

LAGUNA BEACH UNIFIED SCHOOL DISTRICT



**INJURY & ILLNESS
PREVENTION PROGRAM**

2022-2023

Table of Contents	1
Disclaimer & Employee Access	4
T8, Injury & Illness Prevention Program Statement	5
Safety and Health Officer Designation	6
Occupational Safety & Health Policy	7
PART I: INTRODUCTION	8
PART II: POLICY STATEMENT	10
PART III: RESPONSIBILITY	12
Section 1: Assistant Superintendent, Business Services	13
Section 2: Management Responsibilities	15
Section 3: Supervisor Responsibilities	17
Section 4: Employee Responsibilities	19
Section 5: Employee Rights	21
Section 6: Director of Facilities Responsibilities	23
Section 7: Custodial Responsibilities	25
PART IV: COMPLIANCE	26
Section 1: District Commitment	27
Section 2: Employee Compliance	28
Section 3: Enforcement of Safety Policies	29
PART V: COMMUNICATION	31

Section 1: General Information	32
Section 2: New Employee Orientation	34
Section 3: Review of Injury & Illness Prevention Program	36
Section 4: Training Programs	37
Section 5: District Safety Committee	41
Section 6: Posted/Distributed Information	43
Section 7: Hazard Reporting System	44
PART VI: HAZARD ASSESSMENT	45
Section 1: General Information	46
Section 2: Hazard Identification and Evaluation	47
Section 3: Safety Inspections	49
Section 4: Hazard Classification of Employee Groups	52
PART VII: HAZARD CORRECTION	54
Section 1: Hazard Correction Responsibilities	55
Section 2: Controlling Access to Areas Containing Hazards	57
Section 3 Hazard Correction Follow Up	58
PART VIII: ACCIDENT REPORTING PROCEDURES	61
Section 1: General Information	62
Section 2: Injured Employee Procedures: Non-Emergency	66
Section 3: Injured Employee Procedures: Emergency	68

Section 4: Manager and Supervisor Procedures	71
Section 5: Reports to Cal/OSHA	73
PART IX: ACCIDENT INVESTIGATION	75
Section 1: Supervisor's Accident Investigation	76
Section 2: Outside Agency Investigation	78
PART X: TRAINING AND INSTRUCTION	79
Section 1: New Employee Safety Orientation	80
Section 2: Initial Job Instructions	81
Section 3: Pre-Job Safety Instructions	82
Section 4: Safety Talks	84
PART XI: RECORD KEEPING	86
Section 1: Record Keeping	87
PART XII: COVID-19 INFECTION PREVENTION PLAN	89
Section 1: Covid-19 Infection Prevention Plan	90

DISCLAIMER & EMPLOYEE ACCESS

This document is presented with the understanding that the authors are attempting to provide a guide for the development of the written worksite **Injury and Illness Prevention Program (IIPP)**. Materials incorporated here originate from various sources, including Cal/OSHA's Model Program.

The scope of this program is limited and their distributors make no warranties or guarantees, express, oral, implied or statutory, regarding this product, and expressly disclaims liability for any injury, including death, or any loss, damages or expenses arising out of or in any way related to the use of this program. This includes the implied warranties of merchant liability and fitness for a particular purpose. The purchaser assumes all risk and liability for results obtained by any use of this product.

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Employees have the right to examine and receive a copy of the Injury and Illness Prevention Program.

The District shall provide employees unobstructed access to the Program through the District server or website, which will allow employees to review, print, and email the current version of the Program.

An employee may give written authorization to a designated representative to exercise a right of access. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative for the purpose of access to the Program.

Written authorization shall include:

1. The name and signature of the employee authorizing a designated representative to access the Program on the employee's behalf;
2. The date of the request;
3. The name of the designated representative (individual or organization) authorized to receive the Program on the employee's behalf; and
4. The date upon which the written authorization will expire (if less than one (1) year).

An employee or designated representative may request a printed copy of the Program. One printed copy of the Program shall be provided, free of charge, no later than five (5) business days after the request for access is received. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, the District may charge reasonable, non-discriminatory reproduction costs.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Title 8, 3203, Injury and Illness Prevention Program

Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program. The Program shall be in writing and shall, at a minimum:

1. Identify the person or persons with authority and responsibility for implementing the Program.
2. Include a system for ensuring that employees comply with the safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe practices and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance.
3. Include a system for communication with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, postings, written communications, a system of anonymous notification by employees about hazards, or any other means that ensures communication with employees.

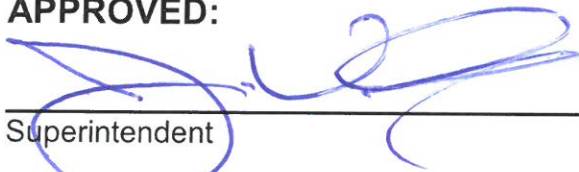
LAGUNA BEACH UNIFIED SCHOOL DISTRICT

SAFETY AND HEALTH OFFICER DESIGNATION FORM

The Superintendent is responsible for occupational safety and health, and will assure that the District provides employees with a safe and healthy workplace, which complies with all Cal/OSHA and other applicable health and safety standards and regulations.

The Assistant Superintendent of Business Services is the Occupational Safety and Health Director for the District. They are the person responsible for implementing the District's Injury and Illness Prevention Program.

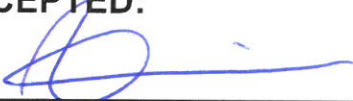
APPROVED:



Superintendent

Date 3/24/2021

ACCEPTED:



Assistant Superintendent, Business Services

Date 3.24.2021

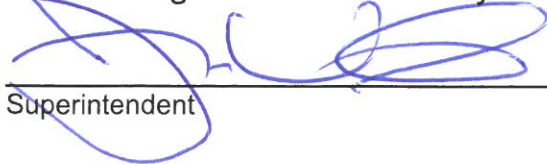
LAGUNA BEACH UNIFIED SCHOOL DISTRICT

OCCUPATIONAL SAFETY AND HEALTH POLICY

Our success is achieved through maintaining high standards of quality, dedication and competence. We apply these high standards to protecting the well-being of our employees and students alike. It is our goal to provide a safe and healthful environment for all employees, students and visitors. In support of this goal, every employee is required to follow the guidelines established in our Injury and Illness Prevention Program.

Prevention of injuries and occupational illness is consistent with sound management practices and optimum employee relations; therefore, an injury and illness prevention program is key, and the responsibility of every manager, supervisor, and employee. Safety and quality go hand-in-hand. Injuries and occupational illnesses can result in lost workdays, physical disability, pain and suffering, loss of earnings, equipment damage, and poor quality, all of which can directly or indirectly affect productivity and profitability. A formal Injury and Illness Prevention Program, combined with safe working conditions and good housekeeping controls is an essential tool in achieving maximum productivity, quality, and profit. There is no place in the District for an employee who does not work safely or who endangers the safety of fellow workers. It is essential that all managers and supervisors stress maximum safety performance and awareness from employees under their direction by enthusiastically and consistently administering all safety rules and regulations.

Each of us has a duty to recognize, report, and act on hazardous situations before they can lead to injury or illness. The cooperation of every employee in detecting and controlling hazards is vital to the effectiveness of the Injury and Illness Prevention Program. Only through working together can we achieve our goal of a safe and healthy work environment. Working together, we will succeed in maintaining a safe and healthy workplace.



Superintendent

Date:

3/24/2021

Part I

INTRODUCTION

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part I: Introduction	
Date: 12-01-2020	Revised:

Introduction

The Injury & Illness Prevention Program (IIPP) is established to provide a framework for the School District to ensure a safe and healthy work environment for all of its Employees.

The goal of the program is to prevent occupational injuries and illnesses. This program has been developed and implemented as required under the California Code of Regulations, Title 8, Chapter 4, Subchapter 7, and Section 3203.

The purpose of this program is to provide information necessary to communicate the elements of the Injury and Illness Prevention Program. All Employees of the School District are governed by the procedures outlined in this manual, unless otherwise stipulated.

The Assistant Superintendent of Business Services is responsible for the implementation and coordination of the Injury and Illness Prevention Program. This plan will be reviewed annually and revised as necessary.

Part II

Policy

Statement

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part II: Policy Statement	
Date: 12-01-2020	Revised:

Policy Statement

The School District is committed to providing a safe and healthful workplace for all of its employees. The personal safety of each School District employee while in performance of his or her work activity is of primary importance. As a District, we are committed to providing and maintaining a safe and healthy working environment for our employees.

To achieve this goal, the Injury & Illness Prevention Program (IIPP) has been developed to prevent workplace accidents, injuries and illnesses. A complete copy of the program is maintained at our District Office and is available telephonically for each job site.

The success of this program is to be achieved through the continuous mutual cooperation and support of management and employees.

The School District is also committed to ensuring that a safe and healthful workplace exists for outside contractors and other workers that may be working at District sites and that all health and safety regulations are adhered to by all affected employers and employees.

It is the responsibility of each employee to support the District's safety program and to perform their duties in a manner which assures his or her own personal safety and the safety of others, including customers, visitors, and other trades.

To be successful in our endeavor, all employees on every level must adopt proper attitudes towards injury and illness prevention.

Part III

Responsibility

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part III: Responsibility	
Section 1: Assistant Superintendent of Business Services	
Date: 12-01-2020	Revised:

Business Services

The Assistant Superintendent, Business Services, who is the District's designated safety officer, or designee shall act as a safety resource for the District, and is responsible for maintaining program records. The District's safety officer is responsible for implementing and maintaining the following aspects of the safety program:

1. Coordinating all loss prevention activities. Act as a consultant to management in the implementation and administration of the IIPP.
2. Maintaining, evaluating, and revising the Injury & Illness Prevention Program in conjunction with Human Resources and the district's liability insurance carrier.
3. Develop and implement loss prevention policies and procedures designed to ensure compliance with applicable rules and regulations of all federal, state, and local agencies.
4. Consult with representatives of our insurance companies in order to ensure their loss control services will support our IIPP.
5. Develop and/or assist in the development of employee training programs.
6. Preside over the Safety & Health Committees.

7. Review Workers' Compensation claims in order to help supply the insurance carrier with information about injured employees, so accidental loss and premium reserves are kept as low as possible.
8. Ensure that the District is adhering to Federal, State, and Local Safety Codes.
9. Conduct periodic reviews of the program and job sites to evaluate performance, discuss problems, and assist in solving the problems.
10. Review and maintain all safety records for all departments.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part III: Responsibility	
Section 2: Management Responsibilities	
Date: 12-01-2020	Revised:

Management Responsibilities

Executive Cabinet plays a critical role in the success of this program. Executive Cabinet must plan, organize, and administer the program by establishing policies, setting goals and objectives, assigning responsibility, motivating staff, and monitoring results through the following:

1. Provide clear understanding and direction to all management and collective bargaining unit employees regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures.
2. Provide financial support for the Injury and Illness Prevention Program through the provision of adequate funds for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee's safety training, and Facilities of tools and equipment.
3. Oversee development, implementation, and Facilities of the IIPP and other required safety programs.
4. Providing written documentation of employee training and instruction for employees in their area of responsibility.
5. Providing Supervisors and Employees with safety training and job instruction.

6. Managing a planned safety meeting or “safety talk” program.
7. Recommending appropriate safety discipline.
8. Participating in the investigation of disabling injuries, once notified of the injury.
9. Hold all levels of management and employees accountable for accident prevention and safety.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part III: Responsibility	
Section 3: Supervisor Responsibilities	
Date: 12-01-2020	Revised:

Supervisor Responsibilities

Supervisors have an integral role within the Injury & Illness Prevention Program. Supervisors are in constant and direct contact with their Employees and can greatly influence safety attitudes and practices. It is essential that the supervisor set the example for employees in regards to safety responsibilities. There are several specific responsibilities for Supervisors:

1. Take any reasonable action necessary to prevent injuries where an immediate danger exists.
2. Taking responsibility for safety of all Employees under their supervision and for any employee not under their supervision but in the supervisor's work area.
3. Taking responsibility for the safety of all Employees that may be in the work area.
4. Providing and maintaining a clean and hazard-free work area.
5. Providing safety orientation and job instruction of supervised Employees.
6. Planning, conducting and documenting safety evaluations in assigned areas of responsibility.
7. Conducting planned safety meetings with Employees.

8. Conducting safety observations of Employee safe work practices.
9. Developing and maintaining cooperative safety attitudes in Employees through the application of approved methods or preventive and corrective discipline.
10. Assure that all toolbox safety meetings are held with all employees and the proceedings are recorded and sign in sheets and training documents are maintained for tracking purposes.
11. Ensuring employees received prompt medical treatment for all injuries.
12. Ensure employee proficiency when assigning work requiring specific knowledge, special Facilities or equipment.
13. Ensuring employees are fit to work.
14. Conducting Accident/Injury Investigations and correct the cause(s) as soon as possible to prevent a reoccurrence.
15. Ascertain proper first aid and firefighting equipment is maintained and used when the conditions warrant its use.
16. Enforce all safety rules in the District Code of Safe Practices and ensure all safe work procedures are maintained.
17. Enforce the wearing of personal protective equipment (PPE) on the job. This will depend on the circumstance and may include cut resistant gloves, respirators, goggles. etc.
18. Maintain a current posting of all emergency telephone numbers near all telephones.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part III: Responsibility	
Section 4: Employee Responsibilities	
Date: 12-01-2020	Revised:

Employee Responsibilities

Every employee is responsible for working safely, both for self-protection and the protection of fellow workers. Employees must support and adhering to the Injury & Illness Prevention Program as directed by management.

Employee responsibilities are listed below:

1. Adhering to all safety policies rules and operating procedures established in the District Code of Safe Practices.
2. Wear and ensure proper use, inspection, and Facilities of appropriate personal protective equipment as required and provided by the District.
3. Inspecting and maintaining equipment for proper and safe operation.
4. Reporting all accidents and injuries, no matter how minor, to your department manager or supervisor immediately.
5. Encouraging other workers to work in a safe manner.
6. Reporting all observed unsafe acts and conditions to their Supervisor.
7. Reporting to work in an acceptable condition and not under the influence of alcohol or drugs.

8. If you are unsure how to do any task safely, ask your department manager or supervisor.
9. Ensure proper Facilities of equipment and use all safeguards which are in place.
10. Do not remove, tamper with, or defeat any guard, safety device or interlocks.
11. Never engage in horseplay or fighting.
12. Encourage other employees to work in a safe and efficient manner.
13. Report any and all observed unsafe behaviors to your supervisor.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part III: Responsibility	
Section 5: Employee Rights	
Date: 12-01-2020	Revised:

Employee Rights

Employees have several rights with respect to occupational safety. These rights are listed below.

1. Employees have the right to safe and healthful working conditions.
2. Employees have the right to receive training in general safe work practices and specific training with regard to hazards unique to any job assignment.
3. Employees have the right to refuse work that would violate a health and safety standard or order where such violation would pose a real and apparent hazard to their safety or health.
4. Employees have the right to watch the District monitor and measure harmful substances in the workplace that is subject to Cal/OSHA standards.
5. Employees have the right to be told by the District if they are being exposed to concentrations of harmful substances higher than the exposure limits allowed by Cal/OSHA standards.
6. Employees have the right to see and copy records of exposure to toxic substances and harmful physical agents and medical records maintained by the District and the records of exposure to toxic substances and harmful

physical agents of employees with similar past or present jobs or working conditions.

7. Employees have the right to request an evaluation of the worksite by making a complaint about unsafe or unhealthful working conditions to Cal/OSHA. Cal/OSHA will keep the name of the person who makes the complaint confidential.
8. Employees have the right to an Employee Representative accompanying District representatives and Cal/OSHA representatives on an evaluation.
9. Employees have the right to discuss privately with the Cal/OSHA representative during an inspection.
10. Employees have the right to see any citation the District receives posted at or near the place where the violation occurred.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part III: Responsibility	
Section 6: Facilities Department Responsibilities	
Date: 12-01-2020	Revised:

Facilities Department Responsibilities

The Facilities Department has a critical role in maintaining all sites and facilities in proper and safe condition. Below are the responsibilities of the Facilities Department:

1. Responding immediately, or as soon as reasonably possible, to Facilities work requests concerning safety related issues. These Facilities requests must be given the highest priority.
2. Procedures in accordance with Cal/OSHA lockout/block out and tagout regulations will be strictly adhered to for locking, blocking and tagging out unsafe equipment, electrical circuitry, and equipment with moving parts. Lockout/block out and tag out procedures will be used if equipment is in need of repair or is no longer in use.
3. Procedures in accordance with Cal/OSHA confined space regulations will be strictly adhered to when working in permit or non-permit required confined spaces.
4. All equipment shall be used in a safe manner for which the equipment is intended and in accordance with manufacturers' instructions and recommended rules for safe operation.
5. Contracting with outside vendors as necessary to complete repairs that the Facilities Department is not trained, equipped or qualified.

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LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part III: Responsibility	
Section 7: Custodial Responsibilities	
Date: 12-01-2020	Revised:

Custodial Responsibilities

The School District's Custodial Department plays a critical role in the safe housekeeping and cleanliness of all facilities. Below are the responsibilities of the Custodial Department:

1. Maintain the cleanliness of facilities.
2. Report any physical damage to District property or buildings as soon as it is discovered to the Director of Facilities (vandalism, leaking roof, water damage, etc.).
3. Post temporary signs, as needed.
4. Initiate work orders, as needed.
5. Report worn out or non-functioning infrastructure items (i.e. HVAC, Plumbing, Electrical, etc.) to Facilities Department and submit a work order.

Part IV

Compliance

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part IV: Compliance	
Section 1: District Commitment	
Date: 12-01-2020	Revised:

District Commitment

The School District is committed to providing all Employees a safe and healthy work environment.

The District is also committed to providing all necessary personal protective equipment and safety training to employees at no cost to the employees.

The District maintains an open-door policy allowing all Employees to communicate any safety concerns.

Furthermore, the District is committed to adhering to all Federal, State, and Local safety regulations and will provide full cooperation with any outside safety agency during the course of any inspection or audit.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part IV: Compliance	
Section 2: Employee Compliance	
Date: 12-01-2020	Revised:

Employee Compliance

Occupational safety and health regulations and workplace practices are designed to reduce or eliminate Employee occupational injuries and illnesses.

Employee compliance with all rules and regulations is essential to maintaining a safe and healthy workplace.

Employees that have displayed an outstanding commitment to safety may be recognized through an employee recognition program.

Conversely, Employees that violate any safety policy, procedures, rules and/or regulations may be subject to disciplinary action.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part IV: Compliance	
Section 3: Enforcement of Safety Policies	
Date: 12-01-2020	Revised:

Enforcement of Safety Policies

Compliance by all District Employees of the District IIPP is mandatory and shall be considered a condition of their employment. The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the District New Employee Safety Orientation. This will aid in ensuring that all employees understand and abide by all District safety policies.

The following programs will be utilized to ensure employee compliance with the safety program and all safety rules:

- Training Programs
- Retraining
- Optional Safety Incentive Programs
- Disciplinary Action

Training Programs

All permanent and intermittent workers, including managers and supervisors, shall have training and instruction on general and job specific safety and health practices. The training program shall consist of training benefits, training schedule, training topics, documentation, and specific training methods.

Retraining

Employees who are observed performing unsafe acts or not following proper procedures/rules will be retrained by their department manager or supervisor.

Optional Safety Incentive Programs

Although strict adherence to safety policies and procedures is required of all employees, the District may choose to periodically provide recognition of safety-conscious employees and job sites through a safety incentive program.

Disciplinary Action

The failure of an employee to adhere to safety policies and procedures established by the District can have serious impact on everyone concerned. An unsafe act can threaten, not only the health and well-being of the employee committing the unsafe act, but can also affect the safety of his or her coworkers and customers. Accordingly, any employee who violates any of the District's safety policies will be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices observed, not just those which result in injury. At times, when an injury occurs, the accident investigation will reveal the injury was caused because the employee violated an established safety rule and/or safe work practice(s). In any disciplinary action, the department manager or supervisor should be cautious that discipline is given to the employee for safety violations and not simply because the employee was injured on the job or filed a Workers' Compensation claim.

Part V

Communication

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part V: Communication	
Section 1: General Information	
Date: 12-01-2020	Revised:

General Information

This section establishes procedures designed to develop and maintain employee involvement and interest in the District IIPP. These activities will also ensure effective communication between management and employees on safety related issues, which is of prime importance to the School District. The following are some of the safety communication methods which may be used:

1. Toolbox safety meetings with employees which encourage meetings are 10-15 minute on-the-job meetings held to keep employees alert to work related accidents and illnesses.
2. New employee safety orientation and provision of the District Code of Safe Practices.
3. Provision and Facilities of employee bulletin boards discussing safety issues, accidents, and general safety suggestions.
4. Written communications from management, including memos, postings, and newsletters.
5. Anonymous Employee Report of Unsafe Condition or Hazard.

Employees will be kept advised of highlights and changes relating to the safety program. The department manager or supervisor shall relay changes and improvements regarding the safety program to employees, as appropriate.

Employees will be involved in future developments and safety activities by requesting their opinions and comments, as necessary.

The School District recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.

Managers and Supervisors are responsible for communication with all Employees about occupational safety and health issues in a manner or form readily understandable by all Employees.

Employees are encouraged to inform their Managers and Supervisors about workplace hazards without fear of reprisal.

The system of communication regarding safety and health at the District consists of many facets designed to facilitate a continuous flow of safety and health information between management and staff.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part V: Communication	
Section 2: New Employee Orientation	
Date: 12-01-2020	Revised:

New Employee Orientation

All new Employees of the School District are required to attend a new-hire orientation.

All present Employees of the District are required to attend a safety orientation meeting held during a modified schedule day or held at the beginning of the school year to refresh Employees of safety compliance issues.

Safety information to be communicated to each Employee at this orientation will include, but not be limited to, fire procedures, hazard communication, first aid procedures, blood borne pathogens, back injury prevention, and injury reporting.

All new Employees will be required to sign a District Code of Safe Practices, which may be used to verify that they have participated in the new Employee safety orientation. This Code will be forwarded to the Employees personnel file.

The following items will be verbally covered with each new employee at New Employee Orientation, Quarterly New Employee Safety Training, and/or by the department manager or supervisor, on the first day of their employment.

1. Code of Safe Practices.
2. Hazard Communications Program.
3. Driving Safety Rules (if applicable).
4. Safety Rule Enforcement Procedures.
5. Necessity of reporting ALL injuries, no matter how minor, IMMEDIATELY to District Nurse.
6. Proper method of reporting safety hazards.
7. Emergency Procedures and First Aid/CPR/AED.
8. Proper work clothing and required personal protective equipment(PPE).
9. Training on all special equipment, such as lifts, to be utilized by the Employee.

Upon completion of orientation the department manager or supervisor shall complete and have the employee sign the District's New Employee Safety Orientation form. The employee shall receive a copy of the form, Code of Safe Practices, and Hazard Communication program guideline.

A copy of the signed form is to be forwarded to Human Resources to be placed in the employee's personnel file.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part V: Communication	
Section 3: Review of Injury & Illness Prevention Program	
Date: 12-01-2020	Revised:

Review of Injury & Illness Prevention Program

The Injury & Illness Prevention Program is to be used as a reference source for safety information pertaining to the School District.

All Employees are entitled to review the contents of the Injury & Illness Prevention Program. Each site should have a copy of the program. The program should be kept at a location readily accessible to all Employees.

All new Employees will be informed of the program during orientation and where copies of the written plan are located. All Employees will be notified of any revisions to the program as the revisions are made.

The Injury & Illness Prevention Program will be reviewed annually and revised as necessary. The Safety Committee may perform a critical review of the program.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part V: Communication	
Section 4: Training Programs	
Date: 12-01-2020	Revised:

Training Programs

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

Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and procedures specific to the employee's work assignment.

Training will be communicated through dialog between trainer and trainee, on-line courses, safety videos, safety literature, safety power points, hands-on example, on-the-job training, seminars, and workshops.

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

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

All management personnel will be trained at least twice per year on various accident prevention topics.

Employee Safety Training provides the following benefits:

1. Makes employees aware of job hazards.
2. Teaches employees to perform jobs safely.
3. Promotes two-way communication.
4. Encourages safety suggestions.
5. Creates interest in the safety program.
6. Fulfills Cal/OSHA training requirements.

Training Schedule

Employee Training will be provided at the following times:

1. All new employees will receive a safety orientation their first day on the job by their manager or supervisor and/or during New Employee Safety Orientation
2. All new employees will be given a copy of the Code of Safe Practices which they are required to read and sign acknowledgment of.
3. All field employees will receive their training at safety meetings.
4. All employees given a new job assignment, for which training has not been previously provided, will be trained before beginning the new assignment.
5. Employee training will be provided whenever new substances, processes, procedures, or equipment, which represent a new hazard, are introduced into the workplace.
6. Employee training will be provided whenever the School District is made aware of a new or previously unrecognized hazard.
7. Employee training will be provided whenever management believes additional training is necessary.

8. Employees will receive updated training specific to safety issues in relation to, and following, any serious accidents in order to avoid reoccurrence.
9. Employee training will be provided when employees are not following safe work rules or procedure.

Training Topics

Training Topics will include, but not be limited to:

1. Employee's Safety Responsibility.
2. General Safety Rules.
3. Code of Safe Practices.
4. Safe Job Procedures.
5. Use of Hazardous Materials.
6. Use of Equipment.
7. Emergency Procedures.
8. Safe Lifting and Material Handling Practices.
9. Use of Powered Industrial Trucks.
10. Use of Fall Protection.
11. Contents of Safety Program.

Documentation of Training

All training will be documented on one of the following methods:

1. Employee Safety Contact Form.
2. New Employee Safety Orientation Sign in Sheet.
3. Safety Meeting Report.
4. Target Solutions On-Line Tracking System.

Training Methods

The following actual demonstrations of the way to perform a task are very helpful in most cases:

1. Tell the employee how to do the job safely.
2. Show the employee how to do the job safely.
3. Have the employee tell you how to do the job safely.
4. Have the employee show you how to do the job safely.
5. Follow-up to ensure the employee is still performing the job safely.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part V: Communication	
Section 5: District Safety Committee	
Date: 12-01-2020	Revised:

District Safety Committee

The District Safety Committee has two primary functions. The first is communication between Employees and Management.

The second function is the monitoring of the effectiveness of the District's Comprehensive Safety Plan and Injury & Illness Prevention Program.

The District Safety Committee is District-wide and comprised of both management and staff. All school sites should be represented with Employees of various classifications on a volunteer basis.

The District Safety Committee will meet regularly, but at least quarterly. The format of the meeting is to be decided by the members of the committee but will always include a review of all injuries/accidents, a review of accident investigations, review of investigations pertaining to reports of hazardous conditions, a review of scheduled safety evaluations, and a round table session.

The District Employees on the District Safety Committee are to provide direct feedback to senior management of organizational and operational issues that are directly affecting injuries and Workers' Compensation costs. Management is to provide employees with information and training regarding occupational safety.

Management is to provide Employees with information and training regarding occupational safety.

All District Safety Committee meetings are to be documented in the form of written meeting minutes. Minutes will be distributed to each site. Digital copies of the meeting minutes will be kept in the Business Services Department.

At the end of each school year, the District Safety Committee should review its accomplishments to ensure its effectiveness in accomplishing safety goals and objectives.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part V: Communication	
Section 6: Posted/Distributed Information	
Date: 12-01-2020	Revised:

Posted/Distributed Information

The School District is committed to providing its Employees with accurate and timely safety information. Safety literature, policies and procedures, concerns, Safety Committee meeting minutes, and other safety information will be posted in an area accessible to all employees or distributed in a manner allowing employees to receive information in a timely manner.

Any safety or health code violations will be posted at the work site where such violations occurred in accordance with the laws of the governing jurisdiction of the agency providing the citation.

Warning signs and other indicators of a hazardous condition will also be posted at the work site where hazards exist in accordance with applicable laws or District policies.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part V: Communication	
Section 7: Hazard Reporting System	
Date: 12-01-2020	Revised:

Hazard Reporting System

It is the responsibility of all Employees to report unsafe work conditions and practices to their appropriate Supervisor or Senior Management.

Employees may use the Report of Unsafe Condition or Hazard Form to report unsafe work conditions and practices. Employees should forward the completed form to their Supervisor for review and appropriate action.

The Report of Unsafe Condition or Hazard Form can be submitted anonymously. The Report of Unsafe Condition or Hazard Form may be obtained from the School Safety Coordinator or by contacting the Business Services Department.

It is the policy of the District to prohibit Employee reprisal for reporting unsafe/unhealthy work conditions and practices. Management personnel who are found in violation of this policy shall be held accountable by means of established, progressive disciplinary procedures.

Employees who have knowledge of an unsafe/unhealthy work condition or practice and who intentionally conceal this information will be in violation of District policy and will be subject to established, progressive disciplinary procedures.

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

Part VI

Hazard Assessment

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VI: Hazard Assessment	
Section 1: General Information	
Date: 12-01-2020	Revised:

General Information

The detection of hazards in the workplace is essential in ensuring a safe work environment.

Undetected and uncorrected safety hazards may cause accidents resulting in serious injury to employees.

There are two major sources of unsafe conditions – normal wear and tear of equipment and employee actions. Normal wear and tear is the constant process where equipment and areas of facilities deteriorate. Inspections of equipment and areas can detect hazardous conditions before they cause injury.

Misused and abused equipment can be dangerous. Employees may leave their work area untidy creating a dangerous environment.

Regular hazard identification and assessment can minimize the hazards to which employees may become exposed. Safety Evaluations and Hazard Classifications are tools utilized by the District to identify hazards.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VI: Hazard Assessment	
Section 2: Hazard Identification and Evaluation	
Date: 12-01-2020	Revised:

Hazard Identification and Evaluation

To assist in the identification and correction of hazards, the School District has developed the following procedures. These procedures are representative only, and are not exhaustive of all the measures and methods, which will be implemented to guard against injury from recognized and potentially hazardous elements in the workplace. As new hazards are identified or improved work procedures developed, they will be promptly incorporated into the IIPP.

The following procedures will be utilized to identify hazards in the workplace:

1. Loss Analysis of Accident Trends.
2. Accident Investigation.
3. Employee Observation.
4. Employee Suggestions.
5. Regulatory Requirements for Our District.
6. Outside Agencies.

Loss Analysis of Accident Trends

Periodic loss analyses will be conducted by the Business Services Department. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management, supervisors, and employees through safety meetings and other appropriate means.

Employee Suggestions

Employees are encouraged to report any hazard they observe to their department manager or supervisor. No employee of the School District is to ever be disciplined or discharged for reporting any workplace hazard or unsafe condition. However, employees who DO NOT report potential hazards or unsafe conditions they are aware of will be subject to disciplinary action.

Regulatory Requirements

The District is subject to government regulations relating to safety. Copies of pertinent regulations can be obtained from the Business Services Department.

Outside Agencies

In addition to regulatory requirements, several organizations will assist us in identifying hazards in our workplace. These include safety representatives from insurance carriers, safety and health consultants, private industry consultants, and best practice recommendations provided by the California Department of Education, California Parks and Recreation Society, and other public, private, or non-profit organizations.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VI: Hazard Assessment	
Section 3: Safety Inspections	
Date: 12-01-2020	Revised:

Safety Inspections

Periodic safety inspections ensure that physical and mechanical hazards are under control, and identify situations which may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by the department manager, supervisor, Assistant Superintendent, Business Services, or other designated individual.

Types of Periodic Safety Inspections

The following periodic safety inspections will be conducted:

1. Before any work commences at the site by the department manager or supervisor.
2. Daily by the department manager or supervisor on all sites.
3. When new substances, processes, procedures, or equipment are used.
4. When new or previously unrecognized hazards are identified.
5. Periodically by the department manager or supervisor at various job Sites.
6. Periodically by the Assistant Superintendent, Business Services or designee at various job sites.

Items to Check When Conducting Inspections

The aforementioned safety inspections will focus on unsafe employee actions, as well as unsafe conditions. The following is a partial list of items to be inspected:

1. The proper use of fall protection.
2. The proper use, condition, Facilities, and grounding of all electrically operated equipment.
3. The proper use, condition, and Facilities of safeguards for all power-driven equipment.
4. Compliance with the Code of Safe Practices.
5. Compliance with all applicable Fire Codes.
6. Trenches and excavations.
7. Scaffolds.
8. Personal Protective Equipment (PPE).
9. Hazardous materials.
10. Classroom, office space, or facility housekeeping.
11. Proper material storage.
12. Provision of First Aid Equipment and Emergency Medical Services.

Any and all hazards identified will be corrected as soon as practical in accordance with the School District's hazard correction policy.

If imminent or life threatening hazards are identified, which cannot be immediately corrected, all employees must be removed from the area, except those with special training required to correct the hazard.

Documentation of Inspections

Safety inspections will be documented to include the following:

1. Date on which the inspection was performed.
2. The name and title of the person who performed the inspection.
3. Any hazardous conditions noted or discovered, and the steps or procedures taken to correct them.
4. Signature of the person who performed the inspection.

One (1) copy of the completed form should be sent to the Business Services Department.

All reports shall be kept on file for a minimum of five (5) years.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VI: Hazard Assessment	
Section 4: Hazard Classification of Employee Groups	
Date: 12-01-2020	Revised:

Hazard Classification of Employee Groups

Hazard Classifications have been created for all employee groups within the District. The purpose of Hazard Classifications is to identify potential sources of hazards and to list control measures used to eliminate or minimize hazards.

For each Employee group, Hazard Classifications contain the following information:

- Job/Task Exposures.
- Potential Occupational Safety/Health Exposures.
- Control Measures for Occupational Safety/Health Exposures.

The following Employee groups have Hazard Classifications:

- Art Teachers and Instructional Aides.
- Certificated Personnel and Instructional Aides (General).
- Food Service Personnel.
- Facilities and IT Technicians.

- Office, Clerical, Data Processing and Administrative Employees.
- Facilities – Custodians.
- Facilities – Maintenance.
- Physical Education Teachers, Coaches and PE Attendants.
- Public Safety/Supervision.
- School Nurse and Clerical Support.
- Science Teachers.
- Teachers and Instructional Aides (Special Education).
- Transportation Personnel.
- Vehicle Facilities Employees.
- Warehouse/Delivery Personnel.

Hazards Classifications will be reviewed annually to ensure that they are accurate for the positions listed.

In the event a new position or employee group is created, a Hazard Classification will be created immediately and inserted into this program.

Part VII

Hazard Correction

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VII: Hazard Correction	
Section 1: Hazard Correction Responsibilities	
Date: 12-01-2020	Revised:

Hazard Correction Responsibilities

The correction of any identified hazards should be conducted immediately. Personnel at all levels of employment have responsibilities in hazard correction. All personnel should have an understanding of their role in hazard correction to effectively eliminate identified hazards.

Senior Management

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

Directors and Principals

Upon the identification of an unsafe/unhealthy work condition or practice, the Directors and Principals will initiate the appropriate corrective action by way of a work order or communication with Senior Management.

The Directors and Principals will handle conditions involving a serious concealed danger personally until appropriate individuals are notified and corrective action has been taken.

A serious concealed danger exists when condition or work practice creates a substantial probability of death, great bodily harm or serious exposure to an individual and the danger is not readily apparent to an individual who is likely to be exposed.

Supervisors

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

Supervisors have the responsibility of investigating and determining the root cause of any unsafe condition. Any source of hazard that is beyond the ability of the supervisor to correct should be immediately reported to senior management.

Employees

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

Business Services Department

The District's Director of Facilities is responsible for immediately initiating a response to any hazard which has come to their attention. The Director of Facilities will follow-up on corrective activity for all reports of unsafe or unhealthy conditions, and review all reports of unsafe/unhealthy work conditions on a quarterly basis to determine the development of any patterns.

Facilities Department

The Facilities Department is responsible for repairs to buildings, grounds, and equipment with conditions which create hazards. Any safety related work order should be given the highest priority to ensure prompt correction.

Custodial Department

The Custodial Department is responsible for maintaining good housekeeping at all facilities. They are also responsible for reporting damage, malfunctions, or necessary repairs through the work order system and/or to the Facilities Department and Business Services Department.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VII: Hazard Correction	
Section 2: Controlling Access to Areas Containing Hazards	
Date: 12-01-2020	Revised:

Controlling Access to Areas Containing Hazards

To prevent danger to Employees and the general public, access to any area that contains an immediate hazard or serious concealed danger should be controlled.

Supervisors, Directors and/or Principals responsible for the area of operation where such conditions exist are responsible for informing Employees verbally and in writing.

The notification of any serious hazard should be done no later than eight hours from the time the unsafe condition has been identified.

Only authorized personnel should be allowed access to areas with immediate hazards or serious concealed danger. Students should never be allowed access to such areas.

Areas with such conditions should be properly secured to prevent any unauthorized access. Only when the condition has been corrected should access be permitted.

Examples of areas with immediate hazards include, but are not limited to, confined spaces, chemical storage areas, transformers, high voltage areas, and electrical utility rooms.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VII: Hazard Correction	
Section 3: Hazard Correction Follow-Up	
Date: 12-01-2020	Revised:

Hazard Correction Follow-Up

Whenever any report of unsafe or unhealthy condition has been made, follow-up is essential to ensure that proper corrections are being or have been made.

Persons of responsibility should conduct the necessary follow-up. Persons initiating Reports of Unsafe Condition or Hazard should inquire with their supervisors the status of corrections.

Any unnecessary delays in hazard correction should be investigated by Directors/Principals and reported to the Assistant Superintendent, Business Services.

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

Once a reported hazard has been corrected, Supervisors, Directors and/or Principals responsible for the area should conduct a safety evaluation to ensure that the hazard has been completely eliminated.

Only upon approval of the persons responsible for the area should access be allowed.

The following procedures will be used to evaluate, prioritize, and correct identified safety hazards. Hazards will be corrected in order of priority. The most serious hazards will be corrected first.

Hazard Evaluation

Factors which will be considered when evaluating hazards include:

1. Potential Severity: The potential for serious injury, illness, or fatality.
2. Likelihood of Exposure: The probability of the employee coming into contact with the hazard.
3. Frequency of Exposure: How often do employees come into contact with the hazard?
4. Number of Employees Exposed: The total amount of employees who were exposed to the hazard.
5. Possible Corrective Actions: What can be done to minimize or eliminate the hazard?
6. Time Necessary to Correct: How much time will be necessary to minimize or eliminate the hazard?

Techniques for Correcting Hazards

1. Engineering Controls: Could include machine guarding, ventilation, noise reduction at the source, and provision of material handling equipment. These are the first and preferred methods of control.
2. Administrative Controls: The next most desirable method would include rotation of employees or limiting exposure time.
3. Personal Protective Equipment (PPE): Includes hearing protection, gloves, respirators, and safety glasses. These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

Documentation of Corrective Action

All corrective action taken to mitigate hazards should be documented. Depending on the circumstances, one of the following forms should be used:

1. Safety Contact Report.
2. Safety Meeting Report,
3. Memo or Letter.
4. Safety Inspection Form.

***All hazards noted on safety inspections will be rechecked on each subsequent inspection and notations made as to their status.**

Part VIII

Accident/Injury Reporting Procedures

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 1: General Information	
Date: 12-01-2020	Revised:

General Information

All work-related accidents will be investigated by the department manager or supervisor or any other designated individual in a timely manner. This includes minor incidents and “near accidents”, as well as serious injuries. An “accident” is defined as any unexpected occurrence which results in injury to personnel, damage to equipment, facilities, material, or interruption of normal Facilities.

Responsibility for Accident Investigation

Immediately upon being notified of an accident, the department manager or supervisor, or any other designated individual, shall conduct an investigation. The purpose of the investigation is to determine the cause of the accident and corrective action to prevent future reoccurrence; not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

The Purpose of Accident Investigation

1. To prevent or decrease the likelihood of similar accidents.
2. To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two (2) factors.
3. To identify training needs. This makes training more effective by focusing on factors which are most likely to cause accidents.

What Types of Accidents Do We Investigate?

1. Fatalities.
2. Serious Injuries.
3. Minor Injuries.
4. Property Damage.
5. Near Misses.

Accident Investigation Procedures

Immediately upon being notified of an accident, the department manager, supervisor, or other designated individual will:

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh, and before witnesses forget important details, to make sure hazardous conditions, to which other employees, students or visitors could be exposed, are corrected or have been removed.
2. Provide the necessary first aid or medical services to the injured employee.
3. If possible, interview the injured worker at the scene of the accident and verbally “walk” him or her through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who has knowledge of the accident (even if they did not actually witness it).
4. Ensure that the employee and/or supervisor has reported the employee injury to District Nurse, using the procedures outlined in Accident Reporting Procedures.
5. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
6. Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Use sketches, diagrams, and photos as needed. Take measurements when appropriate.

7. All accidents involving death, disfigurement, amputation, loss of reported to Cal/OSHA immediately. The District's Business Services Department is the designated department which will report a work related fatality or serious injury within eight (8) hours to Cal/OSHA.
8. 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 the injury.
9. Every investigation must also include an action plan stating how to Prevent accidents of this type from occurring in the future.
10. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.
11. Complete the Accident Investigation/Corrective Action Report and Forward to the Business Services Department.

Accurate and Prompt Investigations

1. Ensures information is available
2. Causes can be quickly corrected
3. Helps identify all contributing factors
4. Reflects management concern
5. Reduces chance of recurrence

Investigation Tips

1. Avoid placing blame
2. Document with photos and diagrams, if necessary
3. Be objective and gather the facts
4. Reconstruct the event
5. Use open-ended questions

Questions to Ask

When investigating accidents, asking open-ended questions such as who, what, when, where, why, and how will provide more information than closed-ended questions such as "were you wearing gloves?"

Examples include:

1. How did it happen?
2. Why did it happen?
3. How could it have been prevented?
4. Who was involved?
5. Who witnessed the incident?
6. Where were the witnesses at the time of the incident?
7. What was the injured worker doing?
8. What was the employee working on?
9. When did it happen?
10. When was the accident reported?
11. Where did it happen?
12. Why was the employee assigned to do the job?

The single most important question to be answered as the result of any investigation is:

What do you recommend be done (or have you done) to prevent this type of incident from recurring?

Completion of Accident Investigation

The following steps are to be taken upon the completion of the accident investigation:

1. Take or recommend corrective action.
2. Document corrective action.
3. Management and the Assistant Superintendent, Business Services will review the results of all investigations.
4. Consider safety program modifications.

Information obtained through accident investigations can be used to update and improve our current program.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 2: Injured Employee Procedures: Non-Emergency	
Date: 12-01-2020	Revised:

Injured Employee Procedures: Non-Emergency

Immediately report all injuries or near misses to your supervisor and follow the steps outlined below for injuries

1. Each employee is responsible to immediately report to their supervisor that they have injured themselves while working.
2. If the injury is an emergency dial 911. After the employee has been transported to a hospital or medical, the District Safety Officer needs to be notified. The supervisor may place the call if the employee is unable to do so.
3. Prior to seeking medical attention (non-life threatening) at a District approved medical facility, the employee must contact the District's medical 24/7 Employee Call Center. Employees, who believe they have a life-threatening emergency, have to call 911 immediately.
4. The 24/7 Employee Call Center provides you access to a registered nurse who will evaluate the nature of your incident or injury and determine your immediate medical needs.

5. If treatment is required, but the injury is not an emergency, your supervisor will provide you with a Claim form for Workers' Compensation (Form DWC1).
6. After seeking treatment at District approved medical facility, it is your responsibility to bring your Doctor's Status Report to the Personnel Services at the District Office. The Personnel Services must review your status report before any work is resumed.
7. You must receive a Return to Work Authorization Form from the Personnel Services prior to returning to work.
8. If on the Doctor's Status Report there are any work restrictions or modified duty identified, you must be granted approval from the Personnel Services to work in a temporary modified duty or alternative work capacity.
9. Temporary modified duty or alternative work may be available for a period not to exceed 90 calendar days.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 3: Injured Employee Procedures: Emergency	
Date: 12-01-2020	Revised:

Injured Employee Procedures: Emergency

1. Should you feel you have a life-threatening emergency, call 911 immediately and then call the 877 number as soon as possible to report the injury.
2. Immediately report all injuries or near misses to your supervisor.
3. Your supervisor will complete a Supervisor Accident Investigation Report.
4. Prior to seeking medical attention (non-life threatening) at a District approved medical facility, you must contact the District's Personnel Services.
5. The 24/7 Employee Call Center provides you access to a registered nurse who will evaluate the nature of your incident or injury and determine your immediate medical needs.
6. If treatment is required, but the injury is not an emergency, your supervisor will provide you with a Claim form for Workers' Compensation (Form DWC1).
7. After seeking treatment at District approved medical facility, it is your responsibility to bring your Doctor's Status Report to the Personnel Services at the District Office. The Personnel Services must review your status report before any work is resumed.

8. You must receive a Return to Work Authorization Form from the Personnel Services prior to returning to work.
9. If on the Doctor's Status Report there are any work restrictions or modified duty identified, you must be granted approval from the Personnel Services to work in a temporary modified duty or alternative work capacity.
10. Temporary modified duty or alternative work may be available for a period not to exceed 90 calendar days.

Manager/Supervisor/Administrator Procedures

If an employee is injured at work &NEEDS MEDICAL ATTENTION:

1. Provide employee with the District's medical 24/7 Employee Call Center pamphlet and have the employee immediately call to report the injury. The 24/7 Employee Call Center provides access to a registered nurse who will evaluate the nature of the incident or injury and determine immediate medical needs.
2. Should you feel you have a life-threatening emergency, call 911 immediately and then call the 949 number as soon as possible to report the injury.
3. After the employee speaks with the 24/7 Employee Call Center, contact Personnel Services to report the incident.
4. Provide injured employee with Claim Form (Form DWC 1) to complete Employee Section (Top half) of form.
5. Complete and sign Employer Section of Form DWC 1 (Bottom half of form).
6. Provide employee with the following:
 - Copy of Form DWC 1
 - "Employee Procedures for Work-Related Injuries" sheet
 - "Facts about Workers' Compensation" pamphlet
7. Send original Form DWC 1 to Personnel Services within 1 (ONE) working day.

8. The “Supervisor’s Accident Investigation Report” must be completed by the following and sent to Personnel Services within 1 (ONE) working day:
 - School Sites – Principal or Assistant Principal
 - Child Nutrition – Cafeteria Manager
 - District Offices – Employee’s Supervisor
 - MOT – Employee’s Supervisor

If the employee DOES NOT WANT MEDICAL ATTENTION:

1. Employee must complete the WAIVER OF MEDICAL ATTENTION form.
2. Provide employee with the District’s medical 24/7 Employee Call Center pamphlet. The employee may call the Personnel Services at a later time, if the injury worsens and/or they wish to seek medical treatment.
3. Supervisor must complete the “Supervisor’s Accident Investigation Report.”
4. You do not need to complete the Claim Form (Form DWC 1), if the employee does not want medical treatment.
5. Send WAIVER and the “Supervisor’s Accident Investigation Report” Personnel Services within 1 (ONE) working day.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 4: Manager and Supervisor Procedures	
Date: 12-01-2020	Revised:

Manager and Supervisor Procedures

1. Upon notification of an injured employee, ensure that employee contacts District Nurse and follows the steps outlined in:

Section 2: Injured Employee Procedures: Non-Emergency.

Section 3: Injured Employee Procedures: Emergency.
2. Complete the District's Accident Investigation Report and forward to Workers' Compensation Specialist within 24 hours.
3. If the employee is authorized to return to work, the employee must provide Workers' Compensation Specialist with a copy of the Work Status Report releasing them to full duty.
4. If the employee is assigned work restrictions by the treating physician, Workers' Compensation Specialist, Return to Work Coordinator will review the work restrictions. If the employer is able to accommodate the work restrictions in the employee's usual and customary job, the employee will return to work with the restrictions. If the employer is unable to accommodate the work restrictions in the employee's usual and customary job, the employee will be placed in a temporary assignment which accommodates the particular work injury and protects the injured body part.

5. If the injured worker is unable to return to work, they must provide Workers' Compensation Specialist with the Work Status Report indicating they have been placed off work and for what duration.
6. The employee must return to the physician for follow-up appointments and return any subsequent Work Status Reports to Workers' Compensation.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 5: Reports to Cal-OSHA	
Date: 12-01-2020	Revised:

Reports to Cal/OSHA

Serious and fatal injuries are to be immediately reported to Cal/OSHA by the Director of Facilities or designee.

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

Immediately means as soon as practically possible but not longer than 8 hours after the District knows or with diligent inquiry would have known of the death or serious injury or illness.

If the District can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 8 hours after the incident.

When making such report, whether by telephone, the Director of Facilities or designee shall include the following information, if available:

- (1) Time and date of accident.
- (2) District's name, address and telephone number.
- (3) Name and job title of person reporting the accident.
- (4) Address of site of accident or event.
- (5) Name of person to contact at site of accident.
- (6) Name and address of injured employee(s).
- (7) Nature of injury.
- (8) Location where injured employee(s) was moved to.
- (9) List and identity of other law enforcement agencies present at the site of accident.
- (10) Description of accident and whether the accident scene or instrumentality has been altered.

Part IX

Accident Investigation

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part IX: Accident Investigation	
Section 1: Supervisor's Accident Investigation	
Date: 12-01-2020	Revised:

Supervisor's Accident Investigation

It is the responsibility of the immediate Supervisor to investigate all injuries (or near misses) and report on the District's Supervisor's Accident Investigation Report.

Supervisors will retain a copy and supply a copy to the Assistant Superintendent, Business, Business Services. These reports will be used in compiling data for Quarterly Loss Analysis Reports and are subject to review by the District's Safety Committee.

Procedures for investigating Employee injuries include:

1. Visiting the accident scene as soon as possible. This will allow the Supervisor to see the scene of the accident before any alterations to the scene can be made. It also allows the Supervisor to be visible and available to Employees in the area.
2. Interviewing injured workers and witnesses. Several points of view may be helpful in determining the actual cause of an accident. Always include statements in the accident investigation report.
3. Examining the workplace for factors associated with the accident. It is essential to inspect the scene of the accident to determine if any hazards are present that may cause future accidents.

4. Determining the cause of the accident and understanding the root cause of an accident will allow management to measures to prevent similar accidents from recurring. Determining the root cause may be a difficult or arduous task. A diligent investigation will allow management to understand the root cause.
5. Taking corrective action to prevent the accident from recurring. Immediate and complete corrective action is essential.
6. Documenting the findings and corrective actions taken by completing Supervisor's Accident Investigation Report. Attach all necessary information to the investigation report.

The Business Services Department is responsible for maintaining all accident investigation reports and ensuring that a copy of the report is forwarded to the Worker's Compensation Claims Coordinator.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part IX: Accident Investigation	
Section 2: Outside Agency Investigation	
Date: 12-01-2020	Revised:

Outside Agency Investigation

Serious injuries and fatalities may also be investigated by agencies outside of the District.

Insurance agencies as well as Cal/OSHA, Fire Departments, Law Enforcement Agencies, and the District Attorney may desire to investigate serious accidents and fatalities.

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

Part X

Training & Instruction

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part X: Training & Instruction	
Section 1: New Employee Safety Orientation	
Date: 12-01-2020	Revised:

New Employee Safety Orientation

New Employees are required to attend an orientation that includes safety as a major topic. The employee's primary supervisor or designee is responsible for conducting the new Employee safety and health orientation training.

Safety training at the new Employee orientation shall include but not be limited to:

1. General work rules and procedures
2. Hazard Communication
3. Blood borne Pathogens
4. Injury Reporting
5. Back Injury Prevention& Safe Lifting Procedures
6. Emergency action and fire plan
7. District's Code of Safe Practices

This training shall be documented and all documentation should be maintained by the District.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part X: Training & Instruction	
Section 2: Initial Job Instruction	
Date: 12-01-2020	Revised:

Initial Job Instruction

Initial Job Instruction refers to the on-the-job training given to new Employees to prepare them to do a specific job.

This type of safety training is an initial effort to generally acquaint Employees with what they will need to know to perform their new positions safely.

Whether the Employee is a new hire or a transfer from area position safety training is essential.

When Employees move to new occupations they are confronted with an entirely new workstation. With this new environment, Employees may be subject to a new set of hazards.

Initial Job Instruction (or Job Position Safety Orientation) covers such topics as general hazards, clean up and housekeeping responsibilities, and appropriate general safety rules.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part X: Training & Instruction	
Section 3: Pre-Job Safety Instructions for Non-Routine Hazardous Jobs	
Date: 12-01-2020	Revised:

Pre-Job Safety Instructions for Non-Routine Hazardous Jobs

For non-routine, hazardous jobs it is advisable to cover the major job hazards with pre-job safety instructions.

A pre-job safety instruction for non-routine, hazardous jobs is a specific orientation to the Employee for a specific hazardous operation.

Supervisors assigning non-routine, hazardous jobs are responsible for conducting pre-job instructions.

During this orientation, the Supervisor will cover specific hazards and precautions necessary for the job.

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

1. Safety equipment and personal protective equipment requirements.
2. Potential exposure to toxic materials.
3. Emergency procedures.
4. Physical hazards associated with the work area.

Hazardous Jobs Identified by the School District includes, but is not limited to:

1. Food Service Personnel.
2. Facilities Personnel.
3. Grounds Personnel.
4. Transportation Personnel.
5. Custodial Personnel.
6. Vehicle Facilities Personnel.
7. Reprographic Personnel.
8. School Nurse Personnel.
9. Public Safety Personnel.
10. Warehouse/Delivery Personnel.
11. Specialty Certificated Personnel.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part X: Training & Instruction	
Section 4: Safety Talks	
Date: 12-01-2020	Revised:

Safety Talks

Planned Safety Talks

Planned Safety Talks are one of several Supervision tools for ongoing safety instructions designed to increase awareness of hazards, safe job procedures and critical safety rules.

Essentially, such talks are short five to ten-minute instructional talks between the first line Supervisor and one or more Employees.

The subject of the talk is a specific topic like a safety rule or a particular hazard that is in need of emphasis. Supervisors should conduct safety talks.

Planned safety talks should be used whenever a new substance, process, procedure or equipment presenting a new hazard is introduced and whenever a Supervisor becomes aware of a new or previously unrecognized hazard.

If a new substance, process, procedure or equipment presenting a new hazard is not introduced Supervisors may schedule regular Safety Talks at a frequency that best suits the Facilities of the Department or affected Employees.

Correctional Safety Talks

When an employee is observed working in an unsafe manner, it is the responsibility of the Supervisor to correct the employee in a manner appropriate to the facts of the case. Correctional Safety Talks should be conducted in a friendly but firm manner.

Supervisors should complete the *Employee Safety Contact Report* to document the safety concern, along with the corrective action so that the unsafe practice may be eliminated and forward a copy to the Business Services Department.

Part XI

Record Keeping

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part XI: Record Keeping	
Section 1: Record Keeping	
Date: 12-01-2020	Revised:

Record Keeping

There are several forms of documentation that must be retained for record keeping purposes:

Safety Evaluation Documentation

1. Safety Evaluation documentation will be maintained by the Business Services Department.
2. Safety Evaluation documentation should include the name of the person(s) conducting the evaluation.
3. Safety evaluation documentation should include any unsafe conditions or work practices.
4. Safety Evaluation documentation should include corrective actions.
5. Safety Evaluation documentation should be maintained for no less than five years.

Safety Training Documentation

1. The Assistant Superintendent, Business Services, or Designee, and the Employee's Supervisor will maintain safety training documentation for a period of no less than five years.

2. Safety Training documentation should include the Employee's name, training dates, type of training, training providers.
3. Safety Training documentation should be maintained in Employee's personnel file for the duration of the Employee's employment.

Employee Injury Reports/Supervisor Accident Investigation Reports

1. The Business Services Department will maintain Employee Injury Reports and Supervisor Accident Investigation Reports.
2. Copies of Employee Injury Reports and Supervisor Accident Investigation Reports will be maintained in the injured Employee's personnel file.
3. Copies of Employee Injury Reports and Supervisor Accident Investigation Reports shall remain in the injured Employee's file for the duration of the injured Employee's employment.

Environmental/Employee Medical Monitoring

1. The Business Services Department will maintain Environmental and/or Employee Medical monitoring documentation for a period of no less than thirty years.

Part XII

Covid-19 Infection Prevention Plan

Part XII: Covid-19 Infection Prevention Plan	
Section 1: Covid-19 Infection Prevention Plan	
Date: 12-01-2020	Revised:

OVERVIEW

The following guidelines and considerations are intended to help school and community leaders plan and prepare to resume in-person instruction.

This guidance is interim. These guidelines and considerations are based on the best available public health data at this time, international best practices currently employed, and the practical realities of managing school operations; as new data and practices emerge, the guidance will be updated. Additionally, the guidelines and considerations do not reflect the full scope of issues that school communities will need to address, which range from day-to-day site-based logistics to the social and emotional well-being of students and staff; further guidance is forthcoming, including on school-based sports and extracurricular activities.

Implementation of this guidance will depend on local public health conditions, including those listed here. Communities meeting those criteria, such as lower incidence of COVID-19 and adequate preparedness, may implement the guidance described below as part of a phased reopening. All decisions about following this guidance should be made in collaboration with local health officials and other authorities.

Implementation of this guidance will be tailored for each setting, including adequate consideration of instructional programs operating at each school site and the needs of students and families.

The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA. Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on its

Cal/OSHA Guidance on Requirements to Protect Workers from Coronavirus webpage and will be developing supplemental guidance to assist education employers in complying with Cal/OSHA's COVID-19- related standards.

General Measures

The District will establish and continue communication with local and State authorities to determine current disease levels and control measures in our community. For example:

- Review and refer to, if applicable, the relevant county variance documentation. Documentation.
- Consult with county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions.
- Collaborate with other local educational agencies in your region, including the county office of education.
- Regularly review updated guidance from state agencies, including the California Department of Public Health and California Department of Education.

The District will evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. The District will ensure external community organizations that use the facilities also follow this guidance.

The District will develop a plan for the possibility of repeated closures of classes, groups or entire facilities when persons associated with the facility or in the community become ill with COVID-19.

The District will develop a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. For example, review existing student health plans to identify students who may need additional accommodations, develop a process for engaging families for potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed. Groups that might be at increased risk of becoming infected or having unrecognized illness include the following:

- Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;

- Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
- Individuals who may not be able to communicate symptoms of illness.

Procedures to Help Prevent the Spread of COVID-19

- Staff will be required to complete daily self-health assessments prior to arriving on-campus. The daily screening will be issued via ParentSquare. Parents are expected to keep children at home if they are experiencing any of the COVID-19 symptoms. Common symptoms include, but aren't limited to: fever, chills, cough, shortness of breath or difficulty breathing, fatigue (feeling tired), muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea.
- Thermal scanners will be used at each entry point to screen all students, staff, and visitors prior to entry to ensure each individual's temperature is below 100.4 degrees.
- If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, the district will do the following:
 - Provide resources including how to seek medical care information.
 - Follow COVID-19 Diagnosis in School Community guidance issued by the California Department of Public Health as contained within the LBUSD Playbook.
- If informed that an employee tests positive for COVID-19, the district will provide notice to health officials in the county/city in which they are working to thus provide district with further guidance. Information includes but is not limited to:
 - The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work. Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked to by the health officials.
- District will establish routine schedule to clean and disinfect common surfaces and objects in the workplace. This includes but is not limited to:
 - Classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, doorbells, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.
- The process of disinfecting includes providing disinfecting products, any PPE required for their safe use along with review of manufacturer instructions for

proper use. Daily disinfecting of interior and exterior school sites is done utilizing UV Light Sanitation by a third party service provider.

- District will provide opportunities and/or information related getting tested for COVID-19

Healthy Hygiene Practices

Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.

- Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Students and staff should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly.
- Staff should model and practice handwashing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
- Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
- Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

The District will consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.

The District will develop routines enabling students and staff to regularly wash their hands at staggered intervals.

The District will teach and reinforce use of cloth face coverings, masks, or face shields. Face coverings are most essential when physical distancing is not practicable.

- All staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection. Teachers can use face shields, if available, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction.
- Food service workers and staff in routine contact with the public (e.g., front office) should use gloves and facial coverings.
- Students should be encouraged to use cloth face coverings. Cloth face coverings are most essential in settings where physical distancing cannot easily be maintained, such as school buses or other settings where space may be insufficient.
- Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently.
- Information should be provided to all staff and families in the school community on proper use, removal and washing of cloth face coverings.

The District will ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

The District will provide and ensure staff use face coverings and all required protective equipment.

- The California Governor's Office of Emergency Services (CalOES) and the Department of Public Health (CDPH) are and will be working to support procurement and distribution of personal protective equipment.

Intensify Cleaning, Disinfection, and Ventilation

The District will suspend or modify use of site resources that necessitate sharing or touching items. For example, suspending use of drinking fountains and instead encouraging the use of reusable water bottles.

Staff should clean and disinfect frequently touched surfaces within school and on school buses at least daily and, as practicable, frequently throughout the day by trained custodial staff.

Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

Frequently touched surfaces in the school include, but are not limited to:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Tables
- Student Desks
- Chairs

The District will limit use of shared playground equipment in favor of physical activities that require less contact with surfaces.

The District will limit sharing of objects and equipment, such as toys, games and art supplies to the extent practicable. But where allowed, clean and disinfect between uses.

When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions.

To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).

- Avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer’s directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Custodial staff with the responsibility of cleaning and disinfecting the school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product’s instructions. All products must be kept out of children’s reach and stored in a space with restricted access.
- The District will establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

The District will ensure safe and correct application of disinfectant and keep products away from students.

The District will ensure ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.

- If opening windows poses a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to persons using the facility, the District will consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 1

The District will take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

Good sanitation practices include:

- Checking restroom facilities frequently and make sure they are clean and sanitary
- Assigning an employee to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary
- Making sure handwashing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing
- Making sure handwashing supplies are re-stocked regularly
- Assigning an employee to serve drinking water and provide appropriate PPE including but not limited to gloves and N95 respirators
- Sanitizing water receptacle and spigot frequently

Implementing Distancing Inside and Outside the Classroom

Arrival and Departure

1. Open windows and maximize space between students and between students and the driver on school buses where practicable.
2. Minimize contact at school between students, staff, families and the community at the beginning and end of the school day.

3. Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
4. Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
5. Consider using privacy boards or clear screens.

Classroom Space

1. Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teacher or staff with each group, to the greatest extent practicable.
2. Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day.
3. Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
4. Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
5. Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
6. Implement procedures for turning in assignments to minimize contact.

Non-Classroom Space

1. Limit nonessential visitors, volunteers and activities involving other groups at the same time.
2. Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
3. Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.
4. Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, and staggered passing times when necessary or when students cannot stay in one room.

5. Serve meals in classrooms or outdoors instead of cafeterias or group dining rooms where practicable. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.
6. Consider holding recess activities in separated areas designated by class.

Physical Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. Employees will be asked to practice distancing outdoors including, but not limited to the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas
- Before starting the work shift
- After the work shift
- Coming and going from vehicles
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods
- When other work activities including using various tools

Limit Sharing

Keep each child's belongings separated and in individually labeled storage containers, cubbies or areas. Ensure belongings are taken home each day to be cleaned.

Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.

Avoid sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable.

Train All Staff and Educate Families

The District will train all staff and provide educational materials to families in the following safety actions:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Use of face coverings

- Screening practices o COVID-19 specific symptom identification

The District will consider conducting the training and education virtually, or, if in-person, ensure distancing is maintained.

Information will be provided to all staff and families on proper use, removal and washing of cloth face coverings.

Check for Signs and Symptoms

The District will prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19.

The District will actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. The District will develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.

The District will implement screening and other procedures for all staff and students entering the facility.

- Conduct visual wellness checks of all students and take students' temperature with a no-touch thermometer.
- Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- Make available and encourage use of hand-washing stations or hand sanitizer.
- Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional guidance can be found here. As noted in Section 9 below, the staff liaison can serve a coordinating role to ensure prompt and responsible notification.
- If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies.

The District will monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.

The District will not penalize students and families for missing class.

Plan for When a Staff Member, Child or Visitor Becomes Sick

The District will work with school administrators, nurses and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.

Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

The District will establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

Notify local health officials, staff and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.

Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure

a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

Sick staff members and students are not to return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared.

The District will ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.

The District will provide students, teachers and staff from higher transmission areas opportunities for telework, virtual learning, independent study and other options as feasible to reduce travel to schools in lower transmission areas and vice versa.

Maintain Healthy Operations

The District will monitor staff absenteeism and have a roster of trained back-up staff where available.

The District will monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly.

The District will designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.

The District will maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#).

The District will consult with local health departments if routine testing is being considered by a local educational agency. The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear.

The District will support staff and students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, virtual learning or independent study.

Considerations for Partial or Total Closures

The District will check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.

When a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, implement the following steps:

- In consultation with the local public health department, the appropriate school official may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- Given standard guidance for isolation at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate.
- Additional close contacts at school outside of a classroom should also isolate at home.
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- Implement communication plans for school closure to include outreach to students, parents, teachers, staff and the community.
- Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable for public local educational agencies.
- Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
- Maintain regular communications with the local public health department.

Training

The District will provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19 if you are sick
- Physical distancing guidelines
- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.
 - Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing. Methods to avoid touching eyes, nose and mouth
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants
 - Reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.