

# **TWAIN HARTE SCHOOL DISTRICT**

## **INJURY AND ILLNESS PREVENTION PROGRAM**

Revision Date: 03.12.2025

Authorized by: Gabe Wingo

Superintendent, Twain Harte School District

## INJURY AND ILLNESS PREVENTION PROGRAM

### I. DISTRICT COMMITMENT TO SAFETY AND HEALTH

#### A. Safety and Health Policy

It is the policy of the Twain Harte School District to provide safe working conditions for all employees and to promote continuing, vital SAFETY AWARENESS at all levels, from top management to the individual worker. It is our belief that SAFETY AWARENESS is the basis on which a safety program must be founded.

The Twain Harte School District recognizes its responsibility to furnish a place of employment which shall be safe for employees and visitors; to provide safety devices and mechanical safeguards; to use methods and processes to protect the life, health and safety and welfare of employees, visitors and the general public and to maintain and enforce a program to fulfill this responsibility.

Employees at every level have a special obligation to examine everything they do with a consciousness that ensures that safety is not compromised. Inherently, safety is everyone's responsibility. In fact, safe performance of duties is an integral part of overall job performance.

Therefore, it shall be considered each person's responsibility not only to assure his/her own personal safety, but to develop a concern for safety for all who work with him/her. Employees shall at all times, while on District property, conduct themselves and perform work in a safe manner consistent with existing safety rules.

#### B. Objectives of the Injury and Illness Prevention Program

The Twain Harte School District's Injury and Illness Prevention Program is designed to prevent injuries, illnesses and accidents in the workplace. The primary purpose of the program is to ensure a safe and healthful work environment.

#### C. Location of the Written Injury and Illness Prevention Program.

A copy of Twain Harte School District's written Injury and Illness Prevention Program shall be kept at each school site. Documentation of specific elements of the program (i.e. completed inspection checklists, safety training rosters, etc.) and a master copy of the District's written Injury and Illness Prevention Program shall be kept by the District Safety Officer at the Maintenance Office.

#### D. Responsibilities for Safety and Health

District employees at every level have a special obligation to work safely and maintain a safe and healthful work environment. Safe job performance is an integral part of overall job performance. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under his/her jurisdiction.

### 1. PROGRAM ADMINISTRATOR

The person with overall responsibility and authority for implementing the Injury and Illness Prevention Program is the Superintendent. Gabe Wingo. The designated Program Administrator is:

Mark Van Houten  
District Safety Officer  
209-586-5871

The Program Administrator's duties include, but are not limited to:

- a. Maintaining a safety program that will incorporate the current practices and policies adopted by the safety profession and Cal/OSHA as being most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities and damage to equipment and material.
- b. Consulting directly with management personnel and employees on loss prevention matters and provide guidance necessary to assure effective administration of this program.

## **INJURY AND ILLNESS PREVENTION PROGRAM**

- c. Periodically evaluating compliance with the program within the district and its school sites. Make periodic inspections of worker compliance with Cal/OSHA standards. He should have full authority to stop jobs when safety precautions are not being enforced. The verbal notification to stop a job must be followed by a written report directly to the Superintendent
- d. Ensuring that managers and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations and District safety rules and policies.
- e. Ensuring that employees are trained in accordance with this Program.
- f. Developing methods for abating workplace hazards.
- g. Ensuring that workplace hazards are abated in a timely and effective manner.

The Program Administrator may assign all or some of these tasks to other individuals within the District.

### **2. SUPERINTENDENT**

Management, at all levels, has the responsibility to provide employees and students with a safe school and work environment by promoting safe practices and maintaining safe facility conditions. Although personnel exposure varies widely from school site to school site, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities and waste of materials at each site. To meet this goal, management will, to the best of their knowledge and ability:

- a. Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction. Ensure adherence to all safety directives and standards.
- b. Provide the leadership and direction necessary for administering school and/or departmental safety policies such as rules and regulations.
- c. Devote a portion of staff meetings, as necessary, to review departmental accidents and to discuss plans to reduce losses.
- d. Promote safety training and education
- e. Establish a policy of regular safety inspections of equipment, facilities and crews to ensure the safe operation and protection of District personnel and assets and to follow federal, state and local safety standards and regulations.
- f. Ensure that the District has an effective Hazard Communication Program in place.
- g. Ensure that all accidents are immediately investigated and reported promptly to the District Safety Officer.
- h. Hold each principal/department head/supervisor fully accountable for an explanation of the preventable injuries, collisions and liabilities incurred by their employee. An excessive number is an indication that some management policies and practices need reevaluation.

### **3. PRINCIPALS/DEPARTMENT HEADS/SUPERVISORS**

Each Principal/Department head/Supervisor shall be fully responsible and accountable to the Superintendent for compliance with the provisions of the program within the school site/department. They should ensure that:

- a. All personnel are briefed and fully understand work procedures and policies and enforce their use for each job class.
- b. All employees, full-time or part-time, permanent or temporary, are trained upon hire and retrained, when necessary, in the way each job must be accomplished.
- c. All employees are instructed and understand the use and need for protective equipment relating to the job.
- d. Necessary safety equipment and protective devices for each job are available and used properly.
- e. Initiative is taken in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect district loss control efforts.
- f. Safety meetings are conducted as necessary to review accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions.
- g. All serious accidents are thoroughly investigated, recorded and promptly reported to the district Safety Officer.
- h. Prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed. Each principal/department head/supervisor is accountable for the preventable injuries, collisions and liabilities incurred by his/her employees.
- i. Written documentation is maintained at each site reflecting that each employee is fully trained for the job they are assigned to do, that the employee is familiar with the published work rules, and that has received information indicating that compliance is mandatory.

## INJURY AND ILLNESS PREVENTION PROGRAM

- j. Employees are properly evaluated by indicating to the employees that: Following safe work procedures is required of all district employees; adherence to district safety policies is considered on performance evaluations; failure to comply with safety rules is grounds for disciplinary action.
- k. In-service educational programs are planned at least annually for all employees and that documentation is maintained for all educational activities.
- l. Proper safety procedures are prepared and used for all hazardous operations
- m. All periodic inspections within their jurisdiction are completed as scheduled.
- n. Chemical hazards are known to employees, material safety data sheets are available and employees are trained on the safe use of such chemicals.

### 4. EMPLOYEES

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

- a. Adhere to all safety policies and procedures
- b. Report potential unsafe conditions to the immediate supervisor
- c. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.
- d. Wear safety protective devices as necessary (or when instructed to do so).
- e. Report injuries immediately and seek immediate medical attention when required.
- f. Learn to lift and handle materials properly.
- g. Cooperate and take part in the District Safety Program, workshops, training and safety meetings as appropriate.
- h. Operate only machinery or equipment that the employee has been authorized to operate by their supervisor.
- i. Use only the prescribed equipment for the job and utilize it properly.

### 5. PARENTS

Parents shall be encouraged to:

- a. Teach safety standards to children in the home
- b. Support district safety requirements for employees and pupils
- c. Help the school in its hazard correction activities
- d. Serve on school safety committees when appointed.

## INJURY AND ILLNESS PREVENTION PROGRAM

### II. HAZARD IDENTIFICATION, EVALUATION AND CONTROL

#### A Inspections

1. **Purpose**

A safety inspection program is essential to disclose unsafe acts or conditions, determine reasons for their existence, and to recommend corrective action.

2. **Scheduled Inspections**

Inspections may be performed using a checklist. The completed checklists and follow up work orders will be collected and maintained by the District Safety Officer. These reports will be maintained for a period of three years and shall be made available upon request. Inspections of District facilities will be conducted as

follows:

<u>District Facility</u>	<u>Frequency</u>	<u>Conducted by</u>
School sites: Locker Rooms Gymnasium Parking Lots	Check Daily Report - annually	Custodian/M&O
Fire Protection, etc., Offices, Classrooms		
Athletic Fields Bleachers	Check Daily Report- annually	Custodian/M&O
Science labs Art Rooms, Home Economics Wood Shop, Metal Shop	Check Daily Report-annually	Teacher
Maintenance shop Transportation shop	Check Daily Report-annually	Maintenance Supervisor
Cafeteria	Check Daily Report-annually	Cafeteria Staff
Automotive equipment	Daily by Operators Mandated CHP reports	Vehicle Operator

3. **Unscheduled Inspections**

In addition to scheduled inspections and ongoing review, the Program Administrator will arrange for unscheduled, unannounced inspections. The list of subjects for these inspections will be chosen randomly, but with particular emphasis on:

- General housekeeping
- Storage and Handling of Hazardous Materials
- Use of Personal Protective equipment  
Proper guarding of equipment and machinery
- Playgrounds/Fitness Courses/Athletic fields

## **INJURY AND ILLNESS PREVENTION PROGRAM**

### **4. Red Tagging of Unsafe Facilities or Equipment**

Facilities and equipment noted to be unsafe for use should be tagged on the spot by the inspector.

Personnel who continue to use any item that has been so tagged or who willfully removes the tag before the unsafe condition is corrected shall be subject to disciplinary action up to and including dismissal.

### **5. Documentation of Inspections**

Copies of completed inspection reports are filed with the maintenance office by the District Safety Officer.

Appropriate work orders should be generated to repair identified hazards.

## **B. Employee Hazard Reporting Procedure**

Employees should make every effort to correct hazards immediately within their control. Other hazards should be reported immediately to the employee's supervisor. Employees may also use the Employee Hazard Reporting Form to report hazards (anonymously, if they so wish). The form should be submitted to the District Safety Officer at the maintenance office. The Maintenance and Operations Department shall investigate all such reports in a prompt and thorough manner. A response detailing any District action will be provided to the employee or site, if submitted anonymously, within five (5) working days.

## **C. Job Hazard Analysis (JHA)**

The District Safety Officer shall maintain and periodically update a Code of Safe Work Practices for the job classifications within their jurisdiction. The Code of Safe Work Practices or Job Hazard Analysis will be used to train new employees and provide on-going training for existing employees. The Job Hazard Analysis/Code of Safe Work Practices are included with this IIPP.

## **D. Hazard Evaluation and Control**

All inspection reports should be forwarded to the Maintenance Office with appropriate work orders, if needed. Employee Hazard Reporting Forms should be forwarded to the District Safety Officer where appropriate work orders will be completed if needed. Any work orders dealing with safety issues will be prioritized according to the hazard and completed in a timely manner.

## **E. Imminent Hazards**

Whenever possible, it is the District's intent to abate immediately any hazard which gives rise to a risk of imminent harm. When such a hazard exists which the District cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment.

## INJURY AND ILLNESS PREVENTION PROGRAM

### III. SAFETY AND HEALTH TRAINING

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses and accidents in the workplace. The District is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the District will provide training to each employee with regard to general safety procedures and with regard to any hazards or safety procedures specific to that employee's work assignment.

#### A. When Training Will Occur

Training will be provided as follows:

1. Upon hiring;
2. Whenever an employee is given a new job assignment for which training has not previously been provided;
3. Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace;
4. Whenever the District is made aware of a new or previously unrecognized hazard; and
5. Whenever the District, Program Administrator or Department Manager believes that additional training is necessary.

#### B. Training of Supervisors

The District will be responsible for providing and developing formal safety training in specific areas for supervisors.

#### C. Areas of Training (as required by duties)

1. Hazard Communication, Employee Right-to-know
2. Personal Protective Equipment
3. Hand tools and Portable Power Tools
4. Machinery and Machine Guarding
5. Back Injury Prevention/Proper Lifting Techniques
6. Accident Investigation for Supervisors
7. Fire Safety
8. Defensive Driving
9. Office Safety
10. CPR and First Aid
11. Forklift Safety
12. Other Programs

#### D. Documentation of Training

Training documentation is stored digitally within our safety training portal. Any additional training not administered through the portal is stored in the District Office and/or with the Director of Maintenance, Operations and Transportation.

## INJURY AND ILLNESS PREVENTION PROGRAM

### IV. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

#### A. Anonymous Notification Procedure

The District has a system of anonymous notification whereby employees who wish to inform the District of workplace hazards may do so anonymously by sending a written notification to the Maintenance and Operations Department using the Employee Hazard Report Form. The Maintenance and Operations Department shall investigate all such reports in a prompt and thorough manner. A response detailing any District action will be provided to the employee or site, if submitted anonymously, within five (5) working days.

#### B. Posters/Signs

Where appropriate signs and posters will be utilized to help maintain a high level of safety awareness on the job.

#### C. Newsletter

The District may distribute a Wellness and Safety newsletter to all employees in a timely manner. A copy of each issue will be maintained in the Injury and Illness Prevention file at the Maintenance Office.

#### D. Training

The District has training requirements designed to instruct each employee on general safety procedures as well as on safety procedures specific to the employee's job. Training requirements are described in greater detail in Section III of this program.

### V. ACCIDENT INVESTIGATION

#### A. Purpose

The purpose of accident investigation is to determine the causes of accidents and what can be done to prevent similar accidents from recurring. The objective of any investigation is FACT FINDING, NOT FAULT FINDING.

#### B. District Policy

All work-related accidents involving employee injuries and/or property damage will be investigated by the District in a timely manner. Minor incidents and near misses may be investigated as well as serious accidents. A near miss is an incident that, although not serious in itself, could have resulted in a serious injury or significant property damage.

Investigation of these instances may avoid serious accidents in the future. Accident investigations will be documented in writing. For minor accidents, the Supervisor's First Report of Injury shall suffice as the accident investigation. For more in depth investigations, the form found in the appendix may be used.

#### C. Responsibility for Accident Investigation

The Supervisor shall be responsible for conducting the accident investigation.



## **INJURY AND ILLNESS PREVENTION PROGRAM**

### **VI. DISTRICT SAFETY RULES**

#### **A. GENERAL SAFETY RULES**

For the protection and safety of all employees, the Twain Harte School District has established the following rules designed to prevent accidents and injuries. Compliance with these rules will be mandatory.

1. All accidents and injuries must be reported to the supervisor at the time of occurrence.
2. Machines or equipment shall not be operated until you have received proper instructions.
3. Horseplay, throwing things, running in aisles and stairways, distracting employees at work and unnecessary shouting are forbidden.
4. All spilled oil, grease, water and other liquids must be cleaned up immediately.
5. Areas in which overhead maintenance is being performed will be blocked off and posted to prevent possible injury from falling objects. A barricaded or posted area will not be entered except by the workers performing the work.
6. Any defective tool or equipment must be immediately reported to your supervisor.
7. Failure by an employee to comply with the safety rules will be grounds for corrective discipline.
8. Specific Department Safety Rules, when applicable, will be posted in appropriate work areas.

#### **B. Materials Handling**

1. Lifting: Attempting to lift or push an object which is too heavy must be avoided. You must contact the supervisor when help is needed to move a heavy object.
2. Hand trucks will be pulled when in transit except going down an incline or placing a load in position.
3. Hand trucks will be loaded in such a manner as to eliminate the possibility of spilling.
4. When carrying material, caution will be exercised in observance of obstructions or loose material.
5. Protruding nails in boxes, skids or other containers will be removed or made flush.
6. All material will be stacked and stored in proper areas.
7. Material will not be stored in aisles. Aisles must be kept clear at all times.

#### **C. Protective Equipment**

1. Safety glasses will be worn when eye protection is required, i.e. where posted. Photo-gray or sunglasses will not be allowed in shop areas.
2. Safe shoes will be required. Shoes with exposed heels, toes or archways will not be permitted in a shop area. Shoes constructed from materials other than leather or synthetic leather will be explicitly prohibited from shop areas.
3. Where there is danger of hair (4" from the scalp in length) entangling in moving machinery or equipment, a hair enclosure (cap or hat) must be worn. (Hairnet not accepted by OSHA).

#### **D. Machine Operating**

1. Use of a machine or piece of equipment will be restricted to that which employee has been trained, qualified and authorized to operate.
2. Immediate notification must be given to the supervisor for any unsafe equipment which is missing protective guards or has improperly positioned protective guards.
3. Power machinery will be kept free of unnecessary tools, rags, and scrap while in operation.
4. Machinery will be turned off when not in use.
5. Brush, chip hook or rake will be used to remove chips.
6. Work pieces and cutters will be secured before setting machine in motion.
7. Correct speed and feed will be used when operating equipment.
8. Rings, jewelry, watches, gloves, neckties, long sleeves or loose clothing will not be worn when near or when operating machinery.
9. Tampering with or removal of safety guards is prohibited

#### **E. Compressed Air**

1. Compressed air will not be used to clean floors.
2. When blowing chips from a hole, the hole must be covered with a shop towel.
3. Flow from an air hose will not be directed toward another person or toward the operator of the air hose.
4. Compressed air will not be used to clean clothes, hands or other parts of the body.

## INJURY AND ILLNESS PREVENTION PROGRAM

5. Where danger of flying particles is present, safety glasses with side shields will be worn by employees working with compressed air hoses.
6. The working pressure of a nozzle will not exceed 30 psi.
7. Altering or tampering with safety air nozzles is forbidden.

### F. Housekeeping

The foundation of a safe, healthful and pleasant place to work is good housekeeping.

1. Materials and equipment will be kept out of aisles
2. Materials will not be stored against doors or exits, fire ladders or fire extinguisher stations.
3. Tools and other equipment will be returned to their proper storage area after use.
4. Tools will be kept dry; spilling of liquids will be avoided; all spills will be wiped-up immediately.
5. Trash and scrap will be thrown in proper waste containers
6. Good housekeeping practices will be exercised within each employee's work area.

### G. Chemicals

1. Chemicals will not be purchased and/or brought on site for usage without a current Material Safety Data Sheet.
2. No chemicals meeting the definition of a "Hazardous Material", as defined by the OSHA Safety and Health Regulations, will be used without strict adherence to the data, precautions and procedures for handling, storage, disposal and usage contained on the appropriate Material Safety Data Sheet.
3. All containers will be labeled as to their contents.

### H. Fire Emergency

1. All fires must be reported immediately. Fire emergency number will be called and location of fire given.
2. All employees must know the location of fire extinguisher(s), fire blankets and stretchers
3. Tampering with fire extinguisher(s) is forbidden.
4. Fire extinguisher(s), sprinklers, fire exits or risers will not be blocked by supplies, stock or parts at any time.
5. Smoking or open flame is prohibited in areas where flammable materials are used or stored.
6. All employees will comply with posted "NO SMOKING" areas.
7. Person who is reporting fire must stay on telephone line until released by fire department personnel.

### I. Medical Emergency

All medical emergencies will be reported immediately. Medical emergency number must be called and location of emergency given.

### J. Heat Illness Section

Administrative Summary for Heat Stress

**The people most likely to be affected by a heat illness are students in athletic programs like football, especially during the pre-season when students are still trying to the team and requirements may include, 2 times a day or physical training. Fatalities due to heat illness have happened in these situations. Coaches MUST be aware of and address heat illness.**

#### 1. Heat Stress is a legal requirement under OSHA under these conditions:

- a. Employees that spend more than 50% of their time outdoors. This includes grounds keepers and occasionally M&O/custodial staff. OSHA asks the employee how much time they spend outside and they take that number instead of what might be written in a job description. You should include all your employees that spend two hours or more outside.
- b. When there is a temperature of 85 or higher.
- c. If there are hot environments indoors, they need to be addressed (kitchens, shops...)
- d. There are 2 main kinds:

## INJURY AND ILLNESS PREVENTION PROGRAM

- i. Heat Exhaustion -severe overheating: heavy sweating, nausea, dizziness.
- ii. Heat Stroke-body system shutdown: no sweating, unconsciousness, rising body temperature

### 2. The legal requirements are:

- a. Written procedures for how you are complying with the regulations.
- b. Providing shade for employees that work outdoors; not usually a problem in schools.
- c. Allowing employees to take breaks and rest in the shade whenever they feel the need.
- d. Access to water; not usually a problem in schools.
- e. Training for affected employees. It must be documented. The JPA can provide this and it should be done at hire. We do this annually for custodians and M&O.
- f. Supervisor training to ensure they know the requirements and that they can recognize the symptoms and know what to do.

### 3. At-risk employees:

- a. Groundskeepers
- b. M&O/custodians that are working outside occasionally, as acclimatization is a factor.
- c. Some playground aides
- d. Some athletic department employees
  - i. There have been many documented cases involving students in athletic programs, especially football, where the students are wearing heavy equipment, are physically exhausted, and don't stop for adequate water breaks. Coaches MUST be well trained on this subject.
- e. Employees working outside on the first few hot days.
- f. Employees on outdoor field trips, especially if there is a lot of walking.
- g. Overweight employees or those in poor physical condition.
- h. Additional factors like age, taking certain medications, alcohol consumption, caffeine, etc.

### 4. Response:

- a. For Heat Exhaustion: treat the symptoms. Get them out of the heat, give water, and monitor. It can take a few hours to few days to fully recover. They may need medical attention.
- b. For Heat Stroke: call 911 immediately. Then cool the person quickly: wet sheets, ice packs, etc.

## INJURY AND ILLNESS PREVENTION PROGRAM

### M&O Summary for Heat Stress

**Note:** 63% of heat illness fatalities occurred under supervisors that were not trained. All Supervisors, will need proof of training.

**The people most likely to be affected by a heat illness are students in athletic programs like football, especially during the pre-season when students are still trying to the team and requirements may include, 2 times a day or physical training. Fatalities due to heat illness have happened in these situations. Although coaches are responsible for this, please watch them and remind them if they forget.**

**1. Heat Stress is a legal requirement under OSHA. The admin summary addresses who is included and lists the regulations.**

- a. *Be conservative when deciding who to work at least 50% outdoors. OSHA includes roads, loading docks, and even sheds as outdoors if they are hot enough inside. Also note that it is people that don't usually work outdoors and are suddenly thrust into it that often have an incident.*
- b. *OSHA is also applying this to hot indoor environments.*
- c. *Don't forget roofs and attics. Attics can climb to 125 or more on hot days with no ventilation and some M&O people work alone.*
- d. *The minimum temperature when this applies is 85 degrees unless circumstances cause a greater heat load than normal (work type, worker fitness, ventilation)*

**2. Compliance tips**

**Note: OSHA has stated that it is not enough for supervisors to provide heat stress training to their employees. Supervisors must also follow up to ensure compliance.**

- a. Written procedures: The JPA provides a handout that can serve as your written procedure, but you'll need to be sure you do what is written or that you modify it to reflect what you actually do.
- b. Shade: Can be an issue for mowing/lawn care. Schedule those tasks for as early as you can.
- c. Breaks: Allow 5 minute breaks whenever the employee feels they need them. This may mean that you get less work done on very hot days. If that becomes an issue, one solution is to start work just before daybreak so that the outdoor tasks can be started at dawn.
- d. Water: You don't have to provide bottled water-tap or fountain water is fine. You do need to provide some kind of water bottle and some districts find it easier to use bottled water. It doesn't have to be kept in a cooler but it should be "suitably cool". Provide a quart an hour.
- e. Training: The list of topics is in the regulation(attached). It must absolutely be done before working outdoors, but it is recommended you at least handout something at initial hire. The JPA provides employee training during the summer Custodial Training Days. You also need documented training - the JPA Supervisor training suffices for this.

**3. Daily Observation and First Aid Response:**

- a. Monitor your employees for symptoms, especially new employees, those doing outdoor work for the first time, those in poor physical condition, taking medications, and during the first few hot weeks. Push water on them.
- b. Victims rarely realize they are exhibiting symptoms: train your people to watch each other.
- c. If you have people working alone, you'll need to check on them periodically.
- d. If anyone faints from the heat and they are not sweating, call 911.

## HEAT ILLNESS PREVENTION PLAN

Twain Harte School District  
18815 Manzanita Drive  
Twain Harte,

CA

95383

The following designated person/persons have the authority and responsibility for implementing the provisions of this program at this worksite.

Gabe Wingo, Superintendent/Principal

209-586-3772

Mark Van Houten, M.O.T. Director

209-586-3266

# INJURY AND ILLNESS PREVENTION PROGRAM

## Heat Illness Prevention Plan

### Objective

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

It is the policy of the Twain Harte School District to prevent heat illnesses among employees. Employee Groups considered to be at risk include the following job areas:

- Food Service
- Maintenance, Custodial and Grounds  
Coaches, PE Teachers
- Security, Campus Liaisons
- Playground Supervisors
- Bus Drivers and Mechanics

The trigger temperature that supervisors will use to alter schedules and prevent employees from working in excessive heat is 103° F or a Heat Index of 84.



### Heat Dome:

- High pressure acts as a lid on the atmosphere
- As hot air tries to escape. The lid causes it to sink
- The air is forced to warm even more as it sinks

A Heat Illness App can be downloaded at: <https://www.osha.gov/SLTC/heatillness/heat index/heat app.html>.

When the temperature outside is between 100°F – 103°F employee work may be modified to allow for tasks away from the outside heat. A second trigger temperature of 104°F - 109°F will be used to terminate any outside work or activity.

The threshold temperature for initiating "high heat procedures" is 85 degrees. High heat procedures include a means of observing employees for heat illness symptoms; a designated on-site employee to call for emergency medical services; and a pre-shift meeting to review high-heat precautions.

In addition, shade and water will always be available to all staff, no matter the temperature. Please report any incidents involving heat illness to the District Office.

To accomplish these objectives, the School District has adopted the following policies and procedures:

### Water:

All employees who work in a hot environment shall be provided with water adequate to prevent dehydration and heat illness. This will be accomplished by assuring that piped, potable drinking water is available in or near all fixed facility work sites. Fresh, pure, suitably cool water will be provided within 400ft of any work location.

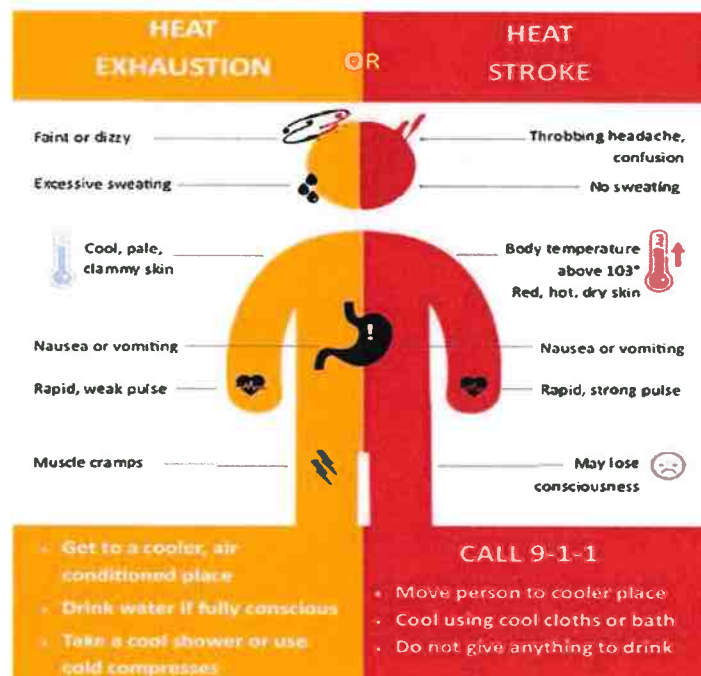
Employees who work away from fixed sites shall take with them a minimum of 1 quart of water per employee per hour for the period they will be working away from a potable water source. Water shall be stored in insulated containers filled with enough ice to keep the water at a palatable temperature throughout the work period. Containers will be cleaned and sanitized on a regular basis; damaged containers shall be replaced.

## INJURY AND ILLNESS PREVENTION PROGRAM

### Shade:

Shade will be available when the temperature exceeds 80°F and will accommodate all employees on break.

Any employee who becomes ill due to dehydration or exposure to high heat must be provided a shaded place to rest and recuperate. A vehicle equipped with a working air conditioning system can be used to provide shade for any employee who needs it. All workers subject to this plan shall be provided with a working vehicle equipped with adequate air conditioning, and shall be directed to rest in the vehicle when they begin to experience the effects of any heat illness. In addition, Grounds and Maintenance Personnel will be provided with an umbrella for field work where vehicle shade is not appropriate or available. for field work where vehicle shade is not appropriate or available. All employees have access to air-conditioned buildings at the school campus. For serious illness, employees in the field shall call their supervisor to obtain emergency medical services referrals and information.



### Training:

All employees who may be exposed to high heat in their work shall attend annual training covering the dangers of heat illnesses, how to recognize those illnesses, and the proper first aid for each illness. Employees shall also learn the appropriate methods for seeking emergency medical assistance.

Employees shall also be trained in the factors that can make them more susceptible to heat illness and methods to protect themselves when working in a hot environment.

### Record Keeping:

Training records shall be kept for each employee who attends annual heat illness prevention training. Records of any heat-related illness shall be maintained with the employee's medical and/or worker's compensation records.

### Summon Emergency Medical Assistance:

Employees taking cool-down breaks are encouraged to remain in the shade until symptoms subside, and the employee will be monitored during the recovery period.

To summon emergency medical assistance, **CALL 911**. Be prepared to describe your location and the nature of the emergency. Answer any questions and stay on the line until you are told to hang up.

## INJURY AND ILLNESS PREVENTION PROGRAM

### Heat Illness Prevention

When the body becomes overheated, a condition of heat stress exists. Heat stress can lead to a number of problems, including heat exhaustion, heat stroke, heat cramps, fainting, or heat rash.

### Heat Exhaustion

Although not the most serious health problem, heat exhaustion is very common. Heat exhaustion happens when a worker sweats a lot and does not drink enough fluids or take in enough salt or both. The simple way to describe the worker is wet, pale (almost white), and weak.

#### Signs and symptoms

- Sweaty
- Weak or tired, possibly giddy
- Nausea
- Abnormal or slightly higher body Temperature
- Pale, damp skin (sore, tired, flushed)

#### What to do

- Rest in a cool place
- Drink an electrolyte solution, such as a sports drink. Avoid caffeinated beverages such as colas, ice tea or coffee
- In severe cases involving vomiting or fainting, have the worker taken to the hospital.

### Heat Stroke

Heat stroke is the most serious health problem for people working in the heat, but is not very common. It is caused by the failure of the body to regulate its core temperature. Sweating stops and the body cannot get rid of excess heat. Victims will die unless they receive proper treatment promptly.

#### Signs and symptoms

- Confusion, delirium, fainting, or seizures
- Body temperature of 103°F or higher
- dry skin, usually red or blue in color

#### What to do:

- Call 911 immediately, request an ambulance
- Move victim to a cool area
- Soak victim with cool cloths
- Fan the victim vigorously to increase cooling

### Heat Cramps

Heat cramps are painful muscle spasms. They occur when a worker does not replace water, and specifically loss of salts from sweating. Tired muscles- those used for performing the work-are usually the most likely to have the cramps.

#### Signs and symptoms:

- Muscle spasms
- Heavy sweating

#### What to do:

- Drink an electrolyte solution like sports drinks
- Apply firm pressure on cramping muscle, gently massage to relieve spasm

### Fainting (Heat Syncope)

Fainting usually happens to someone who is not used to working in the hot environment and simply stands around. Moving around, rather than standing still, will usually reduce the likelihood of fainting,

#### Signs and symptoms:

- Brief loss of consciousness
- Sweaty skin, normal body temperature
- Signs of: Stroke or Heat exhaustion

#### What to do:

- Lie person in a cool place
- Seek medical attention if not recovering after a brief period



## INJURY AND ILLNESS PREVENTIONPROGRAM

### Heat Rash

Heat rash, also called prickly heat, may occur in hot and humid environments where sweat cannot evaporate easily. When the rash covers a large area or if it becomes infected, it may become very uncomfortable. Heat rash may be prevented by resting in a cool place and allowing the skin to dry.

#### Signs and symptoms:

- rash characterized by small pink or red bumps
- irritation or prickly sensation
- itching

#### What to do:

- keep skin clean and dry to prevent infection,
- Wear loose cotton clothing
- Cool baths and air conditioning are very helpful
- Over the counter lotions may appease pain and itching

### Work Practices

Clothing: Wear loose-fitting, lightweight clothing, such as cotton, to allow sweat to evaporate. Light colors absorb less heat than dark colors. When working outside, wear a lightweight hat with a good brim to keep the sun off your head and face.

Drinking: Drink plenty of liquids, especially if your urine is dark yellow, to replace the fluids you lose from sweating - as much as one quart per hour may be necessary. Water and/or sports drinks are recommended. Since caffeine is a diuretic (makes you urinate more), beverage such as cola, iced tea and coffee should be avoided. Thirst is not a reliable sign that your body needs fluids. When doing heavy work, it is better to sip rather than gulp the liquids.

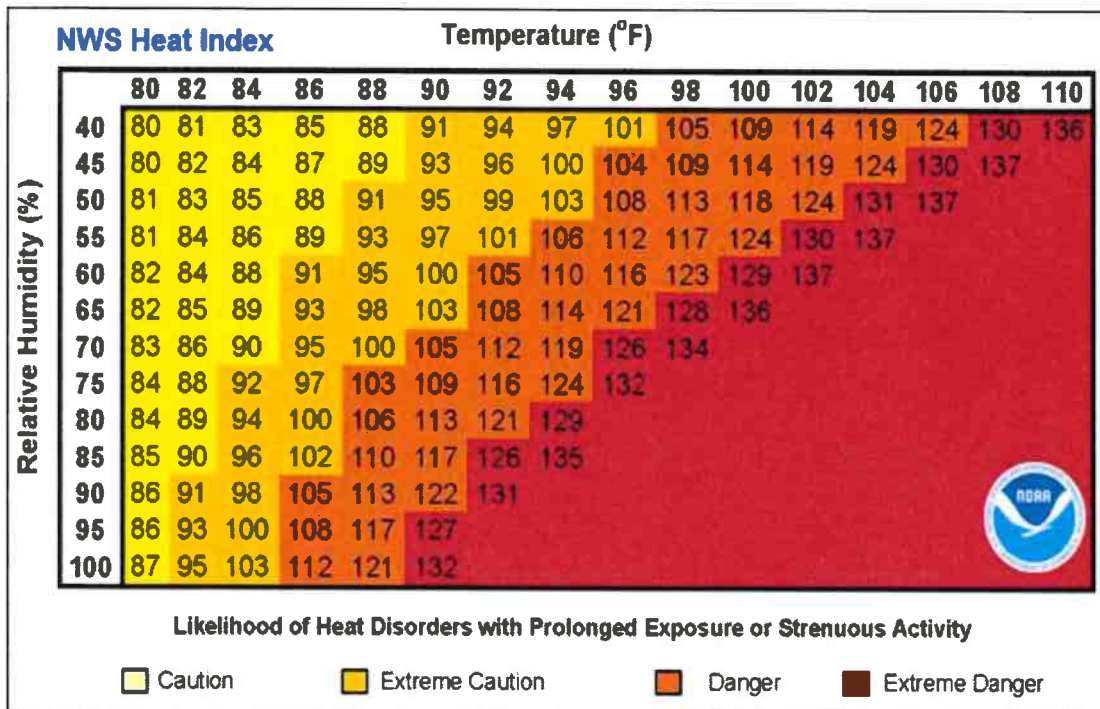
Acclimatization: New employees and workers returning from an absence of two weeks or more should have 5 days to get used to the heat. Begin with 50 percent of the normal workload and time exposure the first day and gradually build up to 100 percent on the fifth day.

Work Schedule: If possible, heavy work should be scheduled during the cooler parts of the day. Otherwise, alternate heavy work in the heat with lighter work or work in cooler areas.

## INJURY AND ILLNESS PREVENTION PROGRAM

What is the heat index?

"It's not the heat, it's the humidity". That's a partly valid phrase you may have heard in the summer, but it's actually both. The heat index, also known as the apparent temperature, is what the temperature feels like to the human body when relative humidity is combined with the air temperature. This has important considerations for the human body's comfort. When the body gets too hot, it begins to perspire or sweat to cool itself off. If the perspiration is not able to evaporate, the body cannot regulate its temperature. Evaporation is a cooling process. When perspiration is evaporated off the body, it effectively reduces the body's temperature. When the atmospheric moisture content (i.e. relative humidity) is high, the rate of evaporation from the body decreases. In other words, the human body feels warmer in humid conditions. The opposite is true when the relative humidity decreases because the rate of perspiration increases. The body actually feels cooler in arid conditions. There is direct relationship between the air temperature and relative humidity and the heat index, meaning as the air temperature and relative humidity increase(decrease), the heat increases (decreases).



In order to determine the heat index using the chart above, you need to know the air temperature and the relative humidity. For example, if the air temperature is 100°F and the relative humidity is 55%, the heat index will be 124°F. When the relative humidity is low, the apparent temperature can actually be lower than the air temperature. For example, if the air temperature is 100°F and the relative humidity is 15%, the heat index is 96°F. In the Panhandles, we commonly see hot temperatures during the summer, but the low relative humidity values make it somewhat unusual to see dangerous heat index values (i.e. 103°F or greater).

It surprises many people to learn that the heat index values in the chart above are for shady locations. If you are exposed to direct sunlight, the heat index value can be increased by up to 15°F. As shown in the table below, heat indices meeting or exceeding 103°F can lead to dangerous heat disorders with prolonged exposure and/or physical activity in the heat.

Classification	Heat Index	Effect on the body
Caution	80°F - 90°F	Fatigue possible with prolonged exposure and/or physical activity
Extreme Caution	90°F - 103°F	Heat stroke, heat cramps, or heat exhaustion possible with prolonged exposure and/or physical activity
Danger	103°F - 124°F	Heat cramps or heat exhaustion likely, and heat stroke possible with prolonged exposure and/or physical activity
Extreme Danger	125°F or higher	Heat stroke highly likely

# INJURY AND ILLNESS PREVENTION PROGRAM

## CAL/OSHA HEAT ADVISORY

When employees work in hot conditions, employers must take special precautions in order to prevent heat illness. Heat illness can progress to heat stroke and be fatal, especially when emergency treatments are delayed. An effective approach to heat illnesses vital to protecting the lives of California workers.

California Law requires employers to identify and evaluate workplace hazards and take the steps necessary to address them. The risk of heat illness can be significantly reduced by consistently following just a few simple steps.

Employers of outdoor workers at temporary work locations must be particularly alert and also plan for providing first aid and emergency medical services should they be necessary. All workers should be accounted for during and at the end of the work shift.

Heat illness results from a combination of factors, including environmental temperatures and humidity, direct radiant heat from the sun or other sources, airspeed and workload. Personal factors, such as age, weight, level of fitness, medical condition, use of medications, alcohol and acclimatization effect how well the body deals with excess heat.

### HEAT ILLNESS RISK REDUCTION

#### 1. Recognize the Hazard:

There is no absolute cut-off below which work heat is not a risk. With heavy work at high relative humidity or if workers are wearing protective clothing, even work at 70°F can present a risk. In the relative humidity levels often found in hot areas of California (20-40 percent) employers need to take some actions to effectively reduce heat illness risk when temperatures approach 80°F. At temperatures above 90°F, especially with heavy work, heat risk reduction needs to be a major concern.

#### 2. Water:

There must be an adequate supply of clean, cool potable water. Employees who are working in the heat need to drink 3-4

glasses of water per hour, including at the start of a shift, in order to replace the water lost to sweat. For an eight-hour day this means employers must provide two or more gallons per person. Thirst is an unreliable indicator of dehydration.

Employees often need ongoing encouragement to consume adequate fluids, especially when the workload or process does not encourage breaks.

**DO NOT Drink soda, beer or coffee, DO Drink WATER!**

#### 3. Shade:

The direct heat of the sun can add as much as 15 degrees to the heat index. If possible, work should be performed in the shade. If not, employers where possible should provide a shaded area for breaks and when employees need relief from the sun. **Wide brimmed hats** can also decrease the impact of the direct heat.

#### 4. Acclimatization:

People need time for their bodies to adjust to working in heat. This "acclimatization" is particularly important for employees returning to work after a long absence, recurring illness, or recently moving from a cool to hot climate. For heavy work under very hot conditions, a period of 4 to 10 days of progressively increasing work time starting with 2 hours per workday under the working conditions as recommended. For less severe conditions at least the first 2 or 3 days of work in the heat should be limited to 2 to 4 hours. Monitor employees closely for signs and symptoms of heat illness. Particularly when they have not been working in heat the last few days, and when a heat wave occurs.

#### 5. Rest Breaks:

Rest breaks are important to reduce internal heat load and provide lime for cooling. Heat illness occurs due to a combination of environmental and internal heat that cannot be adequately dissipated. Breaks should be taken in cooler, shaded

areas. Rest breaks also provide an opportunity to drink water.

#### 6. Prompt Medical Attention:

Recognizing the symptoms of heat illness and providing an effective response requires promptly acting on early warning signs. Common early symptoms and signs of heat illness include headache, muscle cramps and unusual fatigue. However, progression to more serious illness can be rapid and can include unusual behavior, nausea/vomiting, weakness, rapid pulse excessive sweating or hot dry skin, seizures, and fainting or loss of consciousness. Any of the symptoms require immediate attention. Even the initial symptoms require immediate attention.

Even the initial symptoms may indicate serious heat exposure. If medical personnel are not immediately available on-site, and you suspect severe heat illness, you must call 911. Regardless of the worker's protests, no employee with any symptoms of possible serious heat illness noted above should be sent home or left unattended without medical assessment and authorization.

#### 7. Training:

Supervisors and employees must be trained in the risk of heat illness, and the measures to protect themselves and their co-workers. Training should include:

- Why it is important to prevent heat illness
- Procedures for acclimatization
- The need to drink approximately one quart per hour of water to replace fluids
- The need to take breaks out of the heat
- How to recognize the symptoms of heat illness
- How to contact emergency services, and how to effectively report the work location to 911

## **Heat Illness Prevention Guidance for Workers**

Awareness of heat illness symptoms can save your life or the life of a co-worker

- If you are coming back to work from an illness or an extended break or you are just starting a job working in the heat, it is important to be aware that you are more vulnerable to heat stress until your body has time to adjust. Let your employer know you are not used to the heat. It takes about 5 - 7 days for your body to adjust.
- Drinking plenty of water frequently is vital to workers exposed to the heat. An individual may produce as much as 2 to 3 gallons of sweat per day. In order to replenish that fluid, the worker should drink 3 to 4 cups of water every hour starting at the beginning of your shift
- Taking your breaks in a cool shaded area and allowing time for recovery from the heat during the day are effective ways to avoid heat illness.
- Avoid or limit the use of alcohol and caffeine during periods of extreme heat. Both dehydrate the body.
- If you or a co-worker start to feel symptoms such as nausea, dizziness, weakness or unusual fatigue, let your supervisor know and rest in a cool shaded area. If symptoms persist or worsen seek immediate medical attention.
- Whenever possible, wear clothing that provides protection from the sun but allows airflow to the body. Protect your head and shade your eyes if working outdoors.
- When working in the heat be sure to pay extra attention to your co-workers and be sure you know how to call for medical attention.

For more information call Cal/OSHA or visit our Web site at: [www.dir.ca.gov](http://www.dir.ca.gov)

# INJURY AND ILLNESS PREVENTION PROGRAM

## Subchapter 7. General Industry Safety Orders Group 2. Safe Practices and Personal Protection Article 10. Personal Safety Devices and Safeguards

### §3395. Heat Illness Prevention

1. **Scope and Application.** This section applies to the control of risk of occurrence of heat illness. This is not intended to exclude the application of other sections of Title 8, including, but not necessarily limited to, sections 1230(a), 1512, 1524, 3203, 3363, 3400, 3439, 3457, 6251, 6512, 6969, 6975, 8420 and 8602(e). This section applies to all outdoor places of employment.

Note No. 1: The measures required here may be integrated into the employer's Injury and Illness Program required by section 3203.

Note No. 2: This standard is enforceable by the Division of Occupational Safety and Health pursuant to Labor Code sections 6308 and 6317 and any other statutes conferring enforcement powers upon the Division. It is a violation of Labor Code sections 6310, 6311, and 6312 to discharge or discriminate in any other manner against employees for exercising their rights under this or any other provision offering occupational safety and health protection to employees.

2. **Definitions.**

*"Acclimatization"* means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

*"Heat Illness"* means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

*"Environmental risk factors for heat illness"* means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

*"Personal risk factors for heat illness"* means factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

*"Preventative recovery period"* means a period of time to recover from the heat in order to prevent heat illness.

*"Shade"* means blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

## INJURY AND ILLNESS PREVENTION PROGRAM

3. **Provision of water.** Employees shall have access to potable drinking water meeting the requirements of Sections 1524, 3363, and 3457, as applicable. Where it is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water, as described in (e), shall be encouraged.
4. **Access to shade.** Employees suffering from heat illness or believing a preventative recovery period is needed, shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times. Except for employers in the agricultural industry, cooling measures other than shade (e.g., use of misting machines) may be provided in lieu of shade if the employer can demonstrate that these measures are at least as effective as shade in allowing employees to cool.
5. **Training.**

Employee training. Training in the following topics shall be provided to all supervisory and non-supervisory employees.

  - a. The environmental and personal risk factors for heat illness;
  - b. The employer's procedures for complying with the requirements of this standard;
  - c. The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties;
  - d. The importance of acclimatization;
  - e. The different types of heat illness and the common signs and symptoms of heat illness;
  - f. The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers;
  - g. The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
  - h. The employer's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider;
  - i. The employer's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.
  - j. Supervisor training. Prior to assignment to supervision of employees working in the heat, training on the following topics shall be provided:
    - k. The information required to be provided by section(e)(l) above.
    - l. The procedures the supervisor is to follow to implement the applicable provisions in this section.
    - m. The procedures the supervisor is to follow when an employee exhibits symptom consistent with possible heat illness, including emergency response procedures.

The employers' procedures required by subsections(e)(l)(B), (G), (H), and (I) shall be in writing and shall be made available to employees and to representatives of the Division upon request.

## Injury and Illness Prevention Program COVID-19 Addendum

### Employee Training

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 (PPB), hazard review and steps to minimize harm to employees using those products.

### Procedures to Help Prevent the Spread of COVID-19

- When on campus employees will take temperatures on a daily basis, maintaining those daily logs confidentially and if an employee has a fever of 101 degrees Fahrenheit or greater, the employee will be sent home.
- 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
  - The District will send an employee home that is exhibiting any symptoms. The employee will need to provide a doctor's note attesting that they are fit for duty and able to return to work.
- 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, they will provide the company 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.
- The District will establish a routine schedule to clean and disinfect common surfaces and objects in the workplace. This includes but is not limited to:
  - Containers, counters, tables, chairs, benches, door handles, knobs, doorbells, drinking fountains, refrigerators, restroom and bathroom surfaces, automobiles - inside and out, and trash cans.
- The process of disinfecting includes providing disinfecting products, any PPB required for their safe use along with review of manufacturer instructions for proper use.

### **Procedures to Increase 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:

- On the playground or in parking lots
- Before and after work
- Corning and going from vehicles
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods

### **Good Sanitation Practices**

- Check restroom facilities frequently and make sure they are clean and sanitary
- Assign an employee to check restrooms, re-stock toilet paper, clean and sanitize as necessary.
- Make sure handwashing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing
- Make sure hand washing supplies are re-stocked regularly
- Provide appropriate PPE including but not limited to gloves and masks.
- Sanitize water receptacles and spigots frequently

### **Limit Non-Essential Visits and Travel**

- Transition into on-line ordering for any direct to consumer sales with outside pick-up or delivery options.
- Visitors must be approved before arriving, employees should maintain social distancing from visitors.
- Eliminate all non-essential and non-related services, such as entertainment activities.



## INJURY AND ILLNESS PREVENTION PROGRAM

### VII. EMERGENCIES

#### A. Emergency Action Plan

The Twain Harte School District has a Comprehensive School Safety Plan.

#### B. Earthquake Procedures

Procedures to follow during an earthquake are outlined in the Comprehensive School Safety Plan.

#### C. Fire Prevention Program

The Twain Harte School District maintains a fully automatic fire alarm system. The District also conducts fire drills in accordance with Section 32110 of the California Education Code. Fire evacuation routes are posted in each classroom and facility. Specific responsibilities are outlined in the Disaster Preparedness Plan.

### VIII. ENFORCEMENT OF THE SAFETY PROGRAM

#### A. Incentive Program

Twain Harte School District provides incentive for employees who make safety suggestions adopted by the district and/or who have demonstrated safe and healthful work practices.

#### B. Disciplinary System

The Twain Harte School District has a policy for disciplinary action for employees who fail to comply with oral, written and/or posted safety warnings. Any disciplinary action taken shall not violate the employee's rights as defined under General Industry Safety Order 5194, Federal OSHA Title 29, Part 1910, SB 198 or other Cal- OSHA or Fed-OSHA regulation.

## Accident Investigation Report

### ***SECTION I. INVESTIGATION INFORMATION***

Name of injured: \_\_\_\_\_

Accident Number (or claim number): \_\_\_\_\_

Date of injury: \_\_\_\_\_

Accident Investigator: \_\_\_\_\_

Title: \_\_\_\_\_

Accident Investigator: \_\_\_\_\_

Title: \_\_\_\_\_

### ***SECTION II. DESCRIPTION OF ACCIDENT***

(Describe sequence of events and the injuries. Include who, what, where, when, why, and any witnesses)

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### ***SECTION III. FINDINGS*** (Attach separate page if necessary)

**Surface Cause: Unsafe Conditions** (defective materials, environmental conditions, housekeeping, maintenance, situations)

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Surface Cause: Unsafe Acts:** (knowledge, motivation, ability, attitudes, attention, physical deficiencies)

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TWAIN HARTE SCHOOL DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM

Root Cause(s) (Policies, procedures, supervision, training, decision-making, other factors)

1.

2.

3.

**SECTION IV. RECOMMENDATIONS** (Indicate if any of the corrections have been done) (Attach separate page if necessary)  
Immediate Corrections. (To reduce or eliminate unsafe acts and conditions)

1.

2.

**Long Term Corrections.** (Policies, procedures, training, etc. to ensure unsafe conditions and/or practices do not recur.)

1.

2.

**SECTION V. SUMMARY** (Include further information. Weigh costs and benefits. Attach additional sheets if needed)

Prepared by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*FORWARD TO THE DISTRICT SAFETY OFFICER\*\*\*\*\*

**SECTION VI. DISTRICT SAFETY OFFICER REVIEW** (Review report. verify appropriate actions taken. Revise if needed.)

Immediate:

Long Term:

\*\*\*\*\* SIGN ONLY AFTER ALL THE CORRECTIVE ACTIONS HAVE BEEN COMPLETED\*\*\*\*\*

Safety Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\* WHEN COMPLETED, WORK ORDERS ATTACHED, AND SIGNED, FILE WITH THE MASTER IIPP \*\*\*\*

**Twain Harte School District Report of Unsafe Condition or Hazard**

**Please submit this report to the District Safety Officer. You will receive a response in five (5) working days.**

*Optional: Employees may submit this form anonymously.*

Employee's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Location of Condition Believed to Be Unsafe or Hazardous: \_\_\_\_\_

Date and Time Condition or Hazard Observed: \_\_\_\_\_

Description of Unsafe Condition or Hazard: \_\_\_\_\_

\_\_\_\_\_

What Changes Would You Recommend to Correct the Condition or Hazard? \_\_\_\_\_

\_\_\_\_\_

Optional: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature of employee*

**School District Response:**

Name of Person Investigating Report: \_\_\_\_\_ Date: \_\_\_\_\_

Results of Investigation (what was found? Was condition unsafe or hazard?) attach additional sheets if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Taken to Correct Hazard or Unsafe Condition, If Appropriate (or, Alternately, Information provided to Employees as to Why Condition Was Not Unsafe or Hazardous) attach additional sheets if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Person Investigating Report: \_\_\_\_\_

DSO Review: \_\_\_\_\_ Date: \_\_\_\_\_

Date of response to employee (or posting of a copy of this form, for anonymous reports): \_\_\_\_\_

**WHEN COMPLETED, WORK ORDER COPIES ATTACHED, AND REVIEWED BY THE DISTRICT SAFETY OFFICER,  
FILE WITH THE MASTER UPP**

# Twain Harte School District

## Workplace Violence Prevention Plan

### **Section 1: Policy Statement**

Twain Harte School District ("District") is committed to the safety and health of all employees. We refuse to tolerate any form of violence, or threat thereof, in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WVPP).

All staff are responsible for complying with our WVPP. The District encourages employee participation in development and implementation in designing the WVPP. This includes participation in identifying, evaluating, correcting workplace violence hazards, designing and implementing training, and in reporting and investigating workplace violence incidents. To ensure a successful WVPP, prompt and accurate reporting of all violent incidents whether or not physical injury has occurred is required. The District will not discriminate against victims of workplace violence or anyone who reports the same.

A copy of this policy statement and WVPP is written, available, and easily accessible to all staff and will be provided at the beginning of each school year and at the beginning of employment at District. A written copy is also available at the District Office.

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

The WVPP will be reviewed annually, when a deficiency is observed or becomes apparent, and after any workplace violence incident.

### **Section 2: Responsibility**

Gabe Wingo, Superintendent/Principal, email: [gwingo@twainharteschool.com](mailto:gwingo@twainharteschool.com) and Ladd Brunner, Assistant Principal, email: [lbrunner@twainharteschool.com](mailto:lbrunner@twainharteschool.com) are responsible for implementing the WVPP.

### **Section 3: Involvement of Staff and Authorized Employee Representatives in Development and Implementation**

The District will seek the input of staff and authorized employee representatives in developing and implementing the plan, including but not limited to, through their participation in identifying, evaluating, and correcting workplace violence hazards, in designing and implementing training, and in reporting and investigating workplace violence incidents.

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

#### **Section 4: Coordination with Other Employers**

The District may engage outside employers to conduct work and/or services at District sites. Other employers are required to have their own WVPP, as required by law. The District will work with any employer who the District engages for services to ensure there is not a contradiction in roles and responsibility of employees.

#### **Section 5: Compliance**

The District requires safe work behavior from all employees. Noncompliance is not permitted and may result in discipline, up to and including termination.

#### **Section 6: Communication, Reporting Workplace Violence, and Response to Investigation**

Matters concerning workplace violence will be communicated to employees by written documentation, meetings, training and/or postings. Communication from employees about workplace violence is encouraged and may be verbal, written, or electronic. Employees may also send anonymous recommendations through intra-office mail. No employee will be subjected to termination, retaliation, or discrimination for making complaints, instituting proceedings, testifying with regards to employee workplace violence, or reporting a workplace violence incident.

Any report of workplace violence will be investigated by the District and/or appropriate law enforcement agency. The District will inform the reporting employee, if known, the results of the investigation and corrective action taken, if any.

#### **Section 7: Workplace Violence Response Procedures**

In the event of a workplace violence incident school sites should use the **Standard Response Protocol** (Hold, Lockout, Lockdown, Evacuate, Shelter) and/or **Active Assailant Protocol** (Run, Hide, Fight). In the event of a threat or perceived threat notify the appropriate law enforcement agency, if necessary.

#### **PROTOCOLS:**

#### **HOLD! In your room or area – clear the halls**

##### **STUDENTS**

Clear the hallways  
remain in room or area until the  
"All Clear" is announced  
Do business as usual

##### **ADULTS**

Close and lock door  
Account for students and Adults  
Do business as usual

#### **SECURE! Get inside – lock outside doors**

##### **STUDENTS**

Return to inside of building  
Do business as usual

##### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual

### **LOCKDOWN! Locks, lights, out of sight**

#### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

#### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door

### **EVACUATE! (A location may be specified)**

#### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

#### **ADULTS**

Lead students to evacuation location  
Account for students and adults  
Notify of missing, extra or injured students or adults

### **SHELTER! Hazard and safety strategy**

#### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify of missing, extra or injured students or adults

### **Section 8: Identify, Evaluate, and Correct Workplace Violence**

Whenever a workplace violence condition is observed, discovered, or reported, the District will take appropriate corrective measures in a timely manner. Employees will be informed of the workplace violence condition and interim protective measures will be taken until the workplace violence incident is corrected. In the event of an imminent workplace violence, all impacted employees will be removed from the area at the earliest and safest opportunity, except those assigned to correct the workplace violence.

### **Section 9: Post Workplace Violence Response and Investigation**

All workplace violence incidents will be reported immediately to your supervisor. Your supervisor will complete the required forms by collecting information regarding the workplace violence incident and submit the forms to Gabe Wingo or Ladd Brunner who will review the information provided and determine if further investigation is warranted. The reporting individual, if known, will be informed of the completed investigation and corrective measures taken, if any.

**Section 10: Periodic Review and Revision of Workplace Violence Prevention Plan**

The WVPP will be reviewed for possible revision annually. The WVPP will also be reviewed for possible revision when any deficiency is observed or becomes apparent and after each incident. Employees and their authorized representatives are encouraged to have active involvement in the review process.

**Section 11: Training**

Ladd Brunner, a person knowledgeable about the plan, will ensure that employees receive training to familiarize them with the WVPP, how to obtain the plan and participate in implementation, definitions, how to report workplace violence, and incident logs. Training will be conducted at the implementation of the plan, upon hire, annually, and again upon the establishment of new programs, or when new job assignments, substances, processes, procedures, equipment or hazards are introduced or discovered. All employees will have an opportunity to participate in a question and answer session with an individual who is knowledgeable about the District's plan.

**Section 12: Recordkeeping**

Records of training, audits, incidents, investigations, and corrections made will be maintained as required by law.



## WORKPLACE VIOLENCE PREVENTION PLAN – VIOLENT INCIDENT LOG

THE DATE AND TIME OF THE INCIDENT: \_\_\_\_\_

LOCATION OF THE INCIDENT: \_\_\_\_\_

WHAT TYPE OF WORKPLACE VIOLENCE OCCURRED? \_\_\_\_\_

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DETAILED DESCRIPTION OF THE EVENT: \_\_\_\_\_

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DETAILED DESCRIPTION OF ANY INJURY, PSYCHOLOGICAL, TRAUMA, OR STRESS: \_\_\_\_\_

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WHO COMMITTED THE VIOLENCE? \_\_\_\_\_

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WHAT WERE THE CIRCUMSTANCES AT THE TIME OF THE INCIDENT? \_\_\_\_\_

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**WHERE DID THE INCIDENT OCCUR?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WHAT TYPE OF WORKPLACE VIOLENCE OCCURRED?**

- \_\_\_ Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- \_\_\_ Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- \_\_\_ Threat of physical force or threat of the use of a weapon or other object.
- \_\_\_ Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- \_\_\_ Animal attack.
- \_\_\_ Other: \_\_\_\_\_

**WHAT WERE THE CONSEQUENCES OF THE INCIDENT, INCLUDING, BUT NOT LIMITED TO:**

Whether security or law enforcement was contacted and their response: \_\_\_\_\_

Actions taken to protect employees from a continuing threat or any other hazards identified as a result of incident:  
\_\_\_\_\_  
\_\_\_\_\_

WAS THE WORKPLACE VIOLENCE PREVENTION PLAN REVIEWED AFTER THIS INCIDENT? (YES OR NO) \_\_\_\_\_

WAS THE WORKPLACE VIOLENCE PREVENTION PLAN REVISED DUE TO THIS INCIDENT AND IF SO, HOW?  
\_\_\_\_\_  
\_\_\_\_\_

**THIS LOG COMPLETED BY:**

NAME: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_



Twain Harte School District

COVID-19  
Prevention Program

An Addendum to the Injury and Illness Program

*In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7.  
General Industry Safety Orders Section 3205, COVID-19 Prevention*

## **COVID-19 Prevention Procedures (CPP)**

In California, all employers are required to establish, implement, and maintain an effective, written Injury and Illness Prevention (IIPP) program that meets the requirements of California Code of Regulations (CCR), Title 8, section 3203. COVID-19 is considered a workplace hazard and most employers must address COVID-19 prevention under their workplace IIPP. COVID-19 prevention procedures must be addressed either in the written IIPP or maintained in a separate document.

- Elements that may be required in the following CCR, Title 8 sections:
  - **3205, COVID-19 Prevention**
  - **3205.1, COVID-19 Outbreaks**
  - **3205.2, COVID-19 Prevention in Employer-Provided Housing**
  - **3205.3, COVID-19 Prevention in Employer-Provided Transportation**
- Additional guidance and resources are available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)

**CCR, Title 8 sections 3205 through 3205.3 apply until two years after February 3, 2023, except for the recordkeeping subsections 3205(j)(2) through (3), which apply until three years after February 3, 2023.**

## **COVID-19 Prevention Procedures (CPP) for Twain Harte School District**

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

**Date: 03.13.24**

### **Authority and Responsibility**

**Gabe Wingo, Superintendent/Principal**, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the procedures in a language they understand.

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

### **Application of the Twain Harte School District Injury & Illness Prevention Program (IIPP)**

COVID-19 is a recognized hazard in our workplace that is addressed through our IIPP, which will be effectively implemented and maintained to ensure the following:

1. When determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace:
  - a. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
  - b. COVID-19 is treated as an airborne infectious disease. Applicable State of California and the Tuolumne County Health Department orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include:
    - i. Remote work.
    - ii. Physical distancing.
    - iii. Reducing population density indoors.
    - iv. Moving indoor tasks outside.

- v. Implementing separate shifts and/or break times.
- vi. Restricting access to work areas.

2. Training and instruction on COVID-19 prevention is provided:

- a. When this CPP was first established.
- b. To new employees.
- c. To employees given a new job assignment involving COVID-19 hazards and they have not been previously trained.
- d. Whenever new COVID-19 hazards are introduced.
- e. When we are made aware of new or previously unrecognized COVID-19 hazards.
- f. For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.

3. Procedures to investigate COVID-19 illnesses at the workplace include:

- a. Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-19 case first had one or more COVID-19 symptoms. Appendix A Investigating COVID-19 Cases will be used to document this information.
- b. Effectively identifying and responding to persons with COVID-19 symptoms at the workplace. Any Twain Harte School District employee experiencing COVID-19 symptoms is expected to report symptoms to their immediate supervisor.
- c. Encouraging employees to report COVID-19 symptoms and to stay home when ill. Twain Harte School District actively encourages employees who are sick to stay home.

4. Effective procedures for responding to COVID-19 cases at the workplace include:

For COVID-19 cases with symptoms, it is a minimum of 24 hours from the day of symptom onset:

- COVID-19 cases may return if 24 hours have passed with no fever, without the use of fever-reducing medications, AND their symptoms are mild and improving.
- For COVID-19 cases with no symptoms, there is no infectious period for the purpose of isolation or exclusion. If symptoms develop, the criteria above will apply.

- a. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
- b. Reviewing current **California Department of Public Health (CDPH)** guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
- c. The following effective policies will be developed, implemented, and maintained to prevent transmission of COVID-19 by persons who had close contacts. **Twain Harte School District will follow CDPH and Local County Health requirements with regards to persons who have had close contacts.**
- d. If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.
- e. Upon excluding an employee from the workplace based on COVID-19 or a close contact, **Twain Harte School District** will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and **Twain Harte School District** leave policies and leave guaranteed by contract.

## Testing of Close Contacts

COVID-19 tests are available at no cost, during paid time, to all of our employees who had a close contact in the workplace. These employees will be provided with the information outlined in paragraph (4)(f), above. Exceptions are returned cases as defined in CCR, Title 8, section 3205(b)(11).

## Notice of COVID-19 cases

Employees and independent contractors who had a close contact, as well as any employer with an employee who had a close contact, will be notified as soon as possible, and in no case longer than the time required to ensure that the exclusion requirements of paragraph (4)(a) above, are met.

When Labor Code section 6409.6 or any successor law is in effect, **Twain Harte School District** will:

- Provide notice of a COVID-19 case, in a form readily understandable to employees. The notice will be given to all employees, employers, and independent contractors at the worksite.
- Provide the notice to the authorized representative, if any of:
  - The COVID-19 case and of any employee who had a close contact.
  - All employees on the premises at the same worksite as the COVID-19 case within the infectious period.

## Face Coverings

Employees will be provided face coverings and required to wear them when required by a CDPH regulation or order. This includes spaces within vehicles when a CDPH regulation or order requires face coverings indoors. Face coverings will be clean, undamaged, and worn over the nose and mouth.

The following exceptions apply:

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
3. While employees are wearing respirators required by the employer and used in compliance with CCR, Title 8 section 5144.
4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a



hearing- impaired person. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.

5. During specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

If an employee is not wearing a face covering due to exceptions (4) and (5), above, the COVID-19 hazards will be assessed, and action taken as necessary.

Employees will not be prevented from wearing a face covering, including a respirator, when not required by this section, unless it creates a safety hazard.

## **Respirators**

Respirators will be provided for voluntary use to employees who request them and who are working in doors or in vehicles with more than one person. Employees who request respirators for voluntary use will be:

- Encouraged to use them.
- Provided with a respirator of the correct size.
- Trained on:
  - How to properly wear the respirator provided.
  - How to perform a user seal check according to the manufacturer's instructions each time a respirator is worn.
  - The fact that facial hair interferes with a seal.

The requirements of CCR, Title 8 section 5144(c)(2) will be complied with according to the type of respirator (disposable filtering face piece or elastomeric re-usable) provided to employees.

## Ventilation

For our indoor workplaces we will:

- Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH **Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments**. Twain Harte School District will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:
  - o Maximize the supply of outside air to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
  - o In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
  - o Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.
- Determine if our workplace is subject to CCR, Title 8 section 5142 Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation, or section 5143 General Requirements of Mechanical Ventilation Systems, and comply as required.

In vehicles, we will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

## Reporting and Recordkeeping

Appendix A **Investigating COVID-19 Cases** will be used to keep a record of and track all COVID-19 cases. These records will be kept by the personnel department and retained for two years beyond the period in which it is necessary to meet the requirements of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3.

The notices required by subsection 3205(c) will be kept in accordance with Labor Code section 6409.6 or any successor law.

Approval by:

Gabe Wingo, Superintendent/ Principal

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## **Additional Consideration**

### **COVID-19 Outbreaks**

**Reference CCR, Title 8 section 3205.1 for details.**

This addendum will stay in effect until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

#### **COVID-19 testing**

We immediately provide COVID-19 testing available at no cost to our employees within the exposed group, regardless of vaccination status, during employees' paid time, except for returned cases and employees who were not present at the workplace during the relevant 14-day period(s).

Additional testing is made available on a weekly basis to all employees in the exposed group who remain at the workplace.

Employees who had close contacts will have a negative COVID-19 test taken within three to five days after the close contact or will be excluded and follow our return-to-work requirements starting from the date of the last known close contact.

#### **Face Coverings**

Employees in the exposed group, regardless of vaccination status, will wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in our CPP applies.

#### **Respirators**

Employees will be notified of their right to request and receive a respirator for voluntary use, as stipulated in our CPP.

## **COVID-19 investigation, review, and hazard correction**

Twain Harte School District will perform a review of potentially relevant COVID-19 policies, procedures and controls, and implement changes as needed to prevent further spread of COVID-19 when this addendum initially applies and periodically thereafter. The investigation, review, and changes will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient supply of outdoor air to indoor workplaces.
  - Insufficient air filtration.
  - Insufficient physical distancing.
- Review updated every 30 days that CCR, Title 8 section 3205.1 continues to apply:
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing the outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing to the extent feasible.
  - Requiring respiratory protection in compliance with CCR, Title 8 section 5144.
  - Other applicable controls.

### **Ventilation**

Buildings or structures with mechanical ventilation will have recirculated air filtered with Minimum Efficiency Reporting Value (MERV)-13 or higher efficiency filters, if compatible with the ventilation system. If MERV- 13 or higher filters are not compatible with the ventilation system, filters with the highest compatible filtering efficiency will be used. High Efficiency Particulate Air (HEPA) air filtration units will be used in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

These ventilation requirements will continue to be implemented after the outbreak has passed and CCR, Title 8 section 3205.1 is no longer applicable.

## **Outbreaks**

This section applies to a workplace covered by section 3205 if three or more employee COVID-19 cases within an exposed group, as defined by subsection 3205(b)(7), visited the worksite during their infectious period at any time during a 14-day period, unless a California Department of Public Health (CDPH) regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period, in which case this section applies when the number of cases at the worksite constitutes an outbreak under CDPH's definition.

(1) This section shall apply until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

### **(a) COVID-19 testing**

- Immediately upon being covered by this section, the employer shall make COVID-19 testing available at no cost to its employees within the exposed group, regardless of vaccination status, during employees' paid time, except for returned cases and employees who were not present at the workplace during the relevant 14-day period(s) under subsection 3205.1(a).
- Employer shall then make testing available on a weekly basis to all employees in the exposed group who remain at the workplace.
- Employees who had close contacts shall have a negative COVID-19 test taken within three to five days after the close contact or shall be excluded and follow the return to work requirements of subsection 3205(c)(5) starting from the date of the last known close contact.

### **(b) Face coverings.**

Employees in the exposed group, regardless of vaccination status, shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in subsection 3205(f)(2) applies.

### **(c) Respirators.**

Employers shall notify employees of their right to request and receive a respirator for voluntary use under subsection 3205(g).

### **(d) COVID-19 investigation, review, and hazard correction.**

The employer shall perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19 when this section initially applies and periodically thereafter. The investigation, review, and changes shall be documented and shall include:

1. Investigation of new or unabated COVID-19 hazards including the

employer's leave policies and practices and whether employees are discouraged from remaining home when sick; the employer's COVID-19 testing policies; insufficient supply of outdoor air to indoor workplaces; insufficient air filtration; and insufficient physical distancing.

2. The review shall be updated every 30 days that this section continues to apply, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
3. Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include: moving indoor tasks outdoors or having them performed remotely; increasing the outdoor air supply when work is done indoors; improving air filtration; increasing physical distancing to the extent feasible; requiring respiratory protection in compliance with section 5144; and other applicable controls.

**(e) Ventilation.**

In buildings or structures with mechanical ventilation, employers shall filter recirculated air with Minimum Efficiency Reporting Value (MERV)-13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, employers shall use filters with the highest compatible filtering efficiency. The employer shall use High Efficiency Particulate Air (HEPA) air filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

## **Major Outbreaks**

The following will be done while CCR, Title 8 section 3205.1 applies if 20 or more employee COVID-19 cases in an exposed group visited the worksite during their infectious period within a 30-day period:

- The COVID-19 testing will be required of all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by **Tuolumne County Health Department**. Employees in the exposed group will be tested or excluded and follow our CPP return to work requirements. The twice a week testing requirement ends when there are fewer than three new COVID-19 cases in the exposed group for a 14-day period.
- We will then follow weekly testing requirement until there are one or

fewer new COVID-19 cases in the exposed group for a 14-day period.

- Report the outbreak to Cal/OSHA.
- Provide respirators for voluntary use to employees in the exposed group, encourage their use, and train employees according to CCR, Title 8 section 5144(c)(2) requirements.
- Any employees in the exposed group who are not wearing respirators as required will be separated from other persons by at least six feet, except where it can be demonstrated that at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include:
  - Telework or other remote work arrangements.
  - Reducing the number of persons in an area at one time, including visitors.
  - Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel
  - Staggered arrival, departure, work, and break times.
  - Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not feasible to maintain a distance of at least six feet, individuals will be as far apart as feasible.



## Appendix A: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

**Date COVID-19 case (suspect or confirmed) became known:**

**Date investigation was initiated:**

**Name of person(s) conducting the investigation:**

### COVID-19 Case Summary

Name	Contact Info	Occupation	Location	Last day and time present	Date of positive test and/or diagnosis	Date of first symptoms

**Summary of employees, independent contractors, and employees of other employers that came in close contact** CCR Title 8, section 3205 does not require recordkeeping for close contacts. These tables are included to assist employers in keeping track of which close contacts they have notified to meet the notice requirements.

Name	Contact Info	Date notified	Date offered COVID-19 testing (employees only)

**Summary notice of a COVID-19 case (employees, employers, independent contractors) – during the infectious period and regardless of a close contact occurring.**

<b>Name</b>	<b>Date notified</b>

**Summary notice of a COVID-19 case (authorized representative of the COVID-19 case and employee who had close contact).**

<b>Name</b>	<b>Date notified</b>

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?

What could be done to reduce exposure to COVID-19?

Was local health department notified? Date?