SAN DIEGO UNIFIED SCHOOL DISTRICT

INJURY AND ILLNESS PREVENTION PROGRAM

Safety and Health Policy and Procedures

ABSTRACT

This document outlines safety rules and instructions to protect employees from hazards they may be exposed at work sites and unique to their job assignments

Environmental Health and Safety Office

OHS 001

Document History

Date	Change
09/07/2004	Initial Document
02/21/2012	2nd Revision
02/18/2021	12h Revision

NOTE: *To comply with new Cal/OSHA's released guidance, this IIPP Policy document was updated to include procedures to help prevent the spread of COVID-19 infection in the workplace.*

By December 1, 2020, this IIPP Policy document is required to adopt the Cal/OSHA's Emergency Temporary Standards (ETS) on COVID-19 Prevention.

See COVID-19 Addendum to IIPP.

TABLE OF CONTENTS

Contents

PART 1: Injury and Illness Prevention Program Policy 3
1. Responsibility 3
2. Employee Compliance 3
3. Communication 4
4. Hazard Assessment 4
   a. Safety Inspections 4
   b. Reporting Occupational Injury, Illness or Death 5
   c. Investigation of Occupational Injury, Illness or Exposure 5
5. Hazard Corrections 5
6. Training and Instruction 6
7. Employee Access to the Program 6
8. Recordkeeping 6

Part 2. IIPP for Workplace Security 8
1. Responsibility 8
2. Compliance 8
3. Communication 9

Appendix 1. School Safety Inspection Checklist 11
Appendix 2. Mandatory Reporting of Serious Injury, Illness or Death 23
Appendix 3. Basic Rules for Accident Investigation 24
Appendix 4. Witness Statement Form 25
Appendix 5. Environmental Health and Safety Trainings for District Employees 26
COVID-19 Addendum to IIPP 28
Attachment A – Identification of COVID-19 Hazards 39
Attachment B - COVID-19 Inspections 40
Attachment C – Investigating COVID-19 Cases 41
Attachment D – Safety Training Attendance 43
Definitions 44

PART 1: Injury and Illness Prevention Program Policy

The San Diego Unified School District (referred here as the District) will administer a comprehensive and continuous occupational Injury and Illness Prevention Program (IIPP) for all employees as required by Title 8, California Code of Regulations, Section 3203.

The health and safety of the individual, whether at schools, support sites, or in the field, takes precedence over all other operational concerns. Management's goal is to prevent accidents, reduce personal injuries and occupational illnesses, and comply with all safety and health standards.

1. Responsibility

The Superintendent has the ultimate responsibility for the District IIPP. Establishing and implementing this IIPP throughout the District has been delegated to the Environmental Health and Safety Office (EHSO). Each supervisor, including administrator, manager and executive director is responsible for enforcing the District IIPP in his/her work site or operations under his/her control.

A copy of the District IIPP shall be made available to any employee by request to his/her supervisor *(refer to section 7 of this Program)*. Any questions regarding the program should be directed to the employee's supervisor.

2. Employee Compliance

Employees who follow safe and healthy work practices will be appropriately recognized and those who are unaware of correct safety and health procedures will be trained or retrained as described below. Willful violations of safe work practices may result in disciplinary action in accordance with District administrative procedures.

3. Communication

Matters concerning occupational safety and health will be communicated to employees by written documentation, staff meetings, formal and informal training, and posting. Communication from employees to supervisors and/or safety representatives about unsafe or unhealthy conditions is encouraged and may be verbal or written as the employee chooses. The employee may use the *Environmental Health and Safety Concern Report Form* and remain anonymous. The completed form must be sent to the District EHSO.

EHS Concern Report Form

Employee may use this form to report an environmental problem, an unsafe workplace condition or practice or provide a safety suggestion. This form can be downloaded online.

No employee will be retaliated against for reporting hazards and other safety or health conditions or practices at the workplace; or for making suggestions related to safety.

4. Hazard Assessment

a. Safety Inspections

Each administrator or supervisor will conduct regular inspections to identify unsafe work conditions and practices. Informal inspections should be done by all supervisors whenever they are out on site, as often as necessary. Employees should get into the habit of checking their work areas and equipment for deficiencies on a daily basis. Formal, documented inspections shall be conducted:

1. At least once a year in all work areas.
2. Whenever new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace.
3. Whenever new or previously unidentified hazards are recognized.

Outcomes of the above inspections must be documented on the *School Safety Inspection Checklist*. Inspection outcomes should be effectively communicated to all concerned parties for hazard correction. A copy of the completed checklist must be kept on file on site and forwarded to the District EHSO by December 1 annually for review and retention.

School Safety Inspection Checklist

Administrators or supervisors will use this standardized checklist to help identify problems and assess risks before injuries, illnesses or exposures occur, **see Appendix 1**.

Each administrator or supervisor will self-certify that deficiencies were corrected via online.

COVID-19 Pandemic

The District is required to determine if COVID-19 infection is a hazard in the workplace. If it is a workplace hazard, then the District must implement its infection control procedures, in accordance with:

- 8 CCR Sections 3205.COVID-19 Prevention, 3205.1.Multiple COVID-19 Infection, 3205.2.Major COVID-19 Outbreaks, 3205.4.COVID-19 Prevention in Transportation
- Aerosol Transmissible Disease Standard for Referring Employers, 8 CCR § 5199.c; and
- applicable recommendations from CDC and state and local public health officials.

See COVID-19 Addendum to IIPP.

b. Reporting Occupational Injury, Illness or Death

Every occupational injury or illness, or death shall be handled in accordance with Title 8 of the California Code of Regulations, California Labor Code and District Administrative Procedure No. 5170. Employees will inform administrators or supervisors of their work-related injury or illness. These incidents will be documented on *Form 78 - Supervisor's Report of Injury/Illness*. The completed form must be sent to the District Risk Management.

Form 78 – Supervisor's Report of Injury/Illness
Administrators or supervisors will use this form to report an employee's injury, illness or exposure. This form can be downloaded online.

When an employee is injured in the workplace and requires inpatient hospitalization for other than medical observation or diagnostic testing; or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, the administrator or supervisor must report it to the nearest Cal/OSHA office. It must be reported as soon as practically possible but not longer than 8 hours after the District site knows or with diligent inquiry would have known of the death or serious injury or illness. This does not include any injury or illness, or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone. For detailed information on mandatory reporting of serious injury, illness or death, **see Appendix 2**.

To report, call Cal/OSHA at **(619) 767-2280**, 24 hours a day, 7 days a week.

c. Investigation of Occupational Injury, Illness or Exposure

The administrator or supervisor and employee will work together to determine the cause of the incident and to ensure that appropriate follow-up, hazard communication, and hazard correction have occurred. For basic rules for accident investigations, **see Appendix 3**. If there were witnesses, a witness statement form must be completed, **see Appendix 4**.

The District EHSO will review all Form 78s sent by the District Risk Management. It may conduct its own investigation of occupational accidents and exposures to hazardous substances. It will also respond to alleged hazards to assist in establishing corrective actions and accident or exposure control and prevention.

5. Hazard Corrections

Whenever an unsafe or unhealthy condition, practices and procedures are observed, discovered or reported, the immediate administrator or supervisor will take appropriate corrective measures in a timely manner based upon the severity of the hazard.

Employees will be informed of the hazard and interim protective measures taken until the hazard is corrected. Employees may not enter an imminent hazard area without appropriate protective equipment, training, and the prior specific approval of the administrator or supervisor. An imminent hazard is that which poses an immediate serious threat to safety and health.

6. Training and Instruction

The administrator or supervisor shall assure that employees receive training on workplace safety and health, and on training topics specific to their jobs or work activities they are actually performing. A list of Cal/OSHA-required Safety and Health Trainings for employees are listed on **Appendix 5**. Safety and Health trainings are provided:

1. To all new employees;
2. To all employees given new job assignments for which training has not been previously provided;
3. Whenever new substances, processes, procedures or equipment are introduced to the workplace and present a new hazard;
4. Whenever the District is made aware of a new or previously unrecognized hazard;
5. For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed; and
6. To all continuing employees with respect to hazards specific to their job assignments.

Safety Training Attendance

Administrators or supervisors will use this form to certify employee training. This form can be downloaded online.

A copy of the topic sheet should also be attached to the attendance record.

All employees who have participated in safety trainings must be documented using a Safety Training Attendance sign-in sheet. Copies of sign-in sheet must be maintained on site, and forwarded to the District EHSO for retention.

If an employee missed a training, the administrator or immediate supervisor must provide the training to the employee or arrange for the employee to be trained.

7. Employee Access to the Program

Employees or their designated representatives shall have access or the right and opportunity to examine and receive a copy of the District IIPP. The District shall provide access by doing the following:

1. Provide the requester a printed copy of the District IIPP, unless the employee or designated representative agrees to receive an electronic copy.
2. Publish the District IIPP online through the District Environmental Health and Safety Management webpage, which allows an employee to view and print the current version.

Additional information may be found at California Code of Regulations, Title 8, Section 3203. Injury and Illness Prevention Program.

8. Recordkeeping

The administrator or supervisor shall keep inspection records that include the following:

1. Date of inspection
2. Name(s) of person(s) conducting the inspection
3. Unsafe conditions and work practices that were identified during the inspection
4. Action to correct the unsafe conditions and work practices

Reports and investigations of all occupational injuries, illnesses and exposures to hazardous substances should be documented.

Trainings provided to supervisors and employees should always be documented and maintained. This documentation should include (but not limited to):

1. Employees names
2. Training dates
3. Subject matter covered
4. Training instructors

Part 2. IIPP for Workplace Security

The IIPP for workplace security addresses hazards known to be associated with three major types of workplace violence:

Type I - involves a violent act by an assailant with no legitimate relationship to the workplace, who enters the workplace to commit a robbery or other criminal act.

Type II - involves a violent act or threat of violence by a recipient of a service provided by our district, such as a client, patient, customer, passenger or a criminal suspect or prisoner.

Type III - involves a violent act or threat of violence by a current or former employee, supervisor, or another person who has some employment related involvement with our district, such as an employee's spouse or lover, an employee's relative or friend, or another person who has a dispute with one of our employees.

1. Responsibility

The Chief of School Police is the program administrator for workplace security. The Chief has the authority and responsibility for implementing the provisions of this program.

All administrators and supervisory personnel are responsible for implementing and maintaining this District IIPP in their work areas and for answering employee questions about IIPP and appropriate actions to be taken to ensure site security.

2. Compliance

The District has established the following procedures to ensure compliance with our rules on workplace security:

1. Administrators and supervisors will ensure that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. This action can be accomplished by instructing subordinate employees to read and acknowledge a basic understanding of district procedures related to this subject

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

The District wants to ensure that all employees, including administrators and supervisors, comply with work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace. Steps to ensure compliance include:

1. Informing employees, administrators and supervisors of the provisions of our IIPP for workplace security.
2. Evaluating the performance of all employees in complying with our district's workplace security measures.
3. Recognizing employees who perform work practices which promote security in the workplace.
4. Providing training and/or counseling to employees whose performance is deficient in complying with work practices designed to ensure workplace security.
5. Utilizing progressive discipline for employees who failure to comply with workplace security practices. The following practices ensure employee compliance with workplace security directives, policies, and procedures:
    a. Immediate one-on-one counseling for non-compliance.
    b. Notation within the employee's performance evaluation for repeated compliance issues.
    c. General workplace security training and inspection includes, but is not limited to the following:
        i. Explanation of security measures and procedures for reporting any violent acts or threats of violence.
        ii. Recognition of workplace security hazards including the risk factors associated with the three types of workplace violence.
        iii. Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to administrators or supervisors.
        iv. Ways to diffuse hostile or threatening situations.
        v. Measures to summon others for assistance.
        vi. Employee routes of escape.
        vii. Notification of law enforcement authorities when a criminal act may have occurred.
        viii. Emergency medical care provided in the event of any violent act upon an employee.
        ix. Post-event trauma counseling for those employees desiring such assistance.

Remember, it is incumbent upon all administrators and supervisors to provide specific instructions to all their assigned employees, instruction and guidance regarding workplace security hazards unique to their job assignment to the extent that such information was not already covered in other documented training.

3. Communication

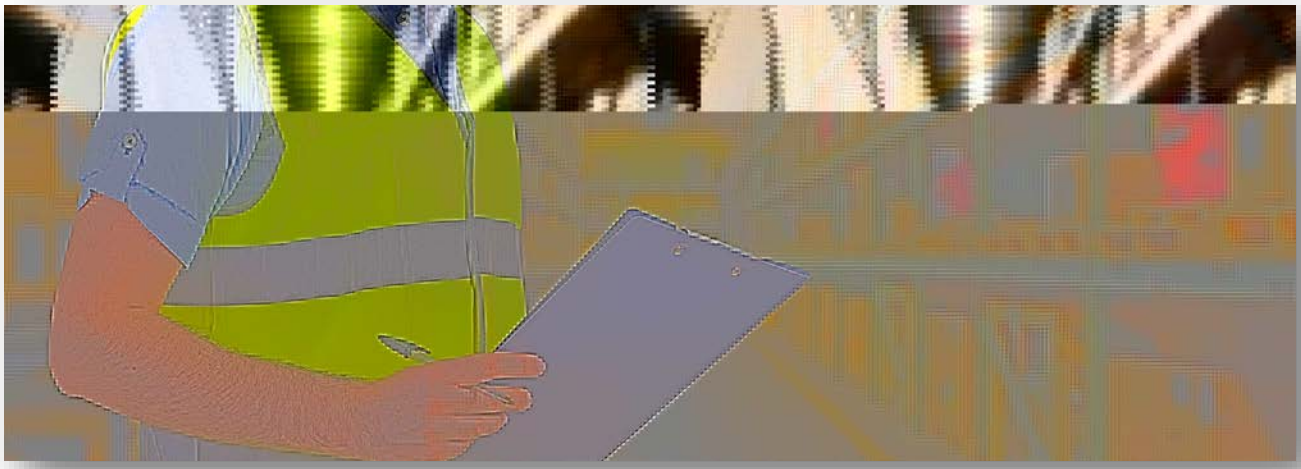
Within the District, we recognize that to maintain a safe, healthy and secure workplace, we must have open two-way communication between all employees, administrators and supervisors, on all workplace

safety, health and security issues. The District has a communication system designed to encourage a continuous flow of safety, health and security information between management and our employees without fear of reprisal and in a form that is readily understandable.

The communication system consists of the following items:

1. New employee orientation in our district's workplace security policies, procedures and work processes.
2. Periodic review of District IIPP for workplace security with all personnel.
3. Training programs designed to address specific aspects of workplace security unique to our district.
4. Regularly scheduled safety meetings with all personnel that include workplace security discussions.
5. A system to ensure that all employees, including administrators and supervisory personnel, understand the workplace security policy.
6. Posted or distributed workplace security information.
7. A system for employees to inform management about workplace security hazards or threats of violence.

Appendix 1. School Safety Inspection Checklist



INSTRUCTIONS FOR USE:

The ***School Safety Inspection Checklist*** is a companion to the ***School Safety Reference Book*** in evaluating District's compliance with environmental, occupational health and safety regulatory standards. It aims to:

- simplify the process of **identifying hazards or unsafe conditions and practices** throughout the school facility; and
- ensure high integrity and credibility of health and safety compliance evaluation issued to a school facility

This document contains **13 standard-based evaluation benchmarks**, structured in a ***yes/no/not applicable*** question format. Remember, each ***"no"*** answer to any question may indicate a problem. Each hazard must be corrected on a timely manner **based upon the severity of the hazard** as follows:

HAZARD RANK	DUE DATE OF CORRECTIVE ACTION
LOW HAZARD	Hazard can be corrected anytime within the current school year
MODERATE HAZARD	Hazard must be corrected within 30 days after the date of inspection
HIGH HAZARD	Hazard must be corrected immediately after the date of inspection

While these checklists are not all inclusive, **YOU MUST COMPLY WITH STATE LAWS COVERED IN THESE CHECKLISTS FOR WORKERS' PROTECTION FROM HAZARDS.**

PARTIES	RESPONSIBILITIES
School Facility Supervisor or Administrator	➲ Using the checklist, conducts inspections **each year in all work areas**, and corrects deficiencies found. ➲ Submits completed checklist to District Environmental Health and Safety (EHS) Office for review via **safetyoffice@sandi.net** due every **December 1st annually** ➲ Self-certify online* that deficiencies found during inspection were corrected
District EHS Inspector	➲ Using the checklist, conducts routine safety audits of school facilities to determine if District health and safety programs are working, and verify compliance with applicable laws ➲ If safety audit reveals deficiencies, advises school facilities in an effort to assist in their improvement.

***Online Self-Certification of Corrective Actions:** School Facility Supervisor or Administrator will self-certify those deficiencies were corrected online at https://forms.gle/ubWziWU3t3oemQ4R6

School Safety Inspection Checklist

FOR SCHOOL FACILITY ANNUAL SELF-INSPECTION

(EACH "NO" ANSWER MAY INDICATE A PROBLEM, WHICH MUST BE CORRECTED)

School Facility:	School Facility Name here.
Inspection Date:	

1 BUILDING AND GROUNDS CONDITIONS

1.1 Floors, Walls and Pits

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Wall openings guarded by a guardrail or other barrier?
☐	☐	☐	Floor and roof openings guarded by a cover, guardrail or equivalent on all open sides?
☐	☐	☐	Toe boards installed around the edges at openings where persons may pass below the opening?
☐	☐	☐	Unused portions of service pits and unused pits covered or protected by guardrails or equivalent?

1.2 Stairs and Stairways

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Handrails or stair railings installed on stairways having 4 or more risers?
☐	☐	☐	Step risers on stairs uniform from top to bottom?
☐	☐	☐	Step treads on stairs slip-resistant?
☐	☐	☐	Stairways maintained clear and in good repair?

1.3 Ramps and Elevated Locations

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Guardrails on elevated work locations installed?
☐	☐	☐	Handrails or stair rails on ramps installed?
☐	☐	☐	Ramp surfaces roughened or slip-resistant?
☐	☐	☐	Ramps maintained reasonably clear and in good repair?

1.4 Egress and Exits

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Exit paths lighted and marked with visible exit or directional signs?
☐	☐	☐	Exit signs kept visible or unobscured from view?
☐	☐	☐	Exit paths equipped with emergency lighting when natural lighting is inadequate?
☐	☐	☐	Exits and corridors serving as required exits unobstructed?
☐	☐	☐	Exit corridors maintained continuous and uninterrupted by intervening rooms?
☐	☐	☐	Physical barrier and warning installed where doorway, ramp, walkway or stairway landing exits directly into vehicular traffic?

1.5 Doors

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Exit doors free from hangings, draperies, mirrors, furnishings and decorations?
☐	☐	☐	Exit doors openable from the direction of exit travel?
☐	☐	☐	Exit doors, having no landing, marked with a sign stating "Danger! Stairway-No Landing"?
☐	☐	☐	Revolving, sliding and overhead doors prohibited from serving as a required exit door?
☐	☐	☐	Exits provided when doors in folding partitions are used?
☐	☐	☐	Latch on doors with panic hardware released easily when a force is applied to the bar?
☐	☐	☐	Doors with panic hardware kept unlocked at any time?

1.6 Aisles, Walkways and Crawlways

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Permanent aisles, ladders, stairways and walkways kept reasonably clear and in good repair?
☐	☐	☐	Aisles or walkways, which become hazardous, clearly defined by painted lines, curbings or other methods of marking?
☐	☐	☐	Aisles, walkways or crawlways, which become slippery, installed with high-friction surfaces, cleats, coverings or other protection against slipping?
☐	☐	☐	Aisles, where vehicles are operating, provided with clearance limit warning signs?

1.7 Portable Ladders

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Ladders maintained in good condition at all times?
☐	☐	☐	Damaged ladders removed, and tagged as "Dangerous, Do Not Use"?

School Safety Inspection Checklist

FOR SCHOOL FACILITY ANNUAL SELF-INSPECTION

(EACH "NO" ANSWER MAY INDICATE A PROBLEM, WHICH MUST BE CORRECTED)

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Ladders kept free of oil, grease, or slippery materials?
☐	☐	☐	Wood ladders kept free from painting other than a transparent material?
☐	☐	☐	Conductive ladders marked with signs reading "CAUTION – Do Not Use Around Electrical Equipment"?
☐	☐	☐	Employees trained on ladder safety before use?

1.8 Illumination

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Natural or artificial illumination provided adequately in all working areas, stairways, aisles, passageways, workbenches and machines?
☐	☐	☐	Portable lights provided when natural or artificial illumination unavailable?

1.9 Prohibition of Smoking in the Workplace

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Smoking of tobacco products in an enclosed space prohibited?
☐	☐	☐	Sign stating "No Smoking" posted at each entrance to the building if smoking is prohibited throughout the building?
☐	☐	☐	"No Smoking" sign maintained and not obscured, removed, mutilated or destroyed?
☐	☐	☐	Sign stating "Smoking is prohibited except in designated areas" posted at each entrance to the building if smoking is permitted in designated areas of the building?

1.10 Emergency Gas Shut-Offs

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Main gas shut-off valve located outside each building?

2 SANITATION

2.1 General Cleanliness

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Workplaces, storerooms, service rooms and passageways kept clean, orderly and in a sanitary condition?
☐	☐	☐	Floors, workrooms, personal service rooms and passageways kept free from protruding nails, splinters, loose boards and unnecessary holes and openings?
☐	☐	☐	Putrescible wastes or refuse stored in receptacle with lid and removed to avoid nuisance and health menace?
☐	☐	☐	Rooms maintained to prevent entrance or harborage of insects, rodents or other vermin?
☐	☐	☐	Water intrusion, leakage or other uncontrolled accumulation corrected to prevent mold growth?
☐	☐	☐	Accumulation of flammable or combustible waste materials and residues controlled to prevent fire?

2.2 Water Supply

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Drinking water sources maintained in clean and sanitary conditions?
☐	☐	☐	Portable drinking water dispensers clearly marked as to their contents?
☐	☐	☐	Outlets for nonpotable water posted in a manner understandable to all employees to indicate that the water is unsafe and not used for drinking, washing, cooking or other personal service purposes?

2.3 Consumption of Food and Beverage

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Food and beverages prohibited in a toilet room or in an area where they may be contaminated by any toxic material?
☐	☐	☐	Containers for the disposal of food waste emptied not less than once each working day and maintained in a clean and sanitary condition?
☐	☐	☐	Food processed, prepared, handled, served and stored in such a manner as to be protected against contamination and spoilage?

3 PHYSICAL PLANT

3.1 Machinery and Equipment

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Machinery and equipment with defective parts kept out of service until repaired by qualified person?
☐	☐	☐	Machinery and equipment designed for a fixed location restrained?
☐	☐	☐	Machinery and equipment in service maintained in a safe operating condition?

School Safety Inspection Checklist

FOR SCHOOL FACILITY ANNUAL SELF-INSPECTION

(EACH "NO" ANSWER MAY INDICATE A PROBLEM, WHICH MUST BE CORRECTED)

3.2 Hand and Portable Powered Tools and Equipment

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Tools and equipment used by employees maintained in a safe condition?
☐	☐	☐	Hand-held powered circular saws, electric, hydraulic or pneumatic chain saws, and percussion tools equipped with a constant pressure switch or control that will shut off the power when the pressure is released?
☐	☐	☐	Hand-held powered drills, tappers, fastener drivers, horizontal, vertical, and angle grinders, disc sanders, belt sanders, reciprocating saws, saber, scroll, and jig saws, and other similarly operating powered tools equipped with a constant pressure switch or control, and may have a lock-on control?
☐	☐	☐	Other hand-held powered tools, such as, but not limited to, platen sanders, grinders, disc sanders, routers, planers, laminate trimmers, nibblers, shears, saber, scroll, and jig saws, equipped with positive "on-off" control, or other controls?

3.3 Machine Guarding

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Machines or parts of machines guarded at their point of operation?
☐	☐	☐	Saws, cutting tools, heads, shears and knives that are part of any machine kept sharp, properly set up, adjusted and firmly secured?
☐	☐	☐	"Point of Operation" guards set up, adjusted and maintained in safe and efficient working condition?

3.4 Energized Electrical Equipment

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Suitable temporary barriers/barricades installed on access areas to opened enclosures containing exposed energized equipment?
☐	☐	☐	Fall protection provided to electricians working at elevated locations more than 4 feet above the ground?
☐	☐	☐	PPE, including insulating gloves and eye protection, issued to electricians?
☐	☐	☐	Electrical appliances and tools grounded?
☐	☐	☐	Grounding conductor in extension cords maintained?
☐	☐	☐	Damaged or defective cord taken out of service?
☐	☐	☐	Ground-fault circuit interrupters (GFIC) installed in any extension cords, and cord- and plug-connected equipment, which are used during maintenance, remodeling, repair or similar activities?
☐	☐	☐	Flexible cords free of splicing or tapping?
☐	☐	☐	CPR- and first aid-trained employee(s) available when employees are performing electrical work?
☐	☐	☐	First aid kits provided, maintained, available for use and inspected frequently for replenishment?

3.5 Emergency Systems

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Systems tested periodically?
☐	☐	☐	Written tests and maintenance records maintained?
☐	☐	☐	(Where emergency lighting required) System arranged to keep no space in total darkness?
☐	☐	☐	Sign indicating emergency power source placed at the service entrance equipment?

3.6 Lockout/Tagout

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Machinery or equipment (capable of movement) stopped, de-energized or disengaged, and blocked or locked out during cleaning, servicing and adjusting operations?
☐	☐	☐	Prime movers, equipment or power-driven machines locked out or positively sealed in the "off" position during repair work and setting-up operations?
☐	☐	☐	Accident prevention signs, tags, padlocks or seals provided and placed on the controls of machinery or equipment during cleaning, servicing, adjusting, repair work and setting-up operations?
☐	☐	☐	Written Hazardous Energy Control Procedure (HECP) developed and utilized when employees are engaged in cleaning, repairing, servicing, setting up and adjusting prime movers, machinery and equipment?
☐	☐	☐	Annual inspection of HECP conducted by an authorized employee?
☐	☐	☐	Employees working on locked out equipment trained on HECP?
☐	☐	☐	Employee training and inspections documented?

School Safety Inspection Checklist

FOR SCHOOL FACILITY ANNUAL SELF-INSPECTION

(EACH "NO" ANSWER MAY INDICATE A PROBLEM, WHICH MUST BE CORRECTED)

3.7 Dust Collection System

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Suitable dust collection systems provided whenever the chips and wood dust produced by woodworking machines?
☐	☐	☐	Wood dust refuse removed and disposed properly?

3.8 Heating, Ventilating and Air Conditioning (HVAC) System

Yes	No	NA	Evaluation Questions:
☐	☐	☐	HVAC system operated properly and continuously during working hours?
☐	☐	☐	HVAC system inspected annually?
☐	☐	☐	HVAC problems corrected within a reasonable time?
☐	☐	☐	HVAC inspections and maintenance documented in writing and retained for five years?
☐	☐	☐	HVAC inspection and maintenance records available for examination and copying within 48 hours of a request to any employee and Cal/OSHA?

3.9 Mechanical Ventilation System

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Exhaust ventilation systems operated properly and continually during all operations?
☐	☐	☐	Ventilation rate tested annually?
☐	☐	☐	Records of tests retained for at least five years?
☐	☐	☐	Filters replaced or cleaned regularly?

4 PERSONAL PROTECTIVE EQUIPMENT

Yes	No	NA	Evaluation Questions:
☐	☐	☐	(If required) Safety devices and safeguards, including personal protective equipment (PPE), protective clothing, respiratory protection, protective shields and barriers provided, used, and maintained in a safe, sanitary condition?
☐	☐	☐	Assessment of hazards, which might require PPE, conducted with written verification including a review of injuries?
☐	☐	☐	Employees who are required to use PPE trained?
☐	☐	☐	Training verified through written certification?
☐	☐	☐	(If required) Respirators provided?
☐	☐	☐	If yes, is written respiratory protection program developed and implemented?
☐	☐	☐	(If required) Hearing protectors provided?
☐	☐	☐	If yes, is hearing conservation program administered?

5 ACCIDENT PREVENTION PROGRAM

Yes	No	NA	Evaluation Questions:
			Written provisions of Injury and Illness Prevention Program (IIPP) implemented at the school facility, such as:
☐	☐	☐	1. Scheduled periodic hazard inspections performed annually?
☐	☐	☐	2. Occupational injury or illness investigated?
☐	☐	☐	3. Hazards corrected on a timely manner based on the severity of the hazard?
☐	☐	☐	4. Employees trained on IIPP upon initial assessment and annually thereafter?
☐	☐	☐	5. Records of inspections, corrective actions, and trainings maintained?

6 ASBESTOS MANAGEMENT PROGRAM

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Entrance to mechanical rooms, having asbestos containing materials inside, posted with warning signs or labels?
☐	☐	☐	Employees ensured access to labels on containers of asbestos, safety data sheets and trained on HAZCOM Program, which incorporated Asbestos?
☐	☐	☐	Housekeeping/custodial employees trained annually on asbestos awareness training course?

7 BLOODBORNE PATHOGENS PROGRAM

Yes	No	NA	Evaluation Questions:
			Written provisions of Exposure Control Plan for Bloodborne Pathogens(ECP-BBP) implemented at the school facility, such as:
☐	☐	☐	1 Contaminated sharps or other potentially infectious materials (OPIM) placed in appropriate containers?
☐	☐	☐	2 Containers labeled properly?
☐	☐	☐	3 Sharps containers replaced to avoid overfilling?
☐	☐	☐	4 Disinfectant readily available for cleaning contaminated work surfaces?
☐	☐	☐	5 PPE provided at no cost?
☐	☐	☐	6 Employees trained annually on ECP-BBP?
☐	☐	☐	7 Training records maintained for 3 years?

School Safety Inspection Checklist

FOR SCHOOL FACILITY ANNUAL SELF-INSPECTION

(EACH "NO" ANSWER MAY INDICATE A PROBLEM, WHICH MUST BE CORRECTED)

8 HAZARD COMMUNICATION PROGRAM

Yes	No	NA	Evaluation Questions:
			Written provisions of Hazard Communication (HAZCOM) Program implemented at the school facility, such as:
☐	☐	☐	1 Hazard determination of chemicals documented?
☐	☐	☐	2 Labels of incoming containers of hazardous chemicals not removed or defaced?
☐	☐	☐	3 Each container of hazardous chemicals labeled, tagged or marked legibly, in English and prominently displayed?
☐	☐	☐	4 List of hazardous chemicals compiled?
☐	☐	☐	5 Safety data sheet for each hazardous chemical maintained and accessible to employees?
☐	☐	☐	6 Safety procedures and precautionary measures in handling chemicals followed?
☐	☐	☐	7 Employees trained on HAZCOM upon initial assessment and annually thereafter?

9 HEAT ILLNESS PREVENTION PROGRAM

Yes	No	NA	Evaluation Questions:
			Written provisions of Heat Illness Prevention Plan (HIPP) implemented when employees work outdoors, such as:
☐	☐	☐	1. Potable drinking water provided at no cost?
☐	☐	☐	2. Shade(s) provided (if temperature exceeded 80 degrees Fahrenheit)?
☐	☐	☐	3. Employees observed by supervisor for signs of heat illness?
☐	☐	☐	4. First aid or emergency response provided if an employee exhibits signs or reports symptoms of heat illness?
☐	☐	☐	5. High-heat procedures implemented (if temperature exceeds 95 degrees Fahrenheit)?
☐	☐	☐	6. Employee (who was newly assigned to a high heat area) observed by supervisor for the first 14 days of employment?
☐	☐	☐	Both supervisors and employees trained on the risk and prevention of heat illness exposures?

10 FIRE AND LIFE SAFETY

10.1 Emergency Action Plan

Yes	No	NA	Evaluation Questions:
			Written provisions of Emergency Action Plan (EAP) specific to the school facility implemented at the school facility, such as:
☐	☐	☐	1. Employees trained on EAP upon initial assessment and annually thereafter?
☐	☐	☐	2. Distinctive signal of the alarm system recognized in all areas?
☐	☐	☐	3. Emergency phone numbers and procedures posted conspicuously?
☐	☐	☐	4. Alarm system maintained properly and tested periodically?
☐	☐	☐	5. Employee runners or telephones as back-up means of alarm provided when systems are out of service?

10.2 Decorative Materials

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Drapes, hangings, curtains, drops, and all other similar material, including Christmas trees, located in corridors, stairways, lobbies, ramps, passageways and balconies used as exits made from a non-flammable material, or treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the State Fire Marshal?
☐	☐	☐	Exit lights, fire alarm sending stations, wet standpipe hose cabinets, and fire extinguisher locations free from any decorative material?

10.3 Portable Fire Extinguishers

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Extinguishers accessible, unobstructed and unobscured from view?
☐	☐	☐	Extinguishers, not housed in cabinets, installed on hangers or brackets?
☐	☐	☐	Cabinets used to house extinguishers kept unlocked or provided with a means of ready access?
☐	☐	☐	Extinguishers maintained in fully charged and operable condition?
☐	☐	☐	Extinguishers visually inspected monthly with initials of the person performing the inspection recorded on the tag?
☐	☐	☐	Extinguishers subjected to annual maintenance check?
☐	☐	☐	Employee trained on fire extinguisher and fire hazards annually?

10.4 Automatic Sprinkler Systems

Yes	No	NA	Evaluation Questions:
☐	☐	☐	System maintained in operative condition at all times?
☐	☐	☐	Fire department notified immediately where system is out of service?
☐	☐	☐	System tested and maintained annually?

10.5 Carbon Monoxide Detection

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Carbon Monoxide (CO) detection installed in classrooms?

School Safety Inspection Checklist

FOR SCHOOL FACILITY ANNUAL SELF-INSPECTION

(EACH "NO" ANSWER MAY INDICATE A PROBLEM, WHICH MUST BE CORRECTED)

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Inoperable CO alarms and detectors replaced?

10.6 Combustible Waste Material

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Roof, court, yard, vacant lot, alley, paring lot, open space or beneath a grandstand, bleacher or other similar structure free from accumulations of wastepaper, wood, hay, straw, weeds, litter or combustible or flammable rubbish?
☐	☐	☐	Oily rags stored in a listed disposal container?

10.7 Ignition Sources

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Clearance between ignition sources (luminaires, heaters, flame-producing devices and combustible materials) maintained?

10.8 Combustible Material Storage

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Storage of materials orderly and stacks stable?
☐	☐	☐	2 feet or more below the ceiling maintained for storage in nonsprinklered areas or not less than 18 inches below sprinkler head deflectors in sprinklered areas?
☐	☐	☐	Exits or enclosed stairways and ramps cleared of storage?
☐	☐	☐	Boiler rooms, mechanical rooms, electrical equipment rooms or fire command centers cleared of storage?
☐	☐	☐	Under eaves, canopies or other projections or overhangs cleared of storage, display and handling of combustible materials?

10.9 Emergency Planning and Preparedness

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Plan showing paths of travel to evacuate the room in case of emergency and including an alternate route posted in each classroom and assembly area?
☐	☐	☐	Emergency and evacuation instructions to be followed by the teacher posted in each classroom?
☐	☐	☐	The first emergency evacuation drill of each school year conducted within 10 days of the beginning of classes?
☐	☐	☐	Emergency evacuation drill conducted not less than once every calendar month at the elementary and intermediate levels?
☐	☐	☐	Emergency evacuation drill conducted not less than twice yearly at the secondary level?
☐	☐	☐	Records of drills maintained?

10.10 Means of Egress

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Occupant load posted in every room or space used for assembly, classroom, dining, drinking or similar purposes having an occupant load of 50 or more?
☐	☐	☐	Means of egress serving a room or space illuminated at all times that the room or space is occupied?
☐	☐	☐	Means of egress doors distinguished readily, and unconcealed by mirrors, curtains, drapes, decorations or similar materials?
☐	☐	☐	Rooms used by K-2 grade students located on the first story?

10.11 Electrical Equipment and Wiring

Yes	No	NA	Evaluation Questions:
☐	☐	☐	In front of electrical service equipment cleared by 3 feet?
☐	☐	☐	Doors into electrical control panel rooms marked stating "ELECTRICAL ROOM"?
☐	☐	☐	Power taps connected directly to permanent receptacle?
☐	☐	☐	Power taps and extension cords detached from walls, ceilings, floors, under doors or floor coverings?
☐	☐	☐	Extension cords and flexible cords used temporarily for portable appliances?

11 HAZARDOUS MATERIALS MANAGEMENT

11.1 Emergency Eyewash and Shower Equipment

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Emergency eyewash and showers accessible and unobstructed?
☐	☐	☐	Potable water supplied to plumbed and self-contained eyewash and shower?
☐	☐	☐	Plumbed eyewash and shower equipment activated monthly?

School Safety Inspection Checklist

FOR SCHOOL FACILITY ANNUAL SELF-INSPECTION

(EACH "NO" ANSWER MAY INDICATE A PROBLEM, WHICH MUST BE CORRECTED)

11.2 Spill and Overflow Control

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Spill control provided when storage of hazardous material liquids in individual vessels exceeds 55 gallons?
☐	☐	☐	Spills and overflows of hazardous materials neutralized and cleaned up promptly?
☐	☐	☐	Waste material disposed of promptly?

11.3 Storage of Hazardous Chemicals

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Incompatible substances separated?
☐	☐	☐	Appropriate storage containers used?
☐	☐	☐	Containers stored in locations free from physical damage to, or deterioration of the container, and heat exposure?

11.4 Changing and Charging Storage Batteries

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Employees assigned to work with storage batteries trained in emergency procedures?
☐	☐	☐	Smoking prohibited in the charging area?
☐	☐	☐	Nonconductive materials used when supporting batteries?
☐	☐	☐	Vent caps placed during charging or moving batteries?
☐	☐	☐	Ventilation in charging area provided?
☐	☐	☐	Fire extinguisher in charging area provided?

11.5 Hazardous Chemicals in Laboratories

Yes	No	NA	Evaluation Questions:
			Written provisions of Chemical Hygiene Plan (CHP) implemented at the school facility, such as:
☐	☐	☐	1 Chemical Hygiene Officer (CHO) designated?
☐	☐	☐	2 Standard operating procedures in safe laboratory work followed?
☐	☐	☐	3 PPE and hygiene practices used?
☐	☐	☐	4 Fume hoods and PPE properly functioned?
☐	☐	☐	5 Employees trained on CHP upon initial assignment and annually thereafter?
☐	☐	☐	6 Hazards of chemicals identified and determined in compliance with HAZCOM?

Yes	No	NA	Evaluation Questions:
☐	☐	☐	CHP readily available to employees and Cal/OSHA representative?

11.6 Ventilation for Laboratory Fume Hood

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Hoods operated properly to provide sufficient inward airflow at all openings into the hood?
☐	☐	☐	Placards prohibiting use of hood posted when airflow is deficient?
☐	☐	☐	Qualitative airflow measurements conducted annually?
☐	☐	☐	Employees who use hoods trained?

11.7 Flammable Liquids

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Containers containing flammable liquid marked with warning legend?
☐	☐	☐	Containers closed when not in use?
☐	☐	☐	Carboys or drums stored away from heat and ignition sources?
☐	☐	☐	Flammable liquids stored away from exits, stairways or other areas for safe egress?
☐	☐	☐	Storage limited to that required for operation of office equipment, maintenance, demonstration, treatment and laboratory work, such as:
☐	☐	☐	1. 1 gallon maximum capacity of container allowed except safety cans can be of 2 gallons capacity?
☐	☐	☐	2. Not more than 10 gallons of flammable liquids combined, allowed to be stored outside storage cabinet or room except in safety cans?
☐	☐	☐	3. Not more than 25 gallons of flammable liquids combined, allowed to be stored in safety cans outside of a storage cabinet or room?

11.8 Compressed Gas Cylinder

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Cylinders marked with both chemical name and volume of air?
☐	☐	☐	Cylinder stored in areas away heat sources?
☐	☐	☐	Cylinders stored in a well-protected, well-ventilated, dry location, away from highly combustible materials a minimum distance of 20 feet, away from elevators, stairs or gangways?
☐	☐	☐	Oxygen gas cylinders stored away from fuel gas cylinders or combustible materials a minimum distance of 20 feet?
☐	☐	☐	Cylinder valves closed except when in use, serviced or filled?

School Safety Inspection Checklist

FOR SCHOOL FACILITY ANNUAL SELF-INSPECTION

(EACH "NO" ANSWER MAY INDICATE A PROBLEM, WHICH MUST BE CORRECTED)

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Cylinder stored in an upright position with the valve end up, immobilized by chains or other mean?
☐	☐	☐	Valves of empty cylinders closed?

12 HAZARDOUS WASTES MANAGEMENT

12.1 Hazardous Chemical Wastes

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Hazardous waste manifests kept on file for 3 years and available for inspection?
☐	☐	☐	Hazardous waste determination made for all wastes?
☐	☐	☐	Copies of analytical results, waste analysis records or waste determination results kept on file for 3 years?
☐	☐	☐	Hazardous wastes stored 90 days when you reach 55 gallons quantity limit?
☐	☐	☐	Hazardous waste container or tank labeled properly?
☐	☐	☐	Hazardous waste container kept in good condition?
☐	☐	☐	Hazardous waste container stored with compatible wastes?
☐	☐	☐	5-gallon or greater empty container that previously held hazardous materials/wastes marked with date emptied?
☐	☐	☐	Damaged hazardous waste container repackaged?
☐	☐	☐	Spill control equipment available?
☐	☐	☐	Accumulation areas spill-free?

12.2 Universal Wastes

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Universal waste disposed within one year?
☐	☐	☐	Universal waste managed in a manner to prevent releases to the environment?
☐	☐	☐	Universal waste labeled or marked properly?
☐	☐	☐	Each universal waste disposal documented and three-year record kept?

13 MEDICAL WASTES MANAGEMENT

13.1 General Requirements

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Medical Waste (MW) accumulation area secured?
☐	☐	☐	MW accumulation area marked with warning signs with wording "CAUTION-BIOHAZARDOUS WASTE STORAGE AREA-UNAUTHORIZED PERSONS KEEP OUT" and "CUIDADO-ZONA DE RESIDUOS-BIOLOGICOS PELIGROSOS-PROHIBIDA LA ENTRADA A PERSONAS NO AUTORIZADAS"?
☐	☐	☐	MW containers labeled with generator's name, address and phone number?
☐	☐	☐	Each MW disposal documented and three-year record kept?

13.2 Sharps Waste

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Sharps wastes placed into sharps container?
☐	☐	☐	Sharps containers labeled with the words "SHARPS WASTE" or international biohazard symbol and the word "BIOHAZARD"?

13.3 Pharmaceutical Waste

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Pharmaceutical wastes containerized in designated container?
☐	☐	☐	Pharmaceutical wastes container labeled with the words "HIGH HEAT" or "INCINERATION ONLY" on the lid and sides?
☐	☐	☐	Pharmaceutical waste stored no longer than 90 days when container is ready for disposal, emptied once a year?

13.4 Biohazardous Waste

Yes	No	NA	Evaluation Questions:
☐	☐	☐	Biohazardous waste bagged in a biohazard bag, tied and placed into an approved container?
☐	☐	☐	Biohazardous waste container labeled with the words "BIOHAZARDOUS WASTE" or with the international biohazard symbol and the word "BIOHAZARD" on the lid and sides?
☐	☐	☐	Biohazardous waste > 20 lbs. stored no longer than seven days?
☐	☐	☐	Biohazardous waste <20 lbs. stored no longer than 30 days?

School Safety Inspection Checklist

FOR SCHOOL FACILITY ANNUAL SELF-INSPECTION

(EACH "NO" ANSWER MAY INDICATE A PROBLEM, WHICH MUST BE CORRECTED)

APPENDIX A – SUMMARY OF FINDINGS

School Facility:	School Facility Name Here	Inspection Date:	

#	SUMMARY OF FINDINGS	HAZARD RANK*	WORK ORDER #, *If any*	DATE CORRECTED
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		

*HAZARD RANK:

LOW HAZARD	Hazard can be corrected anytime within the current school year	MODERATE HAZARD	Hazard must be corrected within 30 days after the date of inspection	HIGH HAZARD	Hazard must be corrected immediately after the date of inspection

Supervisor's Name:	First and Last Name Here	Initial:	Initial Here.
Job Title:	Job Title Here.	Date Signed:	

School Safety Inspection Checklist

FOR SCHOOL FACILITY ANNUAL SELF-INSPECTION

(EACH "NO" ANSWER MAY INDICATE A PROBLEM, WHICH MUST BE CORRECTED)

APPENDIX B –PRESSURE RELIEF VALVE TESTING AND INSPECTION LOG

School Facility: School Facility Name Here.

1. Manually test relief valve every two months.				Bimonthly 1	Bimonthly 2	Bimonthly 3	Bimonthly 4	Bimonthly 5	Bimonthly 6
TYPE OF EQUIPMENT	LOCATION	FUEL TYPE	SIZE	Date tested	Date tested	Date tested	Date tested	Date tested	Date tested

2. Boiler Room Cleaned	Bimonthly 1	Bimonthly 2	Bimonthly 3	Bimonthly 4	Bimonthly 5	Bimonthly 6
3. Boiler Auxilliary Equipment Maintained In a Safe Operating Condition	**Bimonthly 1**	**Bimonthly 2**	**Bimonthly 3**	**Bimonthly 4**	**Bimonthly 5**	**Bimonthly 6**

School Safety Inspection Checklist

FOR SCHOOL FACILITY ANNUAL SELF-INSPECTION

(EACH "NO" ANSWER MAY INDICATE A PROBLEM, WHICH MUST BE CORRECTED)

4. Deficiencies Corrected (please describe)	Date Reported	Work Order #	Date Corrected

I certify that I have identified here and inspected all pressure vessels at this facility as indicated above.

Supervisor's Name:	First and Last Name Here	Initial:	Initial Here
Job Title:	Job Title Here	Date Signed:	

Click the "Submit" button below and email it to safetyoffice@sandi.net by December every year.

Submit

B

Appendix 2. Mandatory Reporting of Serious Injury, Illness or Death

Section 342(a), Title 8, California Code of Regulations (T8CCR) requires employers to report **immediately** by telephone, **619-767-2280** to the nearest Cal/OSHA enforcement unit district office **any serious injury or illness, or death**, of an employee occurring in a place of employment or in connection with any employment.

Immediately means as soon as practically possible but not longer than 8 hours after the employer knows or with diligent inquiry would have known of the death or serious injury or illness. Reporting delays can result in Cal/OSHA fines to your department. If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident.

Serious injury or illness is defined in section 330(h), T8CCR as any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code, or an accident on a public street or highway.

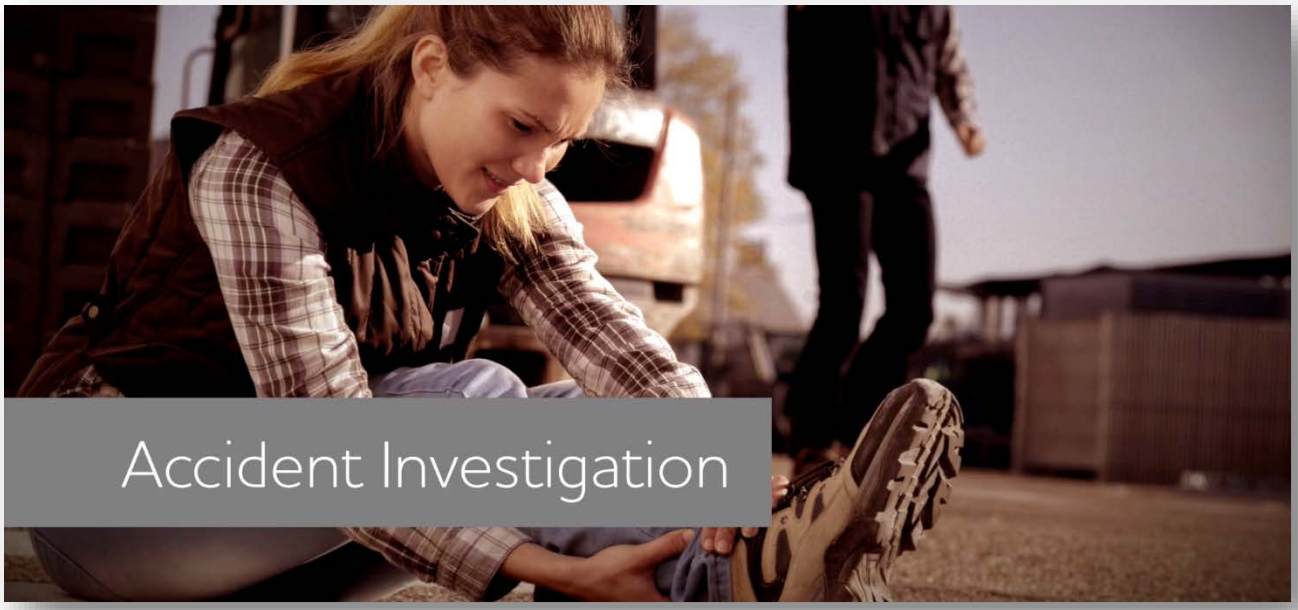
Important information for staff. When an injury occurs in the workplace, we need to ensure that the employee receives prompt medical assistance & that Risk Management Department is notified **AS SOON AS POSSIBLE**. Managers, Supervisors & Lead men need to immediately follow up with the injured employee and/or the medical facility to get information on the nature of the injury and determine whether or not it fits the definition of a serious injury. During normal working hours Risk Management will assist you in obtaining information and reporting to Cal/OSHA, Risk Management can be reached at **858-627-7345** or via fax at **858-627-7353**. If you have employees that work in the evenings or on weekends you need to make sure that they are aware of these requirements and that they know who to contact when there is an injury. Night shift Custodians should notify their BSS or POS, if they are unavailable contact the Duty COS via pager.

Supervisors are required to:

1. Investigate every work related injury or illness immediately upon occurrence.
2. Print, complete, and immediately fax the Supervisor's Report of Injury/Illness (Form 78) to the Risk Management Department at **858-627-7353** or scan/email to risk-management@sandi.net: do not wait for a principal/department head's signature.
3. After faxing, give the form to the principal/department head for review and signature.
4. Fax or scan/email a copy of the Form 78 with principal/department head signature to the Risk Management Department, retaining the original report for site records.
5. Obtain Work Status Reports/Updates from the injured employee after every doctor's visit, regardless if they are working or not working.

Employees with questions regarding their workers' compensation claim may call Sedgwick Claims Management at **800-842-8560** as well as obtain access with their smartphone through mySedgwick.

Appendix 3. Basic Rules for Accident Investigation



1. The purpose of an investigation is to find the cause of an accident and prevent further occurrence, not to fix the blame.
2. An unbiased approach is necessary to obtain objective findings.
3. Visit the accident scene as soon as possible, while facts are fresh and before witnesses forget important details.
4. If possible, interview the injured employee at the scene of the accident and “walk” him/her through a re-enactment.
5. All interviews should be conducted as privately as possible.
6. Interview witnesses one at a time. Talk with anyone who has knowledge of the accident, even if they did not actually witness it.
7. Consider taking signed statements in cases where facts are unclear or if there is an element of controversy.
8. Document details graphically. Use sketches, diagrams and photos as needed, and take measurements when appropriate.
9. Focus on causes and hazards. Develop an analysis of what happened, how it happened and how it could have been prevented. Determine what caused the accident itself, not just the injury.
10. Every investigation should include an action plan. How will you prevent such accidents in the future.
11. If a third party or defective product contributed to the accident, save any evidence. It could be critical to the recovery of claim costs.

Appendix 4. Witness Statement Form

WITNESS STATEMENT FORM

INCIDENT INFORMATION	
NAMES OF INJURED EMPLOYEE(S) INVOLVED:	
DATE OF ACCIDENT:	TIME OF ACCIDENT:
WITNESS INFORMATION	
NAME OF WITNESS:	WORK LOCATION:
TELEPHONE (Work):	TELEPHONE (Personal):
ADDRESS (Home):	
WORK RELATIONSHIP TO PARTY(IES) TO ACCIDENT:	
WITNESS STATEMENT (Attach additional sheets if necessary	
WHERE WERE YOU (location, distance from accident, etc.) AT THE TIME OF THE ACCIDENT?	
WHAT WERE YOU DOING AT THE TIME OF THE ACCIDENT?	
WHAT DID YOU OBSERVE?	
ANY ADDITIONAL COMMENTS?	
DATE:	WITNESS SIGNATURE:

Appendix 5. Environmental Health and Safety Trainings for District Employees

NEW HIRE ENVIRONMENTAL HEALTH & SAFETY ORIENTATION CHECKLIST

To Be Completed By Employee's Supervisor

☐	Review evacuation procedures in case of fire and walk employee through primary and secondary exit routes and any emergency tasks assigned to employee.
☐	Identify emergency response agencies and telephone numbers.
☐	Inform the employee of who to contact in the case of an emergency.
☐	Give the new employee a tour of the facility, pointing out safety equipment, (Location of eyewash station, emergency showers, emergency exits, etc.).
☐	Identify first aid stations, services and available equipment.
☐	Identify all fire extinguishers in the work area; explain what types of fires they extinguish.
☐	Review injury/illness prevention program (IIPP).
☐	Instruct employee to promptly report all accidents or injuries to supervisor, no matter how minor.
☐	Encourage employee to report any unsafe acts or conditions and to ask questions before taking on any new assignment that is not fully understood.
☐	Review written Hazard Communication Program, the location of Safety Data Sheets (SDS) and any chemicals that pose specific hazards.
☐	Review job specific hazards related to assignment, (lifting, chemicals, traffic, machinery, etc.).
☐	Review applicable safe work procedures, such as safe lifting, housekeeping, etc.
☐	Ensure that equipment specific training is completed prior to assignment.
☐	Review standard operating procedures (SOP) for equipment the employee will be using.
☐	Provide applicable Personal Protective Equipment (PPE) & train on usage.
Employee's Name:	
_____ Employee Signature / Date	_____ Supervisor Signature / Date

ANNUAL ENVIRONMENTAL HEALTH & SAFETY TRAINING

MANDATORY FOR ALL EMPLOYEES

Employee's Supervisor Or Site Administrator Is Responsible For Providing Or Arranging Staff Training

TOPIC	DUE DATE	RESOURCE	MANDATE	AUDIENCE
1. Emergency plan	First week of school	Site emergency plan	T8 CCR 3220	All site staff & students
2. Fire extinguishers/fire safety	First week of school	District EHSO	AP 5105, T8 CCR 6151	All employees
3. Injury/Illness Prevention Program	First week of school	District EHSO	T8 CCR 3203	All employees
4. Hazard Communication Program	First week of school	District EHSO	T8 CCR 5194	All employees
5. Blood borne Pathogens Exposure Control Plan	First week of school	School Nurse, District EHSO	T8 CCR 5193	All employees
6. Aerosol Transmissible Diseases Prevention and Control Procedures	First week of school	School Nurse, District EHSO	T8 CCR 5199	All employees

ENVIRONMENTAL HEALTH & SAFETY TRAINING

MANDATORY FOR SELECT STAFF MEMBERS

Employee's Supervisor Or Site Administrator Is Responsible For Providing Or Arranging Staff Training

TOPIC	DUE DATE	RESOURCE	MANDATE	AUDIENCE
1. Hazardous materials/waste handling, storage & disposal	Prior to assignment	District EHSO	T8 CCR 5164	All staff who handle hazmat and/or waste
2. Laboratory standards	Prior to assignment	District EHSO	AP 5110, CA science safety handbook	Science teachers
3. Heat illness prevention	Prior to hot weather, no less than annual	District EHSO	T8 CCR 3395	All outdoor workers & their supervisors
4. Classroom/office safety	September	District EHSO	T8 CCR 3203	Teachers & admin staff
5. Manual lifting/material handling	As needed	District EHSO	T8 CCR 3203 & 5110	All employees
6. Ladders	As needed	District EHSO	T8 CCR 1675 & 3276	Employees who use ladders
7. Compressed gas	As needed	District EHSO	T8 CCR 3301 & 4650	Employees using or handling cylinders
8. Playground safety	As needed	District EHSO	H&SC 115725	Playground supervisor
9. Personal protective equipment (PPE)	Prior to assignment	District EHSO	T8 CCR 3380 – 3387	Employees whose tasks require PPE
10. Ergonomics	As needed	District EHSO	T8 CCR 5110	All employees
11. Task specific training, (lifting, machine operations, PPE…)	Prior to assignment	District EHSO	Various	All employees
12. Respiratory Protection	Prior to assignment	District EHSO	AP 5157, T8 CCR 5144	Employees whose tasks require respirator

COVID-19 Addendum to IIPP

This addendum establishes the District approach to COVID-19. This COVID-19 Pandemic Response and Prevention Program provides action items to enable the District to prepare for, and mitigate against the risk of COVID-19 infection to its employees. This Program supplements the District IIPP. In addition, this addendum intends to be a "living document" that will evolve as Cal/OSHA, CDC, and state and local health officials release new information about COVID-19.

IDENTIFIED PANDEMIC

Coronavirus disease 2019 (COVID-19) is a new infectious disease caused by a novel coronavirus known as Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-COV-2) that has not previously been seen. COVID-19 is currently a pandemic affecting many countries globally.

The disease spreads primarily between people who are in close contact with one another through respiratory droplets or small particles, such as those in aerosols, produced when an infected person coughs, sneezes, sings, talks or breathes. These particles can be inhaled into the nose, mouth, airways, lungs, and cause infection. This is thought to be the main way the virus spreads. Droplets can also land on surfaces and objects and be transferred by touch. A person may get COVID-19 by touching the surface or object that has the virus on it and then touching his or her own mouth, nose or eyes. There is growing evidence that droplets and airborne particles can remain suspended in the air and be breathed in by others, and travel distances beyond 6 feet (for example, during choir practice, in restaurants, or in fitness classes). In general, indoor environments without good ventilation increase this risk. People with COVID-19 have reported a wide range of symptoms – from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. If you have fever, cough, or other symptoms, you might have COVID-19. Even though you may currently feel well, it is possible that you are also infected with the COVID-19 virus. The **San Diego County Public Health** orders that all persons who have been in closed contact with a person either diagnosed with COVID-19, or likely to have COVID-19, must quarantine themselves.

Employees in our school district may have COVID-19 exposure that may occur in our workplace. Thus, the District shall establish, implement and maintain an effective, written **COVID-19 Prevention Program (CPP)** during COVID-19 pandemic period to protect employees from potential exposures, according to their exposure risk, and to respond in a timely manner when exposure incidents occur. This **CPP** also considers that employees may be able to spread COVID-19 even if they do not show symptoms.

COVID-19 PREVENTION PROGRAM (CPP)

CPP complies with Cal/OSHA's Emergency Temporary Standards (ETS) on COVID-19 Prevention, which went into effect on **December 1, 2020**, including regulatory revisions ordered by Governor Gavin Newsome on December 14, 2020 and supplementary guidance from California Department of Public Health (CDPH) on January 14, 2021. The written elements of **CPP** include:

(1) SYSTEM FOR COMMUNICATING

An effective two-way communication with our employees shall be done in a form they can readily understand, and that includes the following:

(A) **Reporting of COVID-19** – The District shall ask employees to report, without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace:

1. All employees shall notify their supervisors immediately.
2. Supervisors shall complete and submit **Form 78** to District Risk Management.
3. The District shall report information about COVID-19 cases at the workplace to the San Diego County Public Health through online **COVID-19 Notification Form** or call **(888) 950-9905**, and shall provide any related information requested by the San Diego County Public Health.
4. The site shall report immediately to Cal/OSHA any COVID-19 related serious illnesses or death of an employee occurring at the workplace or in connection with any employment, even if work-relatedness is uncertain. To report, call Cal/OSHA at **(619) 767-2280**, 24 hours a day, 7 days a week.

(B) The District shall follow its American Disability Act (ADA) Interactive Process Protocol for accommodating employees with medical, disability related needs or other conditions that put them at increased risk of severe COVID-19 illness.

(C) **Access to COVID-19 testing**

1. If testing is required, the District shall inform the affected employees of the reason and plan for COVID-19 testing and the possible consequences of a positive test.
   a. **If a site has been identified by the San Diego County Public Health as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in an exposed workplace within a 14-day period**, the District shall provide COVID-19 testing at no cost and during working hours to all employees at the exposed workplace except for employee who were not present during the period of an outbreak.
      i. COVID-19 testing per Cal Osha T8 3205.2 shall consist of the following:
         - Immediately upon being covered by this section, all employees in the exposed workplace shall be tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the San Diego County Public Health.
         - After the first two COVID-19 tests, the District shall provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the San Diego County Public Health, until no longer considered an outbreak.
         - The District shall provide additional testing when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action, in accordance with title 8, section 332.3.
   b. **When there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period,** the District shall provide COVID-19 testing at no cost to and during working hours to all

employees present at the exposed workplace during the relevant 30-day period and who remain at the workplace.

i. COVID-19 testing shall consist of the following:
   - Provide twice a week COVID-19 testing, or more frequently if recommended by the San Diego County Public Health, to all employees present at the exposed workplace, until no longer considered an outbreak.

2. If testing is not required, the District shall provide options available for employees to obtain voluntary testing.

(D) In accordance with section (3)(B)(3), the District shall communicate information about COVID-19 hazards and the District's COVID-19 policies and procedures to employees and to other employers, persons or entities within or in contact the District's workplace.

NOTE: See sections (3)(C) and (3)(D) for **confidentiality requirements** for COVID-19 cases.

(2) IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

(A) The District shall allow for employee and authorized employee representative participation in the identification and evaluation of COVID-19 hazards.

(B) The District shall develop and implement a process for screening employees for and responding to employees with COVID-19 symptoms. The District may ask employees to evaluate their own symptoms before reporting to work. If the District conducts screening at the workplace, the District shall ensure that face coverings are used during screening by both screeners and employees and, if temperatures are measured, that non-contact thermometers are used.

(C) The District shall develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission of COVID-19 in the workplace.

(D) The District shall conduct a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards using the identification form ***(Attachment A).*** The District shall treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

1. This shall include identification of places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, for instance during meetings or trainings and including in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.
2. This shall include an evaluation of employees' potential workplace exposure to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. The District shall consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

(E) For indoor locations, the District shall evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.

(F) The District shall review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to the school, location, and operations.

(G) The District shall evaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls. This includes evaluation of controls in sections (4) and (6).

(H) The District shall conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 using the inspection form ***(Attachment B)*** and to ensure compliance with the District's COVID-19 policies and procedures.

(3) INVESTIGATING AND RESPONDING TO COVID-19 CASES

(A) The District shall investigate COVID-19 cases in the workplace using the investigation form ***(Attachment C)*.** This includes procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

(B) The District shall take the following actions when there has been a COVID-19 case at the place of employment:

1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
2. Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace, which may have been visited by the COVID-19 case during the high-risk exposure period.

NOTE: See section (8) for **exclusion requirements** for employees with COVID-19 exposure.

3. Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
   a. All employees who may have had COVID-19 exposure and their authorized representatives.
   b. Independent contractors and other employers present at the workplace during the high-risk exposure period.
4. Offer COVID-19 testing at <u>no cost</u> to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits described in sections (5)(B) and (8)(C).
5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

(C) Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the District shall be provided in a manner that ensures the confidentiality of employees. *EXCEPTION to section (3)(C):* Unredacted information on COVID-19 cases shall be provided to the local health department, California Department of Public Health (CDPH), Cal/OSHA, National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

(D) The District shall ensure that all employee medical records required are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace. *EXCEPTION 1 to section (3)(D):* Unredacted medical records shall be provided to the local health department, CDPH, the Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request. *EXCEPTION 2 to section (3)(D):* This provision does not apply to records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

	Individual with:	Action
1	COVID-19 Symptoms	• Employee notifies supervisor immediately. Supervisor completes and submits **Form 78** to District Risk Management. • Send home if at District facility • Recommend testing (if positive, see #3, if negative, see #4) • District facility remains open

	Individual with:	Action
2	Close Contact with a confirmed COVID-19 case	• Employee notifies supervisor immediately. Supervisor completes and submits **Form 78** to District Risk Management. • Send home if at District facility • Exclude from District facility for 10-14 days from last exposure (or as dictated by CDC guidelines and in consultation with Nursing Department and San Diego County Public Health) • Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative) • District facility remains open • Consider District community notification of a known exposure, if it happened in the facility
3	Confirmed COVID-19 case	• Employee notifies supervisor immediately. Supervisor completes and submits **Form 78** to District Risk Management. • Site reports to Cal OSHA at **(619) 767-2280** • Notify the San Diego County Public Health through online **COVID-19 Notification Form** or call **(888) 950-9905** • Exclude from District facility for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date • Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion) • Disinfection and cleaning of classroom and primary spaces where case spent significant time, **refer to Section 6.4** • District facility remains open • District community notification of a known case • Notification of persons with potential exposure if case was present in the facility while infectious
4	Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.	• May return to school after 24 hours have passed without fever and symptoms have started improving • District facility remains open • Consider District community notification if prior awareness of testing

(4) CORRECTION OF COVID-19 HAZARDS

The District shall implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard. This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted under sections (2) and (3) and implementing the controls required by section (6).

(5) TRAINING AND INSTRUCTION

The District shall provide effective training and instruction to employees that includes the following:

(A) The District's COVID-19 policies and procedures to protect employees from COVID-19 hazards.

(B) Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the District's own leave policies, and leave guaranteed by contract.

(C) The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
(D) Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
(E) 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.
(F) 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.
(G) Proper use of face coverings, or in limited instances, face shields with drapes; the fact that face coverings are not respiratory protective equipment; and policies on how people who are exempted from wearing a face covering will be addressed.
(H) COVID-19 symptoms and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

The Safety Training Sign-In Sheet ***(Attachment D)*** will be used to document this training.

(6) COVID-19 HAZARDS PREVENTION AND CONTROL

6.1 Physical Distancing

(A) All employees shall be separated from other persons by at least six feet, except where the District can demonstrate that six feet of separation is not possible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees; meetings conducted virtually; and minimized use of and congregation of employees in staff rooms, break rooms, and other settings.
(B) When it is not possible to maintain a distance of at least six feet, individuals shall be as far apart as possible.

6.2 Face coverings

(A) The District shall provide face coverings and ensure they are worn by all employees over the nose and mouth at all times as required by orders from the CDPH or local health department. The District shall ensure face coverings are clean and undamaged. Face shields are not a replacement for face coverings, although they may be worn together for additional protection. The following are exceptions to the face coverings requirement:
   1. When an employee is alone in a room.
   2. While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
   3. Employees wearing respiratory protection in accordance with 8 CCR Section 5144 or other Title 8 Safety Orders.

4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person *(refer to (B) of this section)*.
5. Specific tasks, which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six feet away from all other persons.

NOTE: CDPH has issued guidance for employers that identifies examples when wearing a face covering is likely not feasible.

(B) Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall course through the ADA Interactive Process Protocol, to determine reasonable accommodation.
(C) The District may not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this CPP.
(D) In limited instances where a face covering cannot be used for pedagogical or developmental reasons, employees must contact their supervisor prior to coming to work. An approved ADA accommodation may be required.
(E) Employees may wear Clear masks or cloth masks with a clear plastic panel are an alternative type of mask for people who interact with young students learning read, learning a new language, or persons with disabilities.
(F) Require employees or other persons handling or serving food to use gloves in addition to face coverings.
(G) The District shall not prevent any employee from wearing a face covering when not required by this **CPP**, unless it would create a safety hazard, such as interfering with the safe operation of equipment.
(H) The District shall implement measures to communicate to non-employees the face coverings requirements on their premises.
(I) The District shall develop COVID-19 policies and procedures to minimize employee exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public.

6.3 Engineering Controls

1. At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the District shall install cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.
2. For buildings with mechanical or natural ventilation, or both, the District shall maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
3. If opening windows poses a safety or health risk to persons in the facility consider alternatives:
   a. Consider maximizing central air filtration for HVAC systems by using filters with a minimum efficiency reporting value (MERV) of at least 13.
   b. Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices and other spaces.
4. If not able to properly ventilate indoor instructional spaces, outdoor instruction is preferred (use caution in poor air quality conditions).
5. Use open windows on school buses as much as possible to improve airflow.
6. Avoid the following practices:

a. Classrooms or school buses with no ventilation.
b. Classrooms or school buses with increased airflow across occupants (e.g. air conditioners or fans blowing into the classroom or overhead fans creating air currents across occupants).

6.4 Cleaning and Disinfecting Procedures

The District shall implement the following protocols:

1. Identify and daily clean frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. The District shall inform employees and authorized employee representatives of cleaning protocols, including the planned frequency and scope of regular cleaning.
   a. Thoroughly clean school buses daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided cleaning materials, including but not limited to wipes and disposable gloves, to support cleaning of frequently touched surfaces during the day.
   b. Require only routine maintenance if outdoor playgrounds/natural play areas are used.
2. Prohibit the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be cleaned between uses by different people. Sharing of vehicles shall be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be cleaned between users.
3. Clean and disinfect areas, material, and equipment used by a COVID-19 case.
   a. Disinfect, if a case has been identified, the spaces where the case spent a large proportion of their time. Frequent disinfection can pose a health risk to children and students due to the strong chemicals often used and so is not recommended in the school setting unless a case has been identified. Use disinfection products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions.
   b. Ensure adequate supplies, time, personal protective equipment (PPE) and training of individuals performing the task for it to be done properly.
   c. Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible for example by opening windows where practicable. When disinfecting, air out the space before students arrive; disinfection should be done when students are not present.

NOTE: Cleaning and disinfecting must be done in a manner that does not create a hazard to employees. See Group 2 and Group 16 of the General Industry Safety Orders for further information.

6.5 Handwashing Facilities and Hand Hygiene

To protect District community from COVID-19 hazards, the District will:

1. Evaluate its handwashing facilities and determine the need for additional facilities:
   a. Consider portable handwashing stations throughout the school site and near classrooms to minimize movement and congregating in bathrooms to the extent practicable.
2. Encourage and allow time for employee handwashing:
   a. Encourage employees to wash their hands for at least 20 seconds each time.
   b. Encourage frequent handwashing throughout the day, including:

✓ Before and after eating	✓ Before and after first aid
✓ After coughing or sneezing	✓ Before and after food preparation
✓ After classes where shared items (outside recreation, art or shops)	✓ Before and after caring for someone
	✓ Before and after cleanup and disinfection

✓ Before and after using the restroom	✓ Before and after District facility entry

3. Ensure adequate supplies for handwashing including soap, tissues, no-touch trashcans, face coverings, and fragrance-free hand sanitizers with at least 60 percent ethyl alcohol. Use hand sanitizer, when handwashing is not practicable. Provision or use of hand sanitizers with methyl alcohol is prohibited
4. Ensure all water systems and features are safe to use after a prolonged facility shutdown to minimize the risk of contaminants and diseases associated with water. All sites must follow the District's drinking water fountain and food service faucets flushing procedures.

6.6 Personal Protective Equipment (PPE)

1. The District shall evaluate the need for PPE to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide such personal protective equipment as needed.
   a. Require employees or other persons handling or serving food to use gloves in addition to face coverings.
   b. Consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizers.
2. The District shall evaluate the need for respiratory protection in accordance with 8 CCR Section 5144 when the physical distancing requirements in section (6.1) are not feasible or are not maintained.
3. The District shall provide and ensure use of respirators in accordance with 8 CCR Section 5144 when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action, in accordance with 8 CCR Section 332.3.
4. The District shall provide and ensure use of eye protection and respiratory protection in accordance with 8 CCR Section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

6.7 District-Provided Transportation

1. The District has prohibited the ride sharing of District vehicles for now.
2. Cleaning and disinfecting:
   a. Clean frequently touched surfaces used by drivers, such as steering wheel, armrests, seatbelt buckles, door handles and shifter shall be cleaned between different drivers.
   b. Disinfect the District vehicle if the driver has been identified as COVID-19 case.
   c. The District shall provide cleaning and disinfecting materials, training on how to use them properly, and ensure they are kept in adequate supply.
3. Hand hygiene.
   a. Ensure that all drivers sanitize their hands before entering and exiting the District vehicle.
   b. The District shall provide hand sanitizer in each District vehicle. Hand sanitizers with methyl alcohol are prohibited.

(7) REPORTING, RECORDKEEPING AND ACCESS

(A) Employees notify their supervisors immediately COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace. Supervisors shall complete and submit **Form 78** to District Risk Management.

(B) The District shall report information about COVID-19 cases at the workplace to the **San Diego County Public Health** through online **COVID-19 Notification Form** or call **(888) 950-9905**, and shall provide any related information requested by the San Diego County Public Health.

(C) The site shall report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under 8 CCR Section 330(h), of an employee occurring at the workplace or in connection with any employment, even if work-relatedness is uncertain. To report, call Cal/OSHA at **(619) 767-2280**, 24 hours a day, 7 days a week.
(D) The District shall maintain records of the steps taken to implement the written **CPP** in accordance with 8 CCR Section 3203(b).
(E) The written **CPP** shall be made available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
(F) The District shall use the investigation form ***(Attachment C)*** to keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential in accordance with sections (3)(C) and (3)(D). The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed. *NOTE:* Section (7)(E) does not alter the right of employees or their representatives to request and obtain the District's Log of Work-Related Injuries and Illnesses (Log 300), without redaction, or to request and obtain information as otherwise allowed by law.

NOTE: Section (7)(E) does not alter the right of employees or their representatives to request and obtain an employer's Log of Work-Related Injuries and Illnesses (Log 300), without redaction, or to request and obtain information as otherwise allowed by law.

(8) EXCLUSION OF COVID-19 CASES

(A) The District shall ensure that COVID-19 cases are excluded from the workplace until the return to work requirements of section (9) are met.
(B) The District shall exclude employees with COVID-19 exposure from the workplace for 10-14 days (or as dictated by CDC guidelines and in consultation with Nursing Department and San Diego County Public Health) after the last known COVID-19 exposure to a COVID-19 case.
(C) For employees excluded from work under section (8) and otherwise able and available to work, the District shall continue and maintain an employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. The District may use District-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. *EXCEPTION 1:* Section (8)(C) does not apply to any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission. *EXCEPTION 2:* Section (8)(C) does not apply where the District demonstrates that the COVID-19 exposure is not work related.
(D) Section (8) does not limit any other applicable law, District policy, or collective bargaining agreement that provides for greater protections.
(E) At the time of exclusion, the District shall provide the employee the information on benefits described in sections (5)(B) and (8)(C).

EXCEPTION: to section (8): Employees who have not been excluded or isolated by the local health department need not be excluded by the District, if they are temporarily reassigned to work where they do not have contact with other persons until the return to work requirements of section (9) are met.

(9) RETURN TO WORK CRITERIA

(A) COVID-19 cases with COVID-19 symptoms shall not return to work until:

1. At least 24 hours have passed since a fever of 100.0 or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared.

(B) COVID-19 cases who tested positive but never developed COVID-19 symptoms should 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.

(C) A negative COVID-19 test shall not be required for an employee to return to work.

Individuals who test positive for SARS-CoV-2 and have had symptoms	• At least 24 hours have passed with no fever (without use of fever-reducing medications); • Symptoms have improved; and • At least 10 days have passed since symptoms first appeared
Individuals who test positive for SARS-CoV-2 and never develop symptoms	• 10 days after the date of their first positive test for SARS-CoV-2.

Attachment A – Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas. Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation:

Date:

Name(s) of employee and authorized employee representative that participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Attachment B - COVID-19 Inspections

Person conducting the evaluation:

Date:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Physical distancing			
Surface cleaning (frequently enough and adequate supplies)			
Surface disinfecting if there is a COVID-19 case			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Items in regular physical contact are not shared			
Work Equipment, if shared, are cleaned between different users			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields			
Respiratory protection			

Attachment C – Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law. All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Name of person conducting the investigation:

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

Continuation from previous page

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of employees that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?	Yes ☐ No ☐	Date:	

* Should the District be made aware of a non-employee infection source COVID-19 status.

Attachment D – Safety Training Attendance

Topic:

Date:

Site/Location: **Instructor:**

	NAME	SIGNATURE	POSITION TITLE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Definitions

(1) "**COVID-19**"means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

(2) "**COVID-19 case**"
(A) Means a person who:
1. Has a positive "COVID-19 test" as defined in this section;
2. Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
3. Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.
(B) A person is no longer a "COVID-19 case" in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or Title 17, California Code of Regulations to CDPH or the local health department.

(3) "**COVID-19 exposure**" means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" defined by this section. This definition applies regardless of the use of face coverings.

(4) "**COVID-19 hazard**" means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

(5) "**COVID-19 symptoms**" means fever of 100.0 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

(6) "**COVID-19 test**" means a viral test for SARS-CoV-2 that is:
(A) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
(B) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

(7) "**Exposed workplace**" means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.
(A) Effective January 1, 2021, the "exposed workplace" also includes but is not limited to the "worksite" of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

(8) "**Face covering**" means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

(9) "**High-risk exposure period**" means the following time period:
(A) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
(B) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.