

## Lemoore Union Elementary School District

**E.A.C.H. O.N.E.**

Every student & All staff Committed to High expectations. Oriented to results. No excuses. Excellence every day!



### Documents and Plans Included in the CSP:

- LUESD Current COVID-19 Student Protocols and Safety Plan
- LUESD Illness & Injury Prevention Program (IIPP)
- COVID-19 Prevention Program (CPP) – Addendum to the IIPP

*LUESD Fall 2020 Reopening Plan – Board Approved July 30, 2020*

OVERVIEW

The Lemoore Union Elementary School District developed this COVID-19 Safety Plan (CSP) to provide our stakeholder with important safety information relevant to our schools and reopening and in alignment with guidance provided within the new California Department of Public Health (CDPH) Reopening In-Person Instruction Framework released on January 14, 2021. This document now represents how the plan has developed since 2021.

Since COVID-19 mitigation requirements for schools has substantially decreased and evolved since the beginning, this current CSP for the 2023-2024 School Year will include a link to our website that states the most current safety practices and procedures, mask mandate, testing, distancing, cleaning practices, contact tracing, etc. This document also includes our updated Illness and Injury Prevention Program (IIPP) and the Cal/OSHA COVID-19 Prevention Program (CPP).

History:

During the 2020/2021 school year, our district schools reopened under a cohort model on September 14, 2020, following the California Department of Public Health (CDPH) Small Group Cohort Specialized Support guidance. On October 19, 2020, we returned TK-1st grade students, due to the District’s TK-6th Waiver approval on October 7, 2020 from the Kings County Department of Public Health (KCDPH) and the CDPH. As a result of our County's sustained progress of *Substantial, Red Tier 2* under the Kings County Metrics/Blueprint for a Safer Economy, we returned 2nd - 8th grade students on November 2, 2020. We have continued to remain open and fulfill the state requirements during this pandemic.

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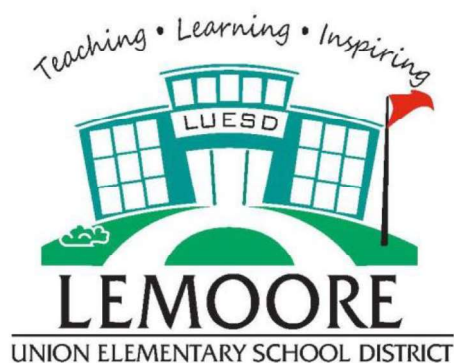
LUESD's Current COVID-19 Student Protocols and Safety Plan practices can be found on our COVID-19 Information page on our district website.

<https://www.luesd.k12.ca.us/page/covid-19-information>



## **Injury and Illness Prevention Program**

### **LEMOORE UNION ELEMENTARY SCHOOL DISTRICT**



*Injury and Illness Prevention Program to be reviewed and updated regularly to ensure contents remain effective.*

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

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*CS-1B revised August 1995*

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

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

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

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

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

# ***INJURY AND ILLNESS PREVENTION PROGRAM***

## **RESPONSIBILITY**

The Injury and Illness Prevention (IIP) Program administrator,  
**Chris Surratt (559) 924-6811 or (559) 904-6335:**  
**Program Administrator**

has the authority and the responsibility for implementing and maintaining this IIP Program for  
**Lemoore Union Elementary School District:**  
**Establishment Name**

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

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

- ☒ Informing workers of the provisions of our IIP Program.
- ☒ Evaluating the safety performance of all workers.
- ☒ Recognizing employees who perform safe and healthful work practices.
- ☒ Providing training to workers whose safety performance is deficient.
- ☒ Disciplining workers for failure to comply with safe and healthful work practices.

## **COMMUNICATION**

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

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

- ☒ New worker orientation including a discussion of safety and health policies and procedures.
- ☒ Review of our IIP Program.
- ☒ Training programs.
- ☒ Regularly scheduled safety meetings.
- ☒ Posted or distributed safety information.
- ☒ A system for workers to anonymously inform management about workplace hazards.
- ☒ Our establishment has less than ten employees and communicates with and instructs employees orally about general safe work practices and hazards unique to each employee's job assignment.

## **HAZARD ASSESSMENT**

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

Periodic inspections are performed according to the following schedule:

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

## **ACCIDENT/EXPOSURE INVESTIGATIONS**

Procedures for investigating workplace accidents and hazardous substance exposures include:

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

## **HAZARD CORRECTION**

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

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

## **TRAINING AND INSTRUCTION**

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. When the IIP Program is first established;
2. To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA;
3. To all workers given new job assignments for which training has not previously provided;

4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each employee's job assignment.

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

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

## **RECORDKEEPING**

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

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\_\_\_\_\_ Category 1. Our establishment has twenty or more workers or has a workers' compensation experience modification rate of greater than 1.1 and is not on a designated low hazard industry list. We have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form; and
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form.

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

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

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

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\_\_\_\_\_ Category 2. Our establishment has fewer than twenty workers and is not on a designated high hazard industry list. We are also on a designated low hazard industry list or have a workers' compensation experience modification rate of 1.1 or less, and have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections; and
2. Documentation of safety and health training for each worker.

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

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

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

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

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## ***HAZARD ASSESSMENT AND CORRECTION RECORD***

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**Date of Inspection:**

**Person Conducting Inspection:**

**Unsafe Condition or Work Practice:**

**Corrective Action Taken:**

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**Date of Inspection:**

**Person Conducting Inspection:**

**Unsafe Condition or Work Practice:**

**Corrective Action Taken:**

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**Date of Inspection:**

**Person Conducting Inspection:**

**Unsafe Condition or Work Practice:**

**Corrective Action Taken:**

# ACCIDENT/EXPOSURE INVESTIGATION REPORT

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**Date & Time of Accident:**

**Location:**

**Accident Description:**

**Workers Involved:**

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**Preventive Action Recommendations:**

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**Corrective Actions Taken:**

**Manager Responsible:**

**Date Completed:**



## **INTRODUCTION**

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

1. **Responsibility**

Identified person or persons responsible for implementing the program.

2. **Compliance**

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

3. **Communication**

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

4. **Hazard Assessment**

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

5. **Accident/Exposure Investigation**

Maintain a procedure to investigate occupational injuries and illnesses.

6. **Hazard Correction**

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

7. **Training and Instruction**

To all new employees, to all employees given new job assignments for which training has not previously been received; whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard, whenever the employer is made aware of a new or previously unrecognized hazard, and for supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed or when observed or discovered.

8. Recordkeeping

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

In the fall of 1989 the California legislature created Senate Bill 198 (SB 198) which, in part, requires California employers to establish and maintain effective injury prevention programs. These programs must be in writing and include the following elements according to Section 6401.7 of the California Labor Code.

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

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### **Statement from the Superintendent**

It is the policy of LEMOORE UNION ELEMENTARY SCHOOL DISTRICT that every employee is entitled to a safe and healthful place in which to work. To this end, every reasonable effort will be made in the interest of Accident Prevention, Fire Protection, Health Preservation and Violence in the Work Place Prevention.

The management concept of LEMOORE UNION ELEMENTARY SCHOOL DISTRICT is that everything is done with safety in mind. We will be counting on you to do your part in making our program effective.

The successful operation of LEMOORE UNION ELEMENTARY SCHOOL DISTRICT will depend not only on our service to students, districts, and staff, but also how safely each job is performed. There is no job so important, nor any service so urgent, that we cannot take time to work safely. I consider the safety of our employees to be of prime importance, and I expect your full cooperation in making our program effective.

Sincerely,

Cheryl Hunt  
Superintendent

### **IDENTIFICATION OF PLAN ADMINISTRATORS**

The following person/persons are responsible for implementing the accident prevention plan for LEMOORE UNION ELEMENTARY SCHOOL DISTRICT

<b>Name</b>	<b>Title</b>
Chris Surratt (559) 924-6811 – Office (559) 904-6335 – Cell	Director of Facilities, Maintenance & Operations
Marlo De Santos (559) 925-6290 – Office (559) 816-1088 – Cell	Director of Human Resources

### **Management Responsibility:**

In effectively executing their safety responsibilities, managers will:

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

### **Supervisor Responsibilities:**

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

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

### **Employee Responsibilities:**

Employee responsibilities for safety include the following:

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

## **Safety Rules**

For the protection and safety of all employees LEMOORE UNION ELEMENTARY SCHOOL DISTRICT has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory. Documentation will be made when the rules are distributed to new employees.

- 1) Proper footwear and clothing will be worn at all times.
- 2) Do not wear loose clothing, jewelry or keep long hair in a down position where there is a danger of catching such articles in moving machinery.
- 3) Horseplay, running, fighting, or any activity that may result in injury or waste will not be tolerated.
- 4) Eye protection is required when performing any task that could produce flying particles.
- 5) Operate machinery with all guards in place. Tampering with safety devices is cause for immediate disciplinary action.
- 6) Do not operate any machine that you are unfamiliar to you.
- 7) Machines must never be cleaned, adjusted or repaired until after the machine is turned off, the circuit is broken at the power source (including lock-out) and a warning tag is placed at the controls. Each person involved in maintenance must have his/her own personal padlock to ensure total lack of power until all work has been completed.
- 8) Any defects in materials, machinery, tools and equipment must be reported to a supervisor.
- 9) Do not leave tools, materials or other objects on the floor which might cause others to trip and fall.
- 10) Do not block exits, fire doors, aisles, fire extinguishers, gas meters, electrical panels or traffic lanes.
- 11) Avoid risk of rupture, internal injury or back injury in attempting to lift or push excessive loads. If an object is too heavy to move without strain - **ASK FOR HELP.**
- 12) Observe the correct position for lifting. Stand with your feet slightly apart, assume a squatting position with knees bent and tuck your chin. Tilt head forward, grasp the load with both hands and gradually push up with your legs, keeping your back straight and avoiding any abrupt movement.
- 13) Do not distract others while working. When approaching a machine operator for any purpose, do so from the front or the side in a way that he or she will see you coming and will not be shocked or surprised. If conversation is necessary first make sure the machine is turned off.
- 14) Do not leave oil, wax, water, or any other material on the floor where you or others may slip. Report any spills to your supervisor.

15) When handling hazardous materials insure you follow prescribed safety procedures and use required safety equipment. When using secondary containers filled by others, insure that they are labeled as to their contents and hazards.

16) Use appropriate gloves when handling materials with sharp or jagged edges which may result in lacerations.

17) Do not attempt to operate machinery for which you are not trained.

18) Unnecessary and excessive haste is the cause of many accidents. Exercise caution at all times.  
**WALK, DO NOT RUN!**

19) The use of hot production equipment or materials for the purpose of cooking or heating food is strictly prohibited except in designated areas.

20) All work related injuries and accidents, no matter how minor, must be reported immediately to your supervisor.

It is imperative that all employees become thoroughly familiar with the above safety rules. Failure to comply with safety rules or procedures, or failure to wear the appropriate safety equipment, will result in disciplinary action up to and including termination.

## **DISCIPLINARY PROCEDURES**

Employees who fail to comply with safety rules will be subject to disciplinary action up to and including termination. Supervisors will follow the normal disciplinary procedures as follows:

- 1) Verbal counseling - the first step. Must be documented in the employee's personnel file.
- 2) Written warning - outlining nature of offense and necessary corrective action.
- 3) Suspension without pay - the third step or a separate disciplinary action resulting from a serious violation.
- 4) Termination - if an employee is to be terminated, specific and documented communication between the supervisor and the employee, as outlined, must have occurred. Supervisors will be subject to disciplinary action for the following reasons:
  - 1) Repeated safety rule violation by their department employees.
  - 2) Failure to provide adequate training prior to job assignment.
  - 3) Failure to report accidents and provide medical attention to employees injured at work.
  - 4) Failure to control unsafe conditions or work practices.
  - 5) Failure to maintain good housekeeping standards and cleanliness in their departments.

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

## **SAFETY TRAINING**

### **GENERAL:**

1. Hazardous machinery, equipment or conditions, and unsafe practices or acts shall be reported to your supervisor at once.
2. The use or possession of intoxicating beverages is prohibited on the job. Reporting to work intoxicated warrants immediate dismissal.
3. Caution other employees exposed to hazards created by your work activities.
4. All injuries shall be reported promptly to an authorized representative so that arrangements can be made for medical or first aid treatment.
5. Authorization for medical service must be given by your foreman for "On the Job" injuries before obtaining medical attention or seeing a doctor.
6. Do not engage in horseplay on the job.
7. Warning signs, barricades, guardrails, etc., shall be kept in place.
8. Place guards around or over all roof openings, floor openings, excavations, manholes, elevator shafts or any other opening where hazard of fall exists.
9. Machinery and equipment shall be operated or repaired by qualified personnel.
10. Keep out of hazardous areas when not a member of the work crew involved.
11. Use the proper lifting technique to prevent back strain and injury.
12. Do not enter manholes, underground vaults, chambers, tanks, silos, etc., until it has been determined that there is a sufficient amount of air, and it contains no flammable or toxic gases or vapors.
13. Refer to Employee Handbook for topics not included above.

### **PERSONAL PROTECTIVE EQUIPMENT:**

1. Hard hats shall be worn where there is a hazard from falling or flying materials.
2. Wear proper footwear with substantial soles.
3. Wear appropriate dark goggles or welding helmet when working on or near arc, acetylene welding or burning.
4. Wear safety glasses or face shield in areas where flying particles are encountered or hot material can splash.
5. Protection for the hands and other parts of the body is required when exposed to cuts, burns or harmful substances.

6. Use safety belts and life lines when working at heights where unprotected by guardrails or safety nets.
7. Flagmen, truck spotters, grade checkers, etc., shall wear orange shirts or vests and use proper warning signs, and flags.

### **LADDERS AND SCAFFOLDS:**

1. Defective ladders shall not be used.
2. When using ladders other than stepladders, set feet securely and tie off at the top.
3. Face the ladder going up or down and with hands free of tools or materials.
4. Before using scaffold, check proper blocking, bracing ties, guardrails and planking. If defective, do not use until corrected.
5. Scaffold platforms shall be kept clear of unnecessary tools or material. Do not overload.
6. Scaffolds or platforms 7 1/2 feet or more above ground shall be equipped with guardrails and toe boards.
7. Before working on rolling scaffolds, check braces, guys, wheel retainers, wheel locks and outriggers.

### **MACHINERY AND EQUIPMENT:**

1. Oiling or repairing of machinery or equipment while in motion is prohibited unless special provision to do so safely has been provided.
2. Before any equipment is set in motion, operator must first check, and be certain that no one will be injured by his action.
3. No employee shall be allowed to operate power-driven equipment until he has proven that he understand the safe practice of operation.
4. Operators of power-driven equipment shall make a careful inspection of the equipment at the start and end of each shift. Any changes or defects must be reported to both his relief and supervisor.
5. Before leaving motorized equipment, ground the blade, bucket, scoop, pans, etc., and secure brakes.
6. Motorized equipment should be handled with caution in dangerous areas such as edges of deep fills, cut banks, and steep slopes.

7. When making repairs on equipment where blocking is required, be sure blocking is secure.
8. Keep proper clearance from all high voltage lines.
9. Never swing suspended loads over others.
10. Getting on or off equipment while it is in motion is prohibited.
11. Riding equipment is prohibited unless provided with adequate riding facilities.

#### **HAND TOOLS:**

1. Defective tools shall not be used. Keep all tools in good state of repair.
2. Do not carry sharp hand tools in clothing. Use proper carrying cases or tool kits.
3. Use hand tools only for the purpose for which they are intended.
4. Powder actuated tools shall only be used by qualified operators.

#### **ELECTRICAL:**

1. Check all portable electric tools for proper ground and condition of cords. Do not use if defective, report defective equipment to your foreman.
2. Heed high voltage warning signs and keep proper distance.
3. Do not lift or lower portable electric tools by means of the power cord. Use a rope.
4. Do not leave the cords of portable electrical tools where equipment will run over them.
5. When necessary to suspend portable power tools, hang them from some stable object by means of a rope or similar support of adequate strength.

#### **FIRE HAZARDS:**

1. When welding or cutting be sure that hot sparks or slag do not come in contact with combustibles.
2. Use only closed metal container labeled FLAMMABLE for storage of flammable liquids.
3. Keep oily rags and waste material in proper containers.
4. Use fire protection equipment only for fire fighting.
5. Know location of fire extinguishers, and other fire fighting equipment.

6. Report all fire hazards to your foreman immediately.
7. Gasoline shall not be used for cleaning purposes.
8. Do not use flammable fuels for starting or for "warm up" fires.

#### **FIRST AID:**

1. Obtain immediate first aid for all injuries, no matter how small, and report to your supervisor.
2. Know location of first aid kits and emergency equipment.
3. Do not move seriously injured person unless he is exposed to further injury from fire, falling objects or other hazards. Never remove foreign bodies from the eyes.
4. Use first aid materials only as necessary.

#### **HOUSEKEEPING:**

1. Maintain good housekeeping in your area.
2. Do not leave scrap on ramps, runways, stairways or designated paths of travel.
3. Keep hoses, cables, and ropes coiled, tied and in the clear.

#### **SAFETY TRAINING**

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

## **INSPECTIONS**

Inspection works because it is an essential part of hazard control. It is an important management tool, not a gimmick. We will view inspections as a fact-finding process, not fault-finding. We will emphasize locating potential hazards that can adversely affect safety and health.

All personnel will be responsible for continuous, ongoing inspection of the workplace. Potentially hazardous conditions, once uncovered, will be corrected immediately or a report will be filed (see exhibit A) to initiate corrective action.

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

## **SAFETY COMMITTEE AND SAFETY MEETINGS**

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

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

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

## **ACCIDENT INVESTIGATIONS AND REPORTS**

It is the policy of LEMOORE UNION ELEMENTARY SCHOOL DISTRICT to carry out a thorough program for accident investigations. Supervisory personnel will be primarily responsible for making an investigation of all accidents in their areas of responsibility. Accidents involving fire, death, serious injury or extensive property damage will be investigated jointly by the Supervisor, Human Resources Manager, and the KCSIS Administrator.

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

When an employee is injured at work, the supervisor is responsible for taking emergency action to have first aid administered, to obtain professional medical attention as soon as possible, and protect other employees and equipment. The supervisor must then begin to investigate the circumstances of the accident.

- A. GO to the scene of the accident at once.
- B. TALK with the injured person, if possible. Talk to witnesses. Stress getting the facts, not placing blame or responsibility. Ask open-ended questions.
- C. LISTEN for clues in the conversations around you. Unsolicited comments often have merit.
- D. ENCOURAGE people to give their ideas for preventing a similar accident.
- E. STUDY possible causes - unsafe conditions, unsafe practices.
- F. CONFER with interested persons about possible solutions.
- G. WRITE your accident report giving a complete, accurate account of the accident.
- H. FOLLOW-UP to make sure conditions are corrected. If they cannot be corrected immediately, report this to your supervisor.

PUBLICIZE corrective action taken so that all may benefit from the experience. In order for the Supervisor's Report to be effective, it should contain as a minimum a detailed answer to the following questions:

- a. What Was The Employee Doing? - Explain in detail the activity of the employee at the time of the accident.
- b. What Happened? - Indicate in detail what took place, describe the accident, the type of injury, the part or parts of the body affected, and whether the employee was wearing appropriate safety equipment.
- c. What Caused the Accident? – Explain in detail the condition, act, malfunction, etc., that caused the accident. Remember that it is possible to have more than one reason or cause for an accident.
- d. What Can Be Done to Prevent a Similar Accident? - Indicate corrective action to prevent recurrence.

### **HAZARD COMMUNICATION PROGRAM**

Maintenance staff will use the universal labeling on all janitorial supplies.

### **HAZARD EVALUATION:**

Chemical manufacturers and importers are required to review the available scientific evidence concerning the hazards of the chemicals they produce, then report that information to employers who purchase their product. LEMOORE UNION ELEMENTARY SCHOOL DISTRICT will not to rely on the evaluation of the manufacturer, we will arrange for additional testing when needed.

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

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

B. Any other substances which present a physical or health hazard(s) as determined by scientific evidence.

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

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

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

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

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

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

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

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT is responsible for obtaining or developing a MSDS for each chemical used in the workplace. Each MSDS will include the specific chemical identity of the chemical involved and the common names. Each data sheet will provide information on the physical and chemical characteristics of the chemical; known acute and chronic health effects and related health information; exposure limits; whether the chemical is considered to be a carcinogen; precautionary measures; emergency and first aid procedures; and the identification of the organization responsible for preparing the sheet.

Binders containing the SDS will be located at each site. The binders, with the SDS describing chemicals used at the site, will be readily available to employees. The Program Coordinator will maintain a master file for all departments.

Our employee training program will include instruction on how to read and interpret information on a SDS, and how employees can obtain and use the available hazard information.

## **EMPLOYEE TRAINING**

It is the goal of LEMOORE UNION ELEMENTARY SCHOOL DISTRICT to provide hazard communication training to all workers prior to starting a new job assignment and whenever a new chemical is introduced to a given work area. Training will be conducted by the Program Coordinator or another person who has been properly trained. The program will provide information and training on the following:

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

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

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

## **EMERGENCY ACTION PLAN**

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

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

## **GENERAL INFORMATION**

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

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

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

1. Dial 911 for emergency services
2. Jeff Taber/County Environmental Health – 559 584-1411

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

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

## **RESPONSIBILITIES**

The Safety Committee will:

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

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

The Safety Committee will be aided by Supervisors who will:

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

It is the duty of every employee to:

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

## **FIRE PROCEDURE**

Personnel have been assigned to:

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

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

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

Additional assignments have been made to:

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

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

1. Clear the aisles, hallways and other areas of personnel and visitors.
2. Close all doors and windows.
3. Check driveways to see that they are clear for entry of fire fighting equipment. See that gates are unlocked and open.
4. Wait at the front entrance for arrival of fire fighting equipment. Direct the firemen to the fire if necessary.

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

## **EARTHQUAKE**

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

1. Assess damage and injuries.
2. Give first aid as needed. Remember, after an earthquake utilities, police and fire agencies may not be readily available. **DO NOT ATTEMPT TO TELEPHONE UNLESS ESSENTIAL.**
3. Notify executive management if any are away from the premises.
4. Call the Fire Department only in the case of fire.
5. The nearest hospital for treatment is:  
Adventist Health Medical Center and Emergency Services  
125 Mall Drive, Hanford, California, 582-3000.

6. Have damaged or potentially damaged utilities shut off at the main controls.
7. Personnel are to be instructed during orientation for seeing that employees are evacuated to a safe area outside the building and clear of overhead electrical lines, utility poles, block walls, etc., which might fall during aftershocks.
8. Supervisors are cautioned to be alert for fallen high tension lines which may be touching metal objects on the ground.
9. Have all areas of the building inspected for damage before allowing personnel to return to the building(s).
10. Have gas, electrical, water and fuel systems checked for damage before allowing personnel to return to the building(s).
11. Drinking water should be checked to determine that it is not contaminated. Water contained in toilet tanks can be boiled and used if absolutely necessary for drinking or treating injuries.

## **LEMOORE UNION ELEMENTARY SCHOOL DISTRICT** **HEAT ILLNESS PREVENTION PLAN**

### **Overview and Objectives**

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

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

### **Scope**

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

### **Policy**

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

### **Water**

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

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

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

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

## **Shade**

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT will provide shade when the temperature exceeds 80 degrees Fahrenheit. Shade areas will be open to the air or provided with ventilation or cooling. Enough shade will be provided to accommodate the number of employees on break or recovery period at any given time. Sufficient shade is available in all outdoor locations.

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

Although employees who work outside are generally required to stand for their duty period, LEMOORE UNION ELEMENTARY SCHOOL DISTRICT will provide chairs if needed, and ensure that employees in shaded areas can sit in a normal posture fully in the shade without having contact with one another if needed. The shaded areas exist throughout the work area.

Employees may take meals outdoors, if they wish, but are not required to do so. Indoor, cooled rooms are available and can accommodate the number of employees on meal break and those seeking cool-down periods.

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT will encourage employees to take a preventive cool-down in the shade when they feel the need to protect themselves from overheating. Employees working outside are not assigned to a single spot or area, and they have access to any of the locations where shade is available.

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

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT policy will be that any employee who exhibits signs or reports symptoms of heat illness while taking a preventive cool-down rest shall be provided with appropriate first aid or emergency response.

## **High Heat Procedures**

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT will implement the following high heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit.

- Employee and student outdoor activity will be limited to spans of less than 30 minutes.
- Inclement weather ("Rainy Day") schedules, as per the Staff Handbook, may be implemented
- Employees who work outside shall have access to shade and water and be available for checks by radio
- Employees shall be observed for symptoms of heat illness and will be reminded throughout the work shift to drink plenty of water.
- LEMOORE UNION ELEMENTARY SCHOOL DISTRICT will designate 1 or more employees (the school nurse and any supervisor) to call for emergency medical procedures, and allows any employees to call for emergency services when a designated person is not available.
- LEMOORE UNION ELEMENTARY SCHOOL DISTRICT will closely supervise new employees who are scheduled to work outside for more than 45 minutes at a time for the first 14 days of employment, unless the new employee indicates at the time of hire that he or she have been doing similar work for at least 10 of the past 30 days, and for more than 4 hours per day.

- When temperatures reach 95 degrees or above, and employees are working outside for up to 2 hours, LEMOORE UNION ELEMENTARY SCHOOL DISTRICT will ensure that employees takes a minimum 10-minute preventive cool-down rest period every 2 hours. The preventive cool-down rest period may be provided concurrently with any other required meal or other rest period.
- If the work day extends beyond 8-hours, LEMOORE UNION ELEMENTARY SCHOOL DISTRICT will provide an additional preventive cool-down period at the conclusion of the 8th hour of work for employees who have been working outside for up to 2 hours. If the work day extends beyond 10 hours, then another preventive cool-down rest period will be provided at the conclusion of the 10th hour of work, and so on until the end of the work day.
- LEMOORE UNION ELEMENTARY SCHOOL DISTRICT will provide a pre-shift meeting during periods of high heat to remind employees who are working outside for up to 1 hour at a time:
  1. Of the District's high heat procedures,
  2. To drink plenty of water, stay in the shaded areas of campus, and
  3. Of their right to take cool-down periods when necessary

### **Training**

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT will provide training to all supervisors, and affected employees, prior to their engaging in work that could result in exposure to risk factors for heat illness. Training will include:

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

### **Emergency Response Procedures**

All supervisors and management personnel of LEMOORE UNION ELEMENTARY SCHOOL DISTRICT are required to take immediate action if an employee exhibits signs or symptoms of heat illness. Emergency response procedures will include but not be limited to the following actions:

1. Ensuring that effective communication by voice, observation, or electronic means are maintained so that employees at the high temperature work site can contact a supervisor or emergency medical service when necessary.
2. Cellphones, company radio, email and other electronic devices will be used for communication. If electronic devices are not reliable forms of communication, LEMOORE

UNION ELEMENTARY SCHOOL DISTRICT will develop alternative means of summoning emergency medical services.

3. Employers and supervisors will be trained to recognize symptoms of heat stress, such as decreased level of consciousness, disorientation, irrational behavior, staggering, vomiting and convulsions; and are required to take immediate action if any employee exhibits signs of the mentioned symptoms of heat illness.
4. Supervisors and employees will be taught first aid measures and how emergency services are to be provided to affected employees.
5. Employees exhibiting signs or symptoms will be monitored and shall not be left alone or sent home without being first offered onsite first aid and/or being provided with emergency medical service.
6. If deemed necessary, emergency medical services will be contacted, and employees will be transported to a place where they can be reached by emergency medical providers.
7. In emergency events – clear and precise directions to work site will be provided to emergency responders.
8. In the event that a work site is in a difficult to find location, an employee will be sent to meet emergency medical services at the nearest landmark; and lead them to the work site.

### **Acclimatization**

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

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT will also monitor employees during a heat wave. "Heat wave" being defined as any day the predicted temperature is at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding 5 days. No employees work solos, so monitoring can be done by either the supervisor or by use of the buddy system.

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT will stress to new employees the importance of immediately reporting to their supervisor symptoms and signs of heat stress in themselves or in co-workers

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

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

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

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

Steps	Monitoring
<ol style="list-style-type: none"> <li>1. Provide heat illness prevention training to all employees, including supervisors.</li> <li>2. Provide a continual supply of fresh water so that each employee can drink at least one quart per hour, and encourage them to do so.</li> <li>3. Provide access to shade for at least five minutes of rest when an employee believes he or she needs a preventative recovery period. They should not wait until they feel sick to do so.</li> <li>4. Develop and implement written procedures for complying with the Standard.</li> <li>5. Limit heat exposure of new employees for 14 days until acclimatized</li> </ol>	<ul style="list-style-type: none"> <li>• Annual training</li> <li>• Water fountains and the fill station on campus</li> <li>• Employees working outside are not assigned to a single spot or area, and they have access to any of the locations where shade is available. All employees working outside carry two way radios/Annual training</li> <li>• This HIP Plan/Annual training</li> <li>• Annual training</li> </ul>

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

**Specific Procedures for LEMOORE UNION ELEMENTARY SCHOOL DISTRICT Sites:**

High heat conditions exist when the temperature is at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding 5 days.

No non-maintenance staff is assigned outside for more than 30 minutes in high heat conditions.

Employees are not assigned to static spots and are free to, and are encouraged to station themselves in shaded areas when available. There is shade available throughout campus and indoor, cooled rooms available for breaks.

Water fountains are located in several locations around campus. There is a water filling station in the cafeteria. Employees are free to visit water fountains and carry personal drink containers during the course of their work day. Employee movement is not restricted, allowing for visits to water fountains or filling stations as needed. All drinking water is obtained from the water system connected to the City of Hanford's water system.

All employees who work outdoors are required to carry two-way radios and remain available for contact at all times during the work day.

Inclement weather procedures will be implemented during high heat conditions.

## **TRAINING**

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

- I. EMPLOYER'S RESPONSIBILITY
  - a. The District responsibility is to provide shade, water, cool-down periods, and access to first aid
  - b. Employee has the right to exercise their rights without fear of retaliation.
- II. RISK FACTORS FOR HEAT ILLNESS
  - a. Environmental factors
    - i. Temperature
    - ii. Humidity
    - iii. Other sources
  - b. Personal factors
    - i. Overall health
    - ii. Body composition
    - iii. Clothing
      - 1. Protective
      - 2. Possible to exacerbate heat
- III. KCOE Procedures for compliance
- IV. Water consumption
  - a. Up to 4 cups (32 ounces) per hour in hot conditions or when sweating
- V. Acclimatization
  - a. New employees working outside in high heat conditions
  - b. 14 days- limit heat exposure
- VI. Heat Illnesses
  - a. Heat Rash
    - i. Heat rash is a skin irritation (also known as prickly heat) caused by excessive sweating during hot, humid weather. It is likely to occur where sweat is not easily removed from the surface of the skin by evaporation and the skin remains wet most of the time. Sweat ducts become plugged, which eventually leads to a rash. It is manifested as red papules and usually appears in areas of restrictive clothing. It can occur at any age but is most common in young children.
  - b. Heat Syncope (Fainting)
    - i. In heat syncope, the brain does not receive enough oxygen because the blood pools in the extremities. Workers not accustomed to hot environments and who stand erect and immobile in the heat may faint. Onset is usually rapid and unpredictable.

c. Heat Cramps

- i. Heat cramps are usually caused by strenuous activity in a hot environment. Painful spasms of the muscles are caused when workers drink large quantities of water, but fail to replace their body's electrolyte loss. Cramps can be caused by both too much or too little salt in the system. The muscles most susceptible are those that become tired from performing the energetic activity. Cramps may occur during or after work hours.

d. Heat Stroke

- i. Heat stroke is a medical emergency. It occurs when the body's system of temperature regulation fails, sweating becomes inadequate and the body's core temperature rises to critical levels. The body's only effective means of removing excess heat is compromised, with little warning to the victim. Body temperature is usually above 106°F or higher. Unless the victim receives quick and appropriate treatment, death or permanent disability can occur.

e. Heat Exhaustion

- i. Heat exhaustion is a serious illness that can gradually develop during exposure to high temperatures and inadequate or unbalanced replacement of fluids. It is the body's response to an excessive loss of the water and salt contained in sweat. Body temperature may be normal or slightly elevated. If not properly treated, heat exhaustion may rapidly progress to heat stroke.

VII. Reporting signs and symptoms & responses

- a. Mandatory two-way radio use for employees working outside
- b. Reporting immediately
  - i. Self
  - ii. Co-workers

VIII. LEMOORE UNION ELEMENTARY SCHOOL DISTRICT response procedures

- a. Emergency medical services
  - i. School nurse or other trained staff
  - ii. 911 is always an option, no repercussions
  - iii. Campus access for emergency responders
  - iv. Directions to the School Site
    - 1. Say: "Location Name"
    - 2. Say "Advise of nearest cross streets"
    - 3. Say "Location Address"
    - 4. Say "Contact Phone Number"
    - 5. Recruit staff to watch for emergency vehicles

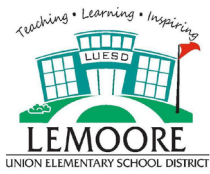
IX. Supervisor training

- a. All standard employee training (I-VII above)
- b. Procedures for implementation
- c. Procedures for response to heat related illness incident
- d. Monitoring weather reports

- X. District monitoring procedures
  - a. Annual training
  - b. Monitoring the weather: SOP from May 1 - September 30, also as needed
  - c. Schedules for monitoring work environments considered "at risk"
  - d. Pre-shift meeting schedules

#### Checklist for Employees and Supervisors

- ☐ Ensure proper hydration by drinking more fluids before, during and after exposure to heat.
- ☐ Don't wait until you're thirsty to drink.
- ☐ Don't drink liquids that contain alcohol, caffeine or large amounts of sugar – they cause your body to lose more fluid.
- ☐ Avoid very cold drinks – cool (50°–60°) fluid is ideal.
- ☐ Eat light meals – avoid hot and heavy meals.
- ☐ Wear lightweight, light-colored, loose-fitting clothing.
- ☐ Take frequent rest breaks in a cool shaded area.
- ☐ Protect yourself from the sun by wearing a wide-brimmed hat and use sunscreen of SPF 15 or higher.
- ☐ Avoid overexertion – slow down and avoid strenuous activity.
- ☐ Become familiar with the early warning signs and symptoms of the various heat-related illnesses.



# Lemoore Union Elementary School District

**E.A.C.H. O.N.E.**

Every student & All staff Committed to High expectations. Oriented to results. No excuses. Excellence every day!

## Addendum to the Injury and Illness Prevention Program and Part I of COVID-19 Safety Plan (CSP)

# COVID-19 Prevention Program (CPP)

2023-2024

Updated January 19, 2024

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

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## PURPOSE

In an effort to protect the health and safety of our employees, Lemoore Union Elementary School District ("District") has prepared a COVID-19 prevention program ("Program", "CPP") intended to provide information related to the prevention of coronavirus, describe the District's policies, procedures and practices to keep employees safe and to help prevent the spread of coronavirus in the workplace. This Program reflects the Cal OSHA COVID-19 Prevention Non-Emergency Standards that took effect on February 3, 2023 and updated on January 9, 2024. The COVID-19 Prevention non-emergency regulations are in effect until February 3, 2025. The protocols outlined in this document will update as standards evolve.

The Program is intended to comply with state and local law regarding employees' safety including Labor Code §6400 which requires that every employer must furnish employment and a place of employment that is safe and healthful for the employees therein.

The Lemoore Union Elementary School District has overall responsibility for handling the COVID-19 Prevention Program (CPP). In addition, the District expects all managers and supervisors to implement and maintain the Program in their departments and assigned areas. Employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

## SCOPE

This program applies to all Lemoore Union Elementary School employees and contains general prevention best practices as it relates to COVID-19 in the workplace. Labor unions, employees and LUESD Safety Committee members may be provided the opportunity to provide input on the LUESD COVID-19 Prevention Program (CPP). As input is provided and regulations change, Lemoore Union Elementary School District will update this document as needed.

## DEFINITIONS

The following definitions apply:

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

**"COVID-19 case"** means a person who:

- (1) Has a positive "COVID-19 test" as defined in this section; or
- (2) Is subject to COVID-19-related order to isolate issued by a local or state health official;

**"COVID-19 exposure"** a close contact is sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period during a confirmed case's infectious period. Definition of an indoor space can be found in Section 3205 of the COVID-19 Prevention Non-Emergency Standards.

**"COVID-19 hazard"** means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or

vocalizing, coughing, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids.

**“COVID-19 symptoms”** means the following.

- fever of 100 degrees Fahrenheit or higher
- chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting, or diarrhea,

**“COVID-19 test”** means a test for SARS-CoV-2 that is:

- (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
- (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

**“Exposed workplace”** means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.

Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksite” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

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

**“High-risk exposure period”** or **“Infectious period”** for the purpose of cases means the following time period:

- (1) For persons who test positive and develop COVID-19 symptoms: it is a minimum of 24 hours from the day of symptom onset and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms are mild and improving; or
- (2) For persons who test positive who never develop COVID-19 symptoms: there is no infectious period for the purpose of isolation or exclusion. If symptoms develop, the criteria above will apply.

## COMMUNICATION OF SYSTEMS

Communication between employees and the District on matters relating to COVID-19 mitigation and response is important to ensure employee’s safety while in the workplace. Employees are encouraged to freely communicate with their supervisors and managers with regard to coronavirus symptoms, possible exposures, workplace concerns, and suggestions for correction of potential hazards.

**Contact Information for Communication**

Although most communication is provided via email, below is additional contact information to report potential hazards, workplace concerns, or to ask questions regarding COVID-19:

**HUMAN RESOURCES AND HEALTH SERVICES**

**Marlo De Santos, Director of Human Resources**

(559) 924-6804

[mdesantos@myluesd.net](mailto:mdesantos@myluesd.net)

**Stephanie Martin, District Nurse**

(559) 924-6803

[smartin@myluesd.net](mailto:smartin@myluesd.net)

**Jeanette Clodfelter, School Nurse**

(559) 924-6887

[jclodfelter@myluesd.net](mailto:jclodfelter@myluesd.net)

**SITE PRINCIPALS**

**Sarah Streib, Elementary School Principal - Cinnamon Elementary School**

(559) 924-6870

[ssreib@myluesd.net](mailto:ssreib@myluesd.net)

**Renea Fagundes, Elementary School Principal - P.W. Engvall Elementary School**

(559) 924-6620

[rfagundes@myluesd.net](mailto:rfagundes@myluesd.net)

**Tracy Cassina, Elementary School Principal – Freedom Elementary School**

(559) 925-7050

[tcassina@myluesd.net](mailto:tcassina@myluesd.net)

**Amy Garcia, Elementary School Principal - Lemoore Elementary School**

(559) 924-6820

[agarcia@myluesd.net](mailto:agarcia@myluesd.net)

**Rhett Kenney, Elementary School Principal - Meadow Lane Elementary School**

(559) 924-6840

[rkenney@myluesd.net](mailto:rkenney@myluesd.net)

**Erin Revious, Middle School Principal - Liberty Middle School**

(559) 924-6860

[erevious@myluesd.net](mailto:erevious@myluesd.net)

**Micky Yocum - Charter School Dean - University Charter School**

(559) 924-6890

[myocum@myluesd.net](mailto:myocum@myluesd.net)

**DIRECTORS**

**Renee Dykstra, Director of Child Nutrition**

(559) 924-6844

[rdykstra@myluesd.net](mailto:rdykstra@myluesd.net)

**Chris Surratt, Director of Facilities, Maintenance & Operations**

(559) 924-6811

[csurratt@myluesd.net](mailto:csurratt@myluesd.net)

**Darrin Cooper, Director of Technology Services**

(559) 924-6837

[dcooper@myluesd.net](mailto:dcooper@myluesd.net)

**DISTRICT ADMINISTRATORS**

**Cheryl Hunt, Superintendent**

(559) 924-6802

[cherylhunt@myluesd.net](mailto:cherylhunt@myluesd.net)

**Ben Luis, Assistant Superintendent**

(559) 924-6812

[bluis@myluesd.net](mailto:bluis@myluesd.net)

**John Raven, Assistant Superintendent, Special Services**

(559) 924-6808

[jraven@myluesd.net](mailto:jraven@myluesd.net)

**Balbir Saini, Chief Business Official**

(559) 924-6816

[bsaini@myluesd.net](mailto:bsaini@myluesd.net)

**Kings County Department of Public Health**

(559) 584-1401

<https://www.countyofkings.com/departments/health-welfare/public-health>

**Employee Reporting**

All employees are encouraged to report to their immediate supervisor, concerns regarding:

1. COVID-19 mitigation practices.
2. Possible COVID-19 exposure in the workplace.
3. Possible hazards that could increase the likelihood of exposure to COVID-19

Managers and supervisors who, after assessing the concern, determine that additional guidance or assistance is required shall contact the Human Resources department for additional guidance.

## Employee Accommodations

If an employee has a disability, medical or other condition that puts them at increased risk of severe COVID-19 illness and an accommodation is needed they are encouraged to report it to their supervisor or manager. The District will evaluate the request and determine, with input from the employee and their health care provider, whether the employee can be accommodated. The District will engage in the "interactive" process related to the need for accommodations, as necessitated by the Americans with Disabilities Act (ADA), Fair Employment and Housing Act (FEHA) and other requirements.

## Access to Testing

Used in conjunction with other mitigation strategies, testing for COVID-19 provides an additional tool to support safe and successful in-person instruction. Testing can allow for early identification of cases and exclusion from school to prevent transmission. A negative test provides information only for the moment in time when the sample is collected. Individuals can become infectious shortly after having a negative test, so it is important to maintain all other mitigation strategies even if a recent negative test has been documented.

When testing supplies are available, testing will be offered to employees whom:

1. are symptomatic regardless of vaccination status,
2. would prefer to participate in surveillance testing regardless of vaccination status,
3. are a close contact of a workplace exposure and are not fully vaccinated,
4. as required after an identified workplace outbreak

This testing will be offered at each school site with a supply of approved COVID-19 tests while supplies permit or by the employee utilizing one of the many free testing opportunities throughout Kings County as indicated on the KCDPH COVID-19 webpage. The employee may use work hours as long as the employee has made arrangements with their supervisor and reasonable work hours are utilized. On site testing should be used first to meet the reasonable work hours criteria.

## EMPLOYEE RESPONSIBILITIES

During the COVID-19 public health emergency, Lemoore Union Elementary School District employees have a collective responsibility to ensure the protection of all people in the workplace to comply with the District's policies and the latest local public health guidelines to mitigate coronavirus risk to themselves and anyone visiting the work site.

## Symptom Screening

The following is the District's process for employee self-screening and responding to employee confirmed cases in order to meet the Cal OSHA COVID-19 Prevention Non-Emergency Standards:

1. COVID-19 testing is not required; however, it is recommended by the CA Department of Public Health (CDPH) that a person test if they have developed COVID-19 symptoms after being a close contact or are at higher risk of severe disease.
2. Employees must promptly disclose to their immediate supervisor if they receive a positive COVID-19 test after choosing to test.
3. An employee might need to stay home if they have a confirmed case of COVID-19 depending on their symptom status.

4. Testing is no longer required if an employee is a close contact; however, the CDPH continues to recommend testing if you are a close contact and you develop symptoms or are at higher risk of severe disease.

Employees must cooperate with the District in any investigation related to the onset of illness, date of symptoms, others with whom the employee had close contact, and coronavirus testing among other topics. The investigation will help the District in the required reporting to the local health department.

## Physical Distancing

There are no physical distancing or barrier requirements regardless of vaccination status with the following exceptions:

1. The District will evaluate whether it is necessary to implement physical distancing and barriers during an outbreak (3 or more cases in an exposed group of employees) or major outbreak (20 or more cases in an exposed group of employees).

## Face Coverings

The District may comply with current public health orders regarding when and how face coverings are worn from CalOSHA, CDPH, and our local health department. This includes K-12 school specific guidance from CDPH and/or stricter decisions by our local health department or school district. The District will:

1. Not prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment.
2. Provide face coverings to employees upon request.
3. Provide training upon request on when and how face covering are to be properly worn.
4. Provide respirators to any unvaccinated employees working indoors upon request by the employee or during a major outbreak. Basic instruction on self-fit testing provided by the respirator manufacturer will be provided to the employee along with knowledge that facial hair will impede respirator fit. Employers will replace respirators per use and manufacturer's instructions.
5. Not retaliate against employees who choose to wear a face covering when not required.
6. Communicate to non-employees the face coverings requirements on their premises by placing signs that are visible at each entrance of each facility. Employees are encouraged to communicate face-covering requirements to visitors, students and non-employees.

## COVID-19 HAZARDS

The District, to the extent possible, will implement the following guidelines and practices to mitigate employee exposure to the coronavirus in the workplace:

1. Distribute posters, notices, and or signage to each work site to be displayed in common areas to provide reminders of when there are required distancing, face covering, or other orders in place.
2. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.

3. Encourage frequent hand washing with soap for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility. Hand sanitizer doesn't work if the hands are soiled so every effort must be made to wash hands before applying hand sanitizer.
4. Provide face coverings, in accordance with the Face Covering section above.

## Ventilation Systems

For indoor locations, the District will evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system. Ways that the District has maximized the quality and efficiency of ventilation systems are identified below:

1. Maintain California Title 24 code-required minimum ventilation rates.
2. Outside air circulation should be minimized when other hazards, such as heat, smoke or when the EPA Air Quality Index is greater than 100 for any pollutant.

## Cleaning and Disinfecting

The District has implemented cleaning and disinfecting procedures, which require:

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, equipment, tools, handrails, handles, and bathroom surfaces.
2. Cleaning will take place per regular custodial schedule and at least once per day. Disinfecting will take place per regular custodial schedule and when a confirmed COVID-19 case was in a school district location within 24 hours.

## Handwashing Facilities

To protect employees from COVID-19 hazards, the District will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. Employers shall encourage employees to wash their hands for at least 20 seconds each time.

## Personal Protective Equipment

The District will evaluate the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide such personal protective equipment as needed. The District will provide and ensure the use of such personal protective equipment as needed. Upon request, the District will provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.

To request a respirator an employee will need to contact the Human Resources Department. The request will be evaluated by the Human Resources Director. The employee, once provided a respirator, will receive basic instruction on how to get a good "seal" or fit.

## Periodic Inspections

The District will conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with employers' COVID-19 policies and procedures.

## Ongoing Monitoring of Orders and Guidance

The District will monitor and review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to the employer's industry, location, and operations.

## Identification and Evaluation of COVID-19 Hazards

The District has an obligation to locate, identify and correct potential COVID-19 hazards in the workplace. The following will be implemented in order to maximize identification of potential hazards.

1. The District will include opportunities for employee and authorized employee representative participation in the identification and evaluation of COVID-19 hazards.
2. The District will provide a draft of the COVID-19 Prevention Program to the following groups as well as posting it on our District website:
  - a. Lemoore Elementary Teachers Association (LETA)
  - b. Lemoore Elementary Classified Organization (LECO)
  - c. LUESD Safety Committee
  - d. Board of Trustees
  - e. Employees of LUESD
3. Document the vaccination status of employees when required to do so which shall be maintained as a confidential medical record in the Human Resources Department.
4. Evaluate employee workspaces for potential hazards.
5. Encourage employees to identify and bring to management's attention potential COVID-19 hazards in their workspace.
6. Conduct periodic inspections of facilities to identify and correct potential hazards that exist in common areas, high traffic areas, and other areas frequented by employees and the public.
7. Develop and evaluate policies and procedures, work practices, and staffing issues to determine whether any of our processes or policies can be changed or amended to reduce or eliminate COVID-19 hazards.
8. Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace
9. Conduct workplace specific evaluations of hazards following any positive COVID-19 case in the workplace.
10. Conduct an investigation to identify and eliminate COVID-19 hazards. In order to protect employees in the workplace the District will also investigate each positive COVID-19 case to help identify those employees who were in close contact with the infected employee and require all those potentially exposed to quarantine as required by law.
11. Will regularly evaluate the workplace for compliance with this program.
12. Unsafe and unhealthy hazards, work conditions, practices, policies or procedures will be documented and corrected in a timely manner based on the severity of the hazards. Correction priority and correction times will be based on the immediacy of the hazard.

## Correction of COVID-19 Hazards

The District will correct unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard. Once identified, hazards will be recorded and tracked until the hazard has been corrected. Correction priority and timeline will be based on the immediacy of the unsafe or unhealthy hazard.

## TRAINING AND INSTRUCTION

The District has developed an optional employee training program through Keenan SafeSchools and a dedicated COVID-19 page on the District website which includes but is not limited to, the following:

1. The District's COVID-19 policies and procedures to protect employees from COVID-19 hazards.
2. Information regarding COVID-19-related benefits, when applicable, to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, mandated sick leave and vaccination leave, the employer's own leave policies, and leave guaranteed by board policy.
3. The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
4. The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
5. The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
  - a. How to properly wear them.
6. How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
7. The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
8. Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
  - a. The conditions where face coverings must be worn at the workplace.
  - b. Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
9. COVID-19 symptoms, and the current recommendations from CDPH and Cal OSHA on when to test.
10. Information on the Districts COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

## COVID-19 CASES

The district has developed COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who test positive for COVID-19 (COVID-19 case) to prevent or reduce the risk of transmission of COVID-19 in the workplace.

When an employee tests positive for COVID-19 the District will:

1. Exclude COVID-19 case from work immediately if:
  - (1) For persons who test positive and develop COVID-19 symptoms: it is a minimum of 24 hours from the day of symptom onset and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms are mild and improving; or
  - (2) For persons who test positive who never develop COVID-19 symptoms: there is no infectious period for the purpose of isolation or exclusion from work. If symptoms develop, the criteria above will apply.
2. Clean and disinfect exposed area per timing requirements
3. Report requirements of the confirmed case to the local health department (LHD) as mandated by law
4. When directed by the LHD, investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
5. Correct any identified hazards

## Investigating COVID-19 Cases

The District has developed effective procedures to investigate any COVID-19 case to determine and mitigate any work-related factors that may have contributed to the risk of infection. Investigation, as directed by the LHD, may include but is not limited to the following:

1. Determining the high-risk exposure period and the day and time the COVID-19 case was last present at the workplace
2. The date of the positive COVID-19 test(s) and/or diagnosis
3. The date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.

## Confidentiality of Personal Information

All personally identifying information regarding COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer shall be provided in a manner that ensures the confidentiality of employees and only shared with the assigned Management/Supervisory/Confidential.

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.

EXCEPTION: Information on COVID-19 cases shall be provided to the local health department, CDPH, CalOSHA the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

## Return to Work Criteria for COVID-19 Cases

The purpose of this section is to limit transmission of COVID-19 in the workplace. COVID-19 case employees will be excluded from the workplace immediately and must not return to work until the following occurs:

1. When Symptomatic:
  - a. At least 24 hours have passed since a fever of 100 or higher has resolved without the use of fever reducing medications;
  - b. COVID-19 symptoms are mild and improving;
2. When Asymptomatic:
  - a. Employees who test positive but never developed COVID-19 symptoms may come to work.

All employees with a confirmed case of COVID-19 must wear a face covering around others for a total of 10 days.

## Return to Work Criteria for COVID-19 Exposure Cases

There is no work exclusion for an employee who is a close contact even if they develop symptoms.

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.

## Earnings & Leave Benefits while Excluded

For employees excluded from work and otherwise able and available to work, the District will continue and maintain the employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job.

Employees may be entitled to the following COVID-19 benefits under applicable federal, state, or local laws:

1. Sick Leave
2. Personal Necessity Leave
3. Vacation
4. Workers' Compensation Benefits\*
  - a. If a COVID-19-related illness is a result of employment, an employee may be entitled to workers' compensation benefits. If it is determined the COVID-19-related illness arose out of and in the course of employment, an employee may be entitled to compensation including full hospital, surgical, and medical treatment, disability indemnity, and death benefits.

## REPORTING AND RECORDKEEPING

This District will follow local and state law requiring reporting, recordkeeping, and access to records. Reporting and recordkeeping will be maintained as follows:

1. Record and track all COVID-19 cases and outbreaks including:

- a. First and last name
  - b. Contact information
  - c. Occupation
  - d. Location where the employee worked
  - e. Date of the last day at the workplace
  - f. Date of positive COVID-19 test
2. Report information about COVID-19 cases at the workplace to the local health department, and shall provide any related information required by the local health department.
3. Report employee COVID-19 cases to our workers' compensation plan administrator, Cyndi Logan-Parra, Executive Director of Kings County Self-Insured Schools (KCSIS) in compliance with SB1159
4. Maintain records of the steps taken to implement the written COVID-19 Prevention Program. The written COVID-19 Prevention Program shall be made available at the workplace to employees, authorized employee representatives, and to representatives of OSHA immediately upon request.

If requested, records of COVID-19 cases will be made available to employees and employee unions with all personal identifying information removed.

## COVID-19 OUTBREAKS

This section applies to a place of employment covered by the Lemoore Union Elementary School District COVID-19 Prevention Program if:

1. The exposed workplace has been identified by a local health department as the location of a COVID-19 outbreak or,
2. When there are three or more COVID-19 cases in an exposed workplace within a 14-day period.

This section shall apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

The District will continue to comply with the applicable elements of our CPP, as well as collaborating with our local health department for further requirements.

The District will evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

The District will offer COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period(s). COVID-19 testing shall be offered at no cost to employees during employees' working hours as long as the employee has made arrangements with their supervisor and reasonable work hours are utilized.

1. Approved over-the-counter rapid antigen tests have been provided by the State and are available to all employees.

## Exclusion of COVID-19 Cases

The District will ensure COVID-19 cases are excluded from the workplace in accordance with our COVID-19 Prevention Program and local health officer orders if applicable.

## Investigation, Review and Hazard Correction

In addition to the requirements of our COVID-19 Prevention Program the District will immediately perform an investigation and review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and include:

1. Investigation of new 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 outdoor air; insufficient air filtration; and lack of physical distancing.
2. The review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
3. The District will implement changes to reduce the transmission of COVID-19 based on the investigation and review required by our COVID-19 Prevention Program. The District will consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as possible, respiratory protection, and other applicable controls.

## Notification to the Local Health Department

The District will notify the local health department through the State Portal for Outbreak Tracking of any known case within one business day of being informed and gathering required reporting data.

Effective January 1, 2021, the District will provide all information to the local health department required by Labor Code section 6409.6.

## MAJOR COVID-19 OUTBREAKS

This section applies to any place of employment covered by our COVID-19 Prevention Program when there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period.

This section shall apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

The District will offer twice a week COVID-19 testing (regardless of vaccination status), or more frequently if recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace.

COVID-19 testing will be provided at no cost to employees during employees' working hours as long as the employee has made arrangements with their supervisor and reasonable work hours are utilized.

## Exclusion of COVID-19 Cases

The District will ensure COVID-19 cases are excluded from the workplace in accordance with our COVID-19 Prevention Program and any relevant local health department orders.

## Investigation and Hazard Correction

In addition to the requirements of our COVID-19 Prevention Program, the District will take the following actions:

1. 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. Employers shall also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and shall implement their use to the degree feasible.
2. The District will provide employees in the exposed group with respirators for voluntary use and determine the need for a respiratory protection program or changes to an existing respiratory protection program to address COVID-19 hazards.
3. Separate by six feet (except where the District can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.
4. Install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period and where the physical distancing requirement (described above) is not always maintained.
5. The District will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

## Notifications to the Local Health Department

The District will notify the local health department through the State Portal for Outbreak Tracking of any known case within one business day of being informed and gathering required reporting data.