medical services
    - i. School nurse or other trained staff

- ii. 911 is always an option, no repercussions
- iii. Campus access for emergency responders
- iv. Directions to the School Site
  - a. Say: "Location Name"
  - b. Say "Advise of nearest cross streets"
  - c. Say "Location Address"
  - d. Say "Contact Phone Number"
  - e. Recruit staff to watch for emergency vehicles

IX. Supervisor training

- 1. All standard employee training (I-VII above)
- 2. Procedures for implementation
- 3. Procedures for response to heat related illness incident
- 4. Monitoring weather reports

X. District monitoring procedures

- 1. Annual training
- 2. Monitoring the weather: SOP from May 1 - September 30, also as needed
- 3. Schedules for monitoring work environments considered "at risk/1
- 4. Pre-shift meeting schedules

XI. Checklist for Employees and Supervisors

- 1. Ensure proper hydration by drinking more fluids before, during and after exposure to heat.
- 2. Don't wait until you're thirsty to drink.
- 3. Don't drink liquids that contain alcohol, caffeine or large amounts of sugar – they cause your body to lose more fluid.
- 4. Avoid very cold drinks- cool (50°-60°) fluid is ideal.
- 5. Eat light meals – avoid hot and heavy meals.
- 6. Wear lightweight, light-colored, loose-fitting clothing.
- 7. Take frequent rest breaks in a cool shaded area.
- 8. Protect yourself from the sun by wearing a wide-brimmed hat and use sunscreen of SPF15 or higher.
- 9. Avoid overexertion- slow down and avoid strenuous activity.
- 10. Become familiar with the early warning signs and symptoms of the various heat related illnesses.

# **Coronavirus Disease 2019 (COVID-19)**

## **What is Coronavirus Disease 2019 (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.

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) coronavirus 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.

## **Coronavirus 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).

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.

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.

## **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.

**Hanford Joint Union High School District**  
**Coronavirus Disease 2019 (COVID-19)**  
**Injury and Illness Prevention Program - Addendum**

**Introduction**

The Hanford Joint Union High School 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 Hanford Joint Union High School District facilities.

**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.
2. The District supports the distribution of posters to each school and work location to be displayed in common areas that provide physical distancing guidelines.

**Essential Infection Prevention Measures – District Strategies**

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

1. Encourage sick employees to stay home.
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. 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.
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. 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.

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.

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 coronavirus 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>.

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 appeared<sup>3</sup>; 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.
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.
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.
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.
8. Employees should cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.
9. Employees should avoid sharing personal items with coworkers (i.e., dishes, cups, utensils, towels).
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 Administration.

## 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 Kings 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.

### **Communication**

Communication between employees and the Hanford Joint Union High School District on 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 visitors will be required to complete a Wellness Screening prior to entering the premises.

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 Kings County Self-Insured Schools, who will triage the report and notify essential District personnel for an appropriate response and action.

**Kings County Self-Insured Schools - (559) 589-7059 office \* (559) 589-7069 fax**

**REFER TO EXHIBIT H-COVID Self-Screener Form**

### **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.

### **Reference**

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

## **EXHIBITS**

- A. Employee Safety Suggestion
- B. Report of Employee Incident/Injury
- C. Employee Safety Violation Notice
- D. Employee General Safety Agreement/Code of Safety Practices
- E. District Self Inspection Form
  - 1. Maintenance Request Form
  - 2. Safety Inspection Form
  - 3. Employee Safety Orientation Checklist
- F. Accident Investigation Training
- G. Custodial Cleaning Standards Guide
- H. COVID Self-Screener Form

**“EXHIBIT A”**

**EMPLOYEE SAFETY SUGGESTION**

This form is for use by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice.

**Description of suggestion or unsafe condition/practice (location):**

**Has this matter been reported to supervision? Yes \_\_\_\_ No \_\_\_\_**

**If Yes, explain results:**

**Employee’s Name: (Optional)**

**Department/Occupation:**

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It would be illegal for the District to take any action against an employee in reprisal for exercising rights to participate in communications involving safety.

The District will investigate any report or question as required by the Injury and Illness Prevention Program Standard (8 CCR 3203) and advise the employee who provided the information, or the workers in the area, of the response.

**For Administration Use Only**

**Date workers informed of investigation results:** \_\_\_\_\_

**Date of correction or other completing action:** \_\_\_\_\_

**Abatement verified by:** \_\_\_\_\_

**Description of abatement action:**

**“EXHIBIT B”**

**REPORT OF EMPLOYEE INCIDENT/INJURY**

Name of Injured \_\_\_\_\_ SS# \_\_\_\_\_

**Complete** Mailing Address \_\_\_\_\_ D.O.B. \_\_\_\_\_

Home Phone \_\_\_\_\_ Job Title \_\_\_\_\_ Number of Hours per Day \_\_\_\_\_

Date of Accident \_\_\_\_\_ Hour \_\_\_\_\_ AM/PM Time Employee Began Work \_\_\_\_\_ AM/PM

Date Reported \_\_\_\_\_ Hour \_\_\_\_\_ AM/PM Hire Date \_\_\_\_\_ Salary \_\_\_\_\_

Accident Location (street address): \_\_\_\_\_

Injury (**be specific**, i.e., list all body parts injured noting left or right):

Names and Job Titles of Witness:

\_\_\_\_\_  
Name of Medical Facility/Doctor \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Did Injured Leave Work? \_\_\_\_ YES \_\_\_\_ NO **If yes;** Date \_\_\_\_\_ Time \_\_\_\_\_ AM/PM

Did Injured Return to Work? \_\_\_\_ YES \_\_\_\_ NO **If yes;** Date \_\_\_\_\_ Time \_\_\_\_\_ AM/PM

Were any other workers injured/ill in this event? \_\_\_\_ YES \_\_\_\_ NO **If yes;** Who? \_\_\_\_\_

Describe how accident occurred (What you were doing)

If DWC- 1 Claim form given:

Date \_\_\_\_\_

What steps have been taken to prevent similar injury?

Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_

**Received by Supervisor**

Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

cc: JT<sup>2</sup> if Form DWC-1 given to employee.

## **EMPLOYEE SAFETY VIOLATION NOTICE**

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**PREFACE:** The District makes every effort to provide a safe working environment. Together, we must comply with the occupational safety and health (OSHA) standards and all rules, regulations and orders issued under the Act which are applicable to both of our actions and conduct.

Name of Employee:\_\_\_\_\_ Date of Notice:\_\_\_\_\_

Date of Violation:\_\_\_\_\_ Place of Violation:\_\_\_\_\_

**TYPE OF VIOLATION:**

- ☐ Inappropriate Conduct on the Job
- ☐ Ignoring directions or warnings
- ☐ Unsafe Behavior or Act

**EXPLANATION OF THE INFRACTION**

**CORRECTIVE ACTION TO BE TAKEN BY THE EMPLOYEE**

By signing below, I understand the corrective action I need to take. Pursuant to Education Code §44031, you have a right to respond or make any comments pertaining to the review and contents of this document.

---

School District: \_\_\_\_\_ Site: \_\_\_\_\_ Department: \_\_\_\_\_

Employee Name (Print): \_\_\_\_\_ Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name (Print): \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Copies to: Employee, Supervisor, Personnel File**

**EMPLOYEE GENERAL SAFETY AGREEMENT FORM  
CODE OF SAFETY PRACTICES**

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- + Never take shortcuts at the expense of safety.
- + Always keep an alert mind on the job – avoid distractions.
- + “Horseplay” will not be tolerated. Do not participate in horseplay – be a positive, safe, role model.
- + Keep work areas clean and clear of slip and fall or trip hazards.
- + Check work area for materials that could create a hazard – ignition sources, reactive chemicals, combustibles, etc.
- + Use safe lifting practices. Get help for heavy lifting (See reverse for safe lifting techniques/exercises).
- + Have a work partner on hand when working under hazardous circumstances (i.e., in confined spaces, with chemicals, or with potentially dangerous machinery).
- + Make sure you understand how to properly use any equipment or machines/machinery prior to usage.
- + Do not use malfunctioning equipment that presents a hazard. Report it to your supervisor.
- + Use the right tool or equipment for the job.
- + Use equipment the way it was designed to be used. Use all guards or safety devices that have been provided.
- + Always wear appropriate protective equipment (goggles, gloves, ear protection, back belts, etc.).
- + Use caution when a job involves electricity, and follow all known safety precautions.
- + Use proper posture and hand positioning to avoid repetitive motion disorders.
- + Read the MSDS (Material Safety Data Sheets) for a chemical before using it for the first time.
- + Use ladders correctly and safely (i.e., safe angle; do not climb too high; do not lean out).

By signing below, I agree to follow these basic Codes of Safe Practice. I recognize that safety is part of my performance review, and that I can be disciplined for breaking these and any other safety rules that have been set by my supervisor or his/her superior.

-----  
School District:\_\_\_\_\_ Site:\_\_\_\_\_ Department:\_\_\_\_\_

Employee Name (Print):\_\_\_\_\_ Employee Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Supervisor Name (Print):\_\_\_\_\_ Supervisor Signature:\_\_\_\_\_ Date:\_\_\_\_\_

**\*Copies to: Employee, Supervisor, Personnel File**

**““EXHIBIT E” ”**

***District Inspection Form***

**FORM 1  
MAINTENANCE REQUEST FORM**

**SITE** \_\_\_\_\_ **DEPT.** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SUBMITTED BY** \_\_\_\_\_

**LOCATION OF UNSAFE CONDITION (Describe in Detail)**

---

**IF NECESSARY, DRAW A DIAGRAM IN THE FOLLOWING BOX**

**RECOMMENDATIONS TO CORRECT THIS CONDITION**

---

**Employee Signature**

---

**Supervisor Signature**

---

**(MAINTENANCE DEPARTMENT USE ONLY)**

**Recommended Corrective Action:**

**Estimated Cost:** \_\_\_\_\_ **Approved by:**

**Estimated Completion Date:** \_\_\_\_\_

**FORM 2**  
**SAFETY INSPECTION REPORT**

**INSPECTION CONDUCTED BY** \_\_\_\_\_

**DATE** \_\_\_\_\_ **DEPT.** \_\_\_\_\_ **SITE** \_\_\_\_\_

YES	NO	SAFETY PRACTICES
		Are employees wearing the required safety equipment?
		Are employees using adequate foot wear and clothing?
		Are employees following safety rules and procedures?
		Are food or drinks present in work areas?

**OTHER COMMENTS:**

YES	NO	HOUSEKEEPING
		Are floors kept clean?
		Are floors slippery?
		Is equipment and material neatly and safely kept and stored?
		Are working tables kept neat and clean?
		Are hazardous materials present?
		Are hazardous materials being properly stored and labeled?
		Is hazardous waste being properly disposed and labeled?
		Are there adequate trash cans?

**OTHER COMMENTS:**

YES	NO	FIRE SAFETY
		Are fire extinguishers accessible, serviced and tagged?
		Are fire alarms available and in working order?
		Are exit doors accessible and properly marked?
		Are flammable materials properly stored and labeled?
		Is flammable waste and rubbish being properly disposed?
		Are overhead fans clean?
		Are electrical wiring, connections, boxes and controls in good condition?
		Are fire doors free of obstructions?
		<b>OTHER COMMENTS:</b>

YES	NO	GENERAL CONDITION
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		Are moving parts of machines and equipment properly guarded?
		Are points of operation properly guarded?
		Are safety controls and devices operating properly?
		Are dust collection and vacuum devices installed and in good working order?
		Are cylinders secured and properly stored?
		Are forklifts in good working order?
		<b>OTHER COMMENTS:</b>

YES	NO	GENERAL CONDITION
		Is there adequate ventilation?
		Is dust control adequate?
		Are hand tools properly maintained and in good condition?
		Are floors in good condition?
		Are storage racks in good condition and earthquake safe?
		Are employees aware of safety rules and procedures?
		Is non-smoking policy being enforced?
		Are bathrooms clean and in good working order?
		Are required safety signs properly displayed?
		Is first aid cabinet properly stocked?
		Is emergency lighting available and in good working order?
		Does Supervisor have a working flashlight?
		Are aisles properly marked and free of obstructions?
		<b>OTHER COMMENTS:</b>

### General Comments and Recommendations

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

**FORM #3**  
**EMPLOYEE SAFETY ORIENTATION CHECKLIST**

**EMPLOYEE** \_\_\_\_\_ **SUPERVISOR/TRAINER** \_\_\_\_\_

The following is an outline only. There may be other areas that you feel should be covered. Cover them, document them on this form and report them to the Safety Committee Member in your area. Return this checklist to the Personnel Office upon completion.

**1. CLOTHING AND DRESS**

- ☐ Footwear                      Discuss safety rules in detail. Show employee some examples of acceptable shoes. Look at his. Discuss enforcement rule.
- ☐ Personal Clothing            Discuss danger of being poorly clothed for position. Discuss jewelry, loose fitting clothes, shorts or other clothing that is inappropriate for the job. Talk of hair length around equipment.
- ☐ Safety Articles                Issue glasses, ear protectors, respirators and Protective clothing, where applicable. Give instructions for use and cleaning. Discuss enforcement of rule.

**2. MATERIAL HANDLING**

- ☐        Lifting in general - discuss some common sense tips for lifting safety such as;  
  
Take a realistic look at an object you've never lifted before...can you safely lift it?...how?  
  
See if there's a label to tell you how heavy it is or how to lift it (give some examples where available).  
  
See how others are handling the object.  
  
Give it a test tug or lift before trying to fully lift and/or carry it.  
  
Don't be a hero!!! Use material handling equipment or ask for help where necessary.
- ☐        Lifting Techniques- physically demonstrate to the employee the correct way to lift, push, pull, or move every item that the employee will handle that is different enough to be covered separately. Use the "watch-me, now-you-do-it" approach and reinforce the principles of;
  - A.        Foot position - place feet as far apart as shoulders for balance and get as close as possible to the object rather than stretching. Back position - keep your back fairly straight...bend the knees and squat to pick up the object...don't bend over to reach it.
  - B.        Chin position - concentrate on keeping your chin tucked in close to your chest. It helps to keep your spine straight and stops you from reaching out away from your body.
  - C.        Palm position - whenever possible, use the entire hand and palm to grip the object rather than merely the fingers.
  - D.        Body position - stay squarely above your feet when lifting. Don't lean left, right, or to the front or rear.
  - E.        Arm position - keep your arms tucked in as close as possible to your body and to the object being lifted.
- ☐        Special handling - go over items that are sharp, fragile, caustic, slippery, etc., or that may provide other special lifting, moving or handling problems. Identify which items must be handled with gloves or other protective devices.

- ☐ Material storage - show where materials, pallets, etc., may not be placed or stored...respect yellow lines...do not encroach into aisles, work stations, doorways, etc.

### 3. PHYSICAL SURVEY

- ☐ Equipment - take a walk showing new employees where the fire extinguishers, alarms, hoses, and any other firefighting equipment are stored, and how and when it is to be used. Stress they are not to block, cover or tamper with any of the equipment.
- ☐ Emergency exit - show the employee where all emergency exits are for each area and when they are to be used and what to do once outside.
- ☐ Smoking - physically show the employee signs that we are a tobacco-free campus.
- ☐ Flammables - physically identify and show employee all flammable materials he/she could possibly be handling, how to handle them, where they are stored and how they are disposed of. Include handling of rags.
- ☐ Plant cleanliness - show how scrap and trash are handled, and where trash and scrap containers are kept. Go over employee's housekeeping responsibilities in detail.

### 4. HAZARDOUS SUBSTANCES/MATERIALS

- ☐ Introduce the employee to all hazardous materials and/or substance and demonstrate how to and how to not handle, use, and store each. Test each employee.

### 5. EQUIPMENT

- ☐ Go through, in detail, the proper handling and complete operation of every piece of equipment the employee might reasonably be expected to use. After you have demonstrated its use, make sure the employee can perform all operations safely and properly. Document each piece of equipment below. Include things like knives, ladders, forklifts, hand tools, power tools, mounted equipment, etc.

EQUIPMENT COVERED: \_\_\_\_\_

### 6. ACCIDENTS AND UNSAFE CONDITIONS

- ☐ Stress accident prevention and reporting, and go over in detail what steps are to be taken by whom in case of an accident. Show them the form(s) used by the supervisor, by the employee. Discuss reporting of suspected unsafe workplace conditions or practices.

### 7. REVIEW SAFETY RULES

- ☐ While walking around the work area to show and demonstrate each of the items outlined, go over each of the individual safety rules that the above outline does not cover. Stress that we enforce the safety rules diligently and strictly. Refer to the Rules and Regulations of Personal Conduct and how they provide for discipline up to and including discharge for violations of safety rules or safe practices

All of the Training/Orientation represented in this outline was completed on:

\_\_\_\_\_  
Signature of Trainer

\_\_\_\_\_  
Signature of Trainee

\_\_\_\_\_  
Date

## ***“EXHIBIT F”***

### **ACCIDENT INVESTIGATION TRAINING**

#### **What Is An Accident?**

***“An unplanned event that may or may not result in personal injury, property damage or both.”***

- Disruptive
- Failure/Breakdown In Operations

#### **What Kind of Losses & Investigations?**

- Workers’ Compensation Claims
- Third Party Liability – Subrogation

#### **Why Do People Take Risks?**

- Save Time & Effort
- Don’t Think Before Acting
- Chance to Err
- Choice to Err

#### **Accident Factors**

<b>A. Human</b>	<b>B. Task</b>	<b>C. Organizational</b>
<ul style="list-style-type: none"><li>• Poor physical condition</li><li>• Body mechanics</li><li>• Medication</li><li>• Learning style</li><li>• Work pace</li><li>• Self-image</li><li>• Age</li><li>• Emotional issues</li></ul>	<ul style="list-style-type: none"><li>• Job design</li><li>• Workstation layout</li><li>• Lighting</li><li>• Exposure</li><li>• Climate</li><li>• Pacing</li></ul>	<ul style="list-style-type: none"><li>• Management expectations</li><li>• Medical management</li><li>• Inadequate training</li><li>• Protective equipment</li><li>• Staffing levels</li></ul>

#### **Effective Data Collection**

<b>A. WHAT?</b>	<b>B. WHEN?</b>	<b>C. WHERE?</b>	<b>D. HOW?</b>	<b>E. WHY?</b>
<ul style="list-style-type: none"><li>• Events up to &amp; inclusive of injury</li><li>• Evidence</li><li>• Details</li></ul>	<ul style="list-style-type: none"><li>• Date, time, day</li><li>• Reported</li><li>• Employee began task</li></ul>	<ul style="list-style-type: none"><li>• Specific location</li><li>• On or off premises</li></ul>	<ul style="list-style-type: none"><li>a. Equipment</li><li>b. Tools</li><li>c. Machinery</li><li>d. Third Party</li><li>e. Source of Injury</li></ul>	<ul style="list-style-type: none"><li>a. Causation</li><li>b. Specific instructions</li><li>c. Protection</li><li>d. Prevention</li></ul>

**Preserve evidence** - Keep disposable 35mm cameras on hand to take pictures if necessary

#### **Effective Employee Interviews**

<ul style="list-style-type: none"><li>• Uninterrupted Privacy</li><li>• Explain Purpose of Interview</li><li>• Concerned for Safety</li><li>• Avoid Fault &amp; Blame (fact-finding)</li></ul>	<ul style="list-style-type: none"><li>• Create Team Approach</li><li>• Ask Open-Ended Questions • Listen To What Is Said</li><li>• Be Systematic - Take Notes</li><li>• Solicit Suggestions For Corrective Action</li><li>• Review Notes &amp; Confirm Understanding</li></ul>
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## **CUSTODIAL CLEANING STANDARDS GUIDE**

### **Introduction**

The cleaning and maintenance of our school district facilities require a cooperative effort on the part of students, staff, the community and the custodians. The Custodial Cleaning Standards Guide is designed to outline clearly for everyone, what the expectations are for cleaning our facilities, on a daily, weekly, monthly and annual basis (including summer cleaning).

The standards presented in this document represent an effort to standardize the services of the custodial department throughout the District. These standards are being made available to all staff, district-wide in order for them to be better informed of planned cleaning practices and the expected results.

Individual room exceptions or changes may develop for special reasons (such as event set up), which may alter the procedure outlined for cleaning of a room.

### **CUSTODIAN ROLES AND RESPONSIBILITIES**

1. Is responsible for care of the Districts investment in buildings and equipment.
2. Demonstrates good work ethic by using initiative, following instructions and directions, and being dependable and industrious.
3. Must put to good use of the supplies available and economize whenever possible.
4. Is the caretaker of the buildings.
5. Is responsible for conditions that affect the safety and health of students and staff.
6. Is often a role model and guide for the students.
7. Plays a key role in presenting the school to the community.

#### **\*TO BE OVERSSEEN BY SITE ADMINSTRATOR**

##### **1. Role of Students**

It is expected that students cooperate in the cleaning and maintenance of our facilities by:

- Putting their chairs on the desks/tables or stack them at the end of the day.
- Supporting the Student Council in any anti-litter campaign.
- Picking up trash off the floor at the end of the period/day.
- Being respectful to campus & staff.
- Throwing trash in cans (especially at lunch).
- Disinfecting work areas when directed.

##### **2. Role of Staff**

It is expected that staff cooperate in the cleaning and maintenance of our facilities by:

- Making sure students cooperate as outlined above.
- Cleaning their own personal dishes.
- Monitoring gum/food/drinks in the classroom.
- Being sure facility is secured.
- Supervising students.
- Removing materials from surfaces to be dusted/cleaned (i.e. chalkboard trays)
- Checking thermostats.
- Checking lights.
- Using an in-house facility use form for school activity needs
- Submitting work orders
- Disinfecting work areas when directed.

## **\*TO BE OVERSEEN BY DIRECTOR OF MAINTAENANCE, OPERATIONS &TRANSPORTATION**

### **3. Role of Custodians**

It is expected that custodians cooperate in the cleaning and maintenance of our facilities by:

- Maintaining cleaning standards of all areas "As clean as you would want it at home".
- Dressing appropriately to do their job Including designated District shirt.
- Keeping each campus safe, clean and attractive.
- Keeping communications open with the principal/staff
- Maintaining friendly, professional and cooperative attitude toward the community.

### **4. Role of Lead Custodian**

It is expected that the lead custodian cooperate in the cleaning and maintenance of our facilities by:

- Overseeing daily cleaning of campuses.
- Submitting work orders.
- Completing inspections, with checklist, and conducting follow up on findings.
- Maintaining schedule of duties and assignments.
- Maintaining custodial supply inventory

## **Daily Cleaning Standards**

It is expected that on a daily basis, the following tasks be completed

### **1. CLASSROOMS**

- ☒ Empty trash
- ☒ Vacuum
- ☒ Clean marker boards or chalk trays as needed or requested
- ☒ Wash the sinks as needed
- ☒ Spot mop tile floor
- ☒ Make a list of maintenance needs and turn in to Lead Custodian
- ☒ Wash/disinfect desks tables/counters
- ☒ Clean/disinfect door & knob
- ☒ Remove graffiti
- ☒ Secure and lock

### **3. OFFICE/STAFF ROOM AREA**

- ☒ Refill all dispensers
- ☒ Empty trash containers

### **2. BATHROOMS**

- ☒ Empty trash containers
- ☒ Sweep floor
- ☒ Flush Toilets and urinals
- ☒ Refill all dispensers
- ☒ Remove all graffiti
- ☒ Foam/disinfect all restroom fixtures, tile walls, and partitions
- ☒ Lightly foam the floors daily
- ☒ Wipe down all walls, partitions and fixtures
- ☒ Clean mirrors
- ☒ Broom sweep floor with a 24" broom all excess disinfectant to drains or outside
- ☒ Squeegee excess solution to the drain
- ☒ Clean and disinfect all entrance doors
- ☒ Hose down floor on Fridays
- ☒ Deep clean weekly as follows:
  - Monday- 1/3 of fixtures, urinals, sinks and toilets
  - Tuesday- 1/3 of fixtures, urinals, sinks and toilets
  - Wednesday- 1/3 of fixtures, urinals, sinks and toilets
  - Thursday- Walls ledges, ceilings and partitions
  - Friday- Floor

### **4. FOOD SERVICE AREA**

- ☒ Clean counters with disinfectant (done by Food Services)
- ☒ Empty trash

- ☑ Vacuum
- ☑ Sweep and spot mop floor
- ☑ Make a list of maintenance needs and turn in to Lead Custodian
- ☑ Wash/disinfect counters, tables, sink and windows
- ☑ Insure stove and coffee pot are off
- ☑ Secure and lock

## 5. GYM/STAGE

- ☑ Dust mop gym floor
- ☑ Clean floor with floor machine
- ☑ Wash/disinfect water fountains
- ☑ Clean bleachers as necessary following activities
- ☑ Remove graffiti as needed
- ☑ Empty trash
- ☑ Make a list of maintenance needs and turn in to Lead Custodian
- ☑ Secure and lock

## 7. LOCKER ROOMS

- ☑ Sweep the floor
- ☑ Empty trash
- ☑ Remove graffiti
- ☑ Wash mirrors
- ☑ Make a list of maintenance needs and turn in to Lead Custodian
- ☑ Wash/wipe off/disinfect showers and benches
- ☑ Remove gum from floor
- ☑ Secure and lock

- ☑ Sweep floor
- ☑ Mop floor
- ☑ Refill dispensers
- ☑ Make a list of maintenance needs and turn in to Lead Custodian
- ☑ Secure and lock

## 6. CAFETERIA

- ☑ Clean tables and chairs
- ☑ Put away tables and chairs
- ☑ Sweep, dust mop and wet mop floor
- ☑ Empty trash
- ☑ Make a list of maintenance needs and turn in to Lead Custodian
- ☑ Remove graffiti as needed
- ☑ Secure and lock

## 8. OUTSIDE

- ☑ Pick-up litter
- ☑ Empty trash
- ☑ Inspect and clean outside walls (i.e.. cobwebs, wasps nests) as needed
- ☑ Inspect and clean tables and benches
- ☑ Remove graffiti
- ☑ Make a list of maintenance needs and turn in to Lead Custodian
- ☑ Assist staff with putting up and taking down the flag
- ☑ Wash/disinfect drinking fountains

## Weekly Cleaning Standards

It is expected that on a weekly basis (sometime during the week), the following tasks be completed

### 1. CLASSROOMS/OFFICES/STAFF ROOM

- ☑ Clean window smudges as necessary
- ☑ Dust
- ☑ Mop floor

### 3. GYM/STAGE

- ☑ Sweep outer gym door thresholds as needed
- ☑ Clean lower walls of gym as needed

### 2. BATHROOMS

- ☑ Add disinfectant to floor drains as necessary
- ☑ Wash the inside of trash can as needed

### 4. MULTI-PURPOSE ROOM

- ☑ Clean off the high food splatters
- ☑ Sweep table storage areas
- ☑ Wash all entry glass

## **5. LOCKER ROOMS**

- ☒ Wash the locker tops
- ☒ Clean coaches office including bathroom/shower
- ☒ Foam floor with disinfectant

## **6. OUTSIDE**

- ☒ Remove the cobwebs on the outside doors as needed
- ☒ Blow sidewalks and walkways
- ☒ Wash windows as needed

### **Quarterly Cleaning Standards**

It is expected that on a quarterly basis, the following tasks be completed

#### **1. CLASSROOMS/OFFICES/STAFF ROOM**

- ☒ Dust blinds/screens
- ☒ Wash windows
- ☒ Clean grout
- ☒ Clean cove base
- ☒ Dust light fixtures
- ☒ Clean vents

#### **2. BATHROOMS**

- ☒ Clean vents
- ☒ Wash windows

#### **3. KITCHEN**

- ☒ Clean stainless steel serving doors

#### **4. GYM**

- ☒ Remove all high cobwebs

### **Annual Cleaning Standard**

It is expected that the following tasks be completed annually.

#### **1. CLASSROOMS/OFFICES/STAFF ROOM/KITCHEN/BATHROOM**

- ☒ Wash desks and chairs
- ☒ Clean walls
- ☒ Sanitize carpets/tile
- ☒ Clean/repair light fixtures & diffusers as needed
- ☒ Clean windows/screens
- ☒ Clean/repair window coverings

#### **2. GYM/MULTI-PURPOSE**

- ☒ Refinish wood and tile/linoleum floors
- ☒ Clean light fixtures
- ☒ Clean bleachers
- ☒ Clean/repair lunch tables

#### **3. LOCKER ROOM**

- ☒ Clean out lockers
- ☒ Clean out closets /store rooms
- ☒ Foam floor with disinfectant

# COVID SELF-SCREENER FORM

[illegible]

## Cal/OSHA COVID-19 Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section [3205\(c\)](#)).

Guidance for the CPP calls for addressing: Authority and Responsibility, Identification and Evaluation of COVID-19 Hazards, Correction of COVID-19 Hazards, Control of COVID-19 Hazards (Masks, Distancing, cleaning, etc.), System for Communicating, Training and Instruction, Exclusion of COVID-19 Cases (Quarantine), Reporting, Recordkeeping, and Access, and Return-to-Work Criteria. These items are covered in much detail within our Reopening Plan, Reopening Compendium, and Illness & Injury Prevention Plan in the first three sections of this document. This section includes some additional summary language for the components to be included in the CPP including a sample below of our notification to staff when there has been a confirmed COVID-19 case at their worksite.

### Sample AB 685/Cal OSHA Notification to Staff

In accordance with AB 685, you are being notified that you may have been exposed to COVID-19 in the workplace. This means that an individual assigned to your site or office has tested positive. **To be clear, this notice does not mean that you were in Close Contact with the individual. Any employee identified as a Close Contact has already been notified in separate correspondence.**

Please keep in mind that our [District Dashboard](#) of cases is updated daily and available to staff, students, and parents.

The following information is being provided to you in accordance with AB 685 and to assist you in receiving services. Due to privacy laws, employee information as to positive cases will not be provided.

District Cleaning/Disinfecting Procedures	<a href="#">HJUHS D Reopening Plan</a>
Employee Benefits and Options	<a href="#">HJUHS D Collective Bargaining Agreements COVID-19 Leave Form</a> (Extended through March 31)
Testing Resources and Availability	<a href="#">List of Kings County Testing Providers</a>
	<a href="#">KCDPH Free COVID-19 Testing Dates/Locations</a>

### Authority and Responsibility

Superintendent Victor Rosa, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors

are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

## **Identification and Evaluation of COVID-19 Hazards**

We will implement the following in our workplace:

- Conduct workplace-specific evaluation of hazards.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.

## **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented and corrected in a timely manner based on the severity of the hazards.

## **Control of COVID-19 Hazards (Detail in Reopening Plan and IIPP)**

- Physical Distancing
- Face Coverings
- Cleaning and disinfecting
- Hand sanitizing
- Personal protective equipment (PPE) used to control employees' exposure to COVID-19

## **Investigating and Responding to COVID-19 Cases**

All COVID-19 cases are investigated through our County Health Department established contact tracing protocols.

## **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

HJUHSD holds a weekly open forum for all employees to share questions and concerns about our plans and workplace conditions.

## **Training and Instruction**

We provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

## **Exclusion of COVID-19 Cases**

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.

## **Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Record keeping of all COVID-19 cases. This aggregate information is made available to employees, authorized employee representatives, or as otherwise required by law, via our dashboard with personal identifying information removed.

## **Return-to-Work Criteria**

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
    - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
    - COVID-19 symptoms have improved.
    - At least 10 days have passed since COVID-19 symptoms first appeared or 10 days from testing date.
  - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
  - A negative COVID-19 test will not be required for an employee to return to work.
-