

# **NEWCASTLE ELEMENTARY SCHOOL DISTRICT**

## **Injury & Illness Prevention Program (IIPP)**

*Adapted from Cal/OSHA Workplace Injury & Illness Prevention  
Model Program for Non-High Hazard Employers, Publications Unit*

6.2.2020  
Rev. 9.30.2020  
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**PUBLIC HEARING HELD 5.12.21**

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## INTRODUCTION

The Newcastle Elementary District is committed to providing a safe and healthful workplace for all employees and to providing a safe and healthful facility for employees and visitors. To achieve this goal, the Newcastle Elementary District office has implemented this Injury and Illness Prevention Program (IIPP). The program is designed to comply with the requirements contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203) and consists of the following eight elements:

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

The intent of this program is to prevent and/or minimize the probability of injuries and illness to employees, workers, visitors, and to comply with all applicable state, federal and local health and safety codes.

This plan has been adapted from the Cal/OSHA Workplace Injury & Illness Prevention Model Program for Non-High Hazard Employers, Publications Unit Rev. April 2018.

[https://www.dir.ca.gov/dosh/dosh\\_publications/IIPP-Model-nonhigh-hazard.pdf](https://www.dir.ca.gov/dosh/dosh_publications/IIPP-Model-nonhigh-hazard.pdf)

## RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, Pat McElvain, District Staff Secretary, Janet Jabusch, Fiscal Technician, have the authority and the responsibility for implementing and maintaining this IIPP for Newcastle Elementary District employees and facilities.

The person(s) with overall responsibility and authority for implementing the Injury and Illness Prevention Program are listed below:

Name: Pat McElvain

Title: District Staff Secretary

Phone Number: (916) 259-2832 ext. 1100

Name: Janet Jabusch

Title: Fiscal Services Technician II

Phone Number: (916) 259-2832 ext. 1113

Administrators, directors and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering workers questions about the IIPP. A copy of this IIPP is available from each administrator, director, and supervisor and is posted at the District Office.

## COMPLIANCE

All workers, including administrators, directors, and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices includes the following practices:

- Informing workers of the provisions of our IIPP
- Providing training to workers whose safety performance is deficient

## 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 the following items:

- New worker orientation including a discussion of safety and health policies and procedures
- Review of our IIPP
- Training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information
- A system for workers to anonymously inform management about workplace hazards

## HAZARD ASSESSMENT

Inspections to identify and evaluate workplace hazards shall be performed by competent observer.

Inspections are performed annually and, in addition, when the following occur:

1. Establishment of our IIPP;
2. New substances, processes, procedures, or equipment which present potential new hazards are introduced into our workplace;
3. New, previously unidentified hazards are recognized;
4. Occupational injuries and illnesses; and
5. 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, all exposed workers will be removed from the area except those necessary to correct the existing conditions. Workers who are required to correct the hazardous condition shall be provided with the necessary PPE.

## TRAINING AND INSTRUCTION

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

1. When the IIPP is first established;
2. To all new workers;
3. To all workers given new job assignments for which training has not been 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 IIPP.
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 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 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 IIPP. While written records are not required, we will endeavor to maintain the following records:

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

The master copy of this IIPP can be found at:

- Newcastle Elementary School District, Administration Office, 645 Kentucky Greens Way, Newcastle, CA 95658

Other copies of the IIPP can be found with the supervisors at:

- Newcastle Elementary and Charter School Office 8951 Valley View Drive, Newcastle, CA 95658

# REPORT OF UNSAFE CONDITION OR HAZARD

**EMPLOYEE REPORT:** Employees may submit this form anonymously to Supervisor, District Staff Secretary or Fiscal Services Technician II. No employee will be disciplined or discharged for reporting any workplace hazard or unsafe condition.

Location of condition believed to be unsafe or hazardous: \_\_\_\_\_

Date and time condition or hazard observed: \_\_\_\_\_

Description of unsafe condition or hazard: \_\_\_\_\_

What changes would you recommend to correct the condition or hazard?

Person to whom this report is being sent: \_\_\_\_\_

Date report was sent: \_\_\_\_\_

How was report delivered to responsible person: \_\_\_\_\_

If employee desires a response from the supervisor, the report must be signed.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

## **EMPLOYER RESPONSE:**

Date report received: \_\_\_\_\_ How received: \_\_\_\_\_

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

Results of Investigation (what was found/was condition unsafe or hazardous?). Attach additional pages if necessary: \_\_\_\_\_

Action taken to correct hazard or unsafe condition, if appropriate, or information provided as to why condition was not unsafe or hazardous. Attach additional pages if necessary:

\_\_\_\_\_  
Signature of Person Investigating

\_\_\_\_\_  
Date

Distribution of response: (3 copies)  
Original – District Staff Secretary  
Copy – Supervisor/Site Administrator  
Copy – Employee Originating Report

**Newcastle Elementary School District**

**Pat McElvain, District Staff Secretary**

**Janet Jabusch, Fiscal Services Technician II**  
645 Kentucky Greens Way, Newcastle, CA 95658  
(916) 259-2832

**HAZARD ASSESSMENT AND CORRECTION RECORD**

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Date of Inspection:

Person Conducting Inspection:

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Unsafe Condition or Work Practice:

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Corrective Action Taken:

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Date of Inspection:

Person Conducting Inspection:

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Unsafe Condition or Work Practice:

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Corrective Action Taken:

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Date of Inspection:

Person Conducting Inspection:

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Unsafe Condition or Work Practice:

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Corrective Action Taken:

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**Newcastle Elementary School District**

**Pat McElvain, District Staff Secretary**

**Janet Jabusch, Fiscal Services Technician II**  
645 Kentucky Greens Way, Newcastle, CA 95658  
(916) 259-2832

**INJURY ASSESSMENT AND CORRECTION RECORD**

(First section to be filled out by Safety Administrator and then sent to injured employee's supervisor)

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Type of Injury: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

Location of Injury: \_\_\_\_\_

Explain How Injury Happened: \_\_\_\_\_

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

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

Unsafe Condition or Work Practice:

\_\_\_\_\_

Corrective Action Taken:

\_\_\_\_\_

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



# NEWCASTLE ELEMENTARY SCHOOL DISTRICT (NESD) Injury and Illness Prevention Program COVID-19 Addendum

## **Employee Training**

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

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

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

- All employees will be asked to self-screen before leaving for work to ensure temperatures below 100.4 degrees Fahrenheit and stay home if they have symptoms consistent with COVID-19 or have had close contact with a person diagnosed with COVID-19 and complete the self-assessment before 7:40 am.
- If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms, persistent cough, chills or a fever, Newcastle Elementary School District (NESD) will do the following:
  - Provide resources including how to seek medical care information by directing employee to arrange for a COVID-19 test by accessing the following website for the most current information on testing sites, hours of operation and criteria for tests: [Placer County COVID-19 Testing Matrix](#). For the most current information on COVID-19 response scenarios, employee is advised to visit the Placer County Office of Education's Health Protocols located at [PCOE Covid-19 Response Scenarios-Health Protocols](#). Employer will follow all applicable federal, state and local guidelines with regard to sick leave

- associated with COVID-19
  - Employee should refer to the [PCOE Covid-19 Response Scenarios-Health Protocols](#) website for the most current information on returning to work following a COVID-19 related leave.
- If informed that an employee tests positive for COVID-19, **NESD** will provide notice to health officials in the county/city in which they are working to thus provide **NESD** with further guidance. Information includes but is not limited to:
  - The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work. Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked for by the health officials.
  - All employees are obligated to report immediately if they know or learn that they have been directly exposed to anyone that has tested positive for COVID-19.
- **NESD** will establish routine schedule to clean and disinfect common surface and objects in the workplace.
- This includes but is not limited to:
  - Tools, machinery, containers, desktops, counters, tables, chairs, benches, door handles, knobs, doorbells, drinking fountains, appliances such as coffee pot or microwave, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles – inside and out, and trash cans.
- The process of disinfecting includes providing disinfecting products, any PPE required for their safe use along with review of manufacturer instructions or protocols for proper use.

### **Procedures to Increase Physical Distancing and Consistently Enforce Physical Distancing Protocols**

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet.

Employees will be asked to practice distancing including, but not limited to the following:

- When working indoors or outdoor areas
- Coming and going from vehicles
- Limit or restrict riding in the same vehicle
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods
- When other work activities including using various tools and shared equipment
- When using a shared restroom

### **Good Sanitation Practices**

- Check restroom facilities frequently and make sure they are clean and sanitary.
- Assign an employee to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary.
- Make sure handwashing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing.
- Make sure handwashing supplies are re-stocked regularly.
- Assign an employee to oversee appropriate PPE including but not limited to gloves and facial coverings.

- Sanitize frequently.

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

- Transition into on-line meetings.
- Limit unnecessary travel, this includes personal employee vehicles and district provided vehicles, with multiple passengers.
- Discourage or eliminate all non-essential and non-related services, such as entertainment activities.

### **Work Related Injuries and Illnesses**

If an employee feels he/she has contracted COVID at work, the employee should report it to their supervisor and AMC CallConnect, who will triage for appropriate care including referral for treatment.

AMC CallConnect phone number: **(844) 691-4111**

# INJURY AND ILLNESS PREVENTION PROGRAM

**Newcastle Elementary School District**  
**645 Kentucky Greens Way**  
**Newcastle, CA 95658**

*School district name and address*

**Jeff Mize**  
**Director of Facilities and Maintenance**  
**645 Kentucky Greens Way**  
**Newcastle, CA 95658**  
**[jmize@newcastle.k12.ca.us](mailto:jmize@newcastle.k12.ca.us)**  
**916-259-2832 ext. 1108**

*Name and contact information for individual completing this form*

## Program Administrator

The ultimate responsibility for providing resources towards the goal of effective policies regarding environmental health and safety issues rests with the board of directors. General policies, which govern the activities and responsibilities of the Environmental Health and Safety program, are established under the authority of the board of directors. As designated by the superintendent, the individual with responsibility for implementing the IIPP is the Director of Facilities & Maintenance, hereafter referred to as the Program Administrator. The Program Administrator has the authority to implement all provisions of this program. All school employees are responsible for supporting the program and for working safely and maintaining a safe and healthful work environment.

**ASSIGNMENT OF RESPONSIBILITY** (Title 8 California Code of Regulations §3203(a)(1))

## **Our school district's lead Injury and Illness Prevention Program (IIPP) administrators are:**

Pat McElvain ([pmcelvain@newcastle.k12.ca.us](mailto:pmcelvain@newcastle.k12.ca.us)) District Staff Secretary and  
Janet Jabusch ([jjabusch@newcastle.k12.ca.us](mailto:jjabusch@newcastle.k12.ca.us)) Fiscal Technician 916-259-2832  
IIPP Administrator's Name, Job Title and Contact Information (address, phone number)

## **Our school district's co-administrator for our IIPP is:**

Jeff Mize, Director of Facilities and Maintenance, [jmize@newcastle.k12.ca.us](mailto:jmize@newcastle.k12.ca.us) 916-259-2832  
Co-Administrator's Name, Job Title and Contact Information (address, phone number)

This IIPP applies to all schools in our district.

(Optional but recommended.) Each school in our district has been assigned a safety supervisor. School-site safety supervisors are responsible for implementing and maintaining this IIPP at their school sites and for answering employee questions about the district's IIPP.

Each school-site safety supervisor has a copy of this IIPP. A list of all the district's school site safety supervisors who will implement and maintain the IIPP at their school sites is attached as Form A.

The master copy of this IIPP can be found at: **NESD District Office, 645 Kentucky Greens Way, Newcastle, CA 95658**

Other copies of the IIPP can be found at:

**HAZARD ASSESSMENT/INSPECTION** (Title 8 CCR §3203(a)(4))

Periodic inspections to identify and evaluate hazards in our school sites will be performed by one or more of the following checked individuals:

- School-site safety supervisors in their school sites
- Our district's IIPP Administrator(s)/SASH Coordinator(s)
- Other: \_\_\_\_\_

**Compliance**

Newcastle Elementary School District strives to ensure that all employees, faculty and staff comply with safe and healthy work practices. Managers, supervisors and responsible persons in the work unit are responsible for establishing and maintaining sound health and safety practices. To ensure compliance, employees have periodic inspections performed according to the following schedule:

When we initially stabled our IIPP. \*<sup>1</sup>

- Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace. \*
- Whenever new, previously unidentified hazards are recognized. \*
- Whenever occupational injuries and illnesses occur. \*
- Whenever workplace conditions warrant an inspection. \*
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted. \*
- Other times: \_\_\_\_\_

**Hazard Identification and Evaluation**

Newcastle Elementary School District has procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. Facilities director conducts periodic inspections of campus buildings.

SOS Representatives complete Hazard Assessments for their work unit.

The following tools are used to identify hazards and unsafe conditions in the work unit:

- Hazard Identification Checklist
- Work Station Ergonomic Evaluations
- Work Unit Inspection Tools
- Building Survey Checklist

**Incident Reporting and Investigations**

When an injury or illness occurs that is serious enough to require immediate medical treatment, notify Police by calling 911 on a campus phone or (916) 663-3323 at the Newcastle Fire Department.

<sup>1</sup> Items with an asterisk (\*) are activities that are required by Cal/OSHA for compliance with the IIPP standard.

**Reporting-**The [Incident Report](#) must be completed for all employee work-related injuries and illnesses within 24 hours of the incident. For additional information please refer to the [Workers' Compensation](#) website.

**Investigations-**As part of completing the Incident Report, the employee and supervisor work together to determine the cause of the incident and to ensure that appropriate follow-up, hazard communication, and hazard correction has occurred. The program administrator reviews incident reports. Incident reports and the program administrator investigations are documented and are filed with Workers' Compensation.

## **ACCIDENT/EXPOSURE INVESTIGATIONS (Title 8 CCR §3203(a)(5))**

### **Investigations of workplace accidents, hazardous substance exposures and near accidents will be conducted by:**

Jeff Mize, Director of Facilities and Maintenance \_\_\_\_\_

Name and Job Title

Our procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the scene as soon as possible.
- Interviewing injured employees and witnesses.
- Determining the cause of the accident/exposure.
- Examining the workplace and the incident for underlying causes associated with the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the findings and actions taken.
- Other: \_\_\_\_\_

### **Recordkeeping**

NESD has taken the following steps to document and maintain the IIPP:

- All IIPP related documents are maintained for a minimum of 10 years.
- Employee exposure records are maintained for at least 30 years.

## **HAZARD CORRECTION (Title 8 CCR §3203(a)(6))**

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

- When observed or discovered; \* and
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection and training. \*
- For serious hazards that are immediately dangerous to life or health, immediate action will be

taken to mitigate the hazard. The Supervisor/Principal Investigator, department heads, EH&S and RS and all affected employees will be notified of the hazard. If the hazard cannot be immediately abated, all personnel will be removed from the affected area. Access to the area will be controlled until the safety of personnel can be assured.

### **COMMUNICATION WITH EMPLOYEES ABOUT SAFETY (Title 8 CCR §3203(a)(3))**

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

Our communication system includes all of the following checked items:

#### **A.**

- New employee orientation including a discussion of safety and health policies and procedures. \*
- Follow-through by supervisors to ensure effectiveness. \*
- Worksite-specific health and safety training. \*
- Regularly Scheduled Safety meetings. Our safety meetings are held on the following schedule: **monthly**
- Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate. \*
- Posted or distributed safety information. \*
- A system for employees to anonymously inform administration about workplace hazards.\* This system involves: website anonymous workorder \_\_\_\_\_

--OR--

#### **B.**

- Our district elects to use a labor/management health and safety committee to meet all the requirements of Title 8 CCR §3203(c)(1)-(7), thereby complying with the communication requirements of Title 8 CCR §3203(a)(3). Scheduled for the fall, previously part of safety plan committee.

#### **C.**

- Other methods we use to ensure communication with and involvement of employees include: email, staff meetings, school safety plan meetings.

### **TRAINING AND INSTRUCTION (Title 8 CCR §3203(a)(7))**

All employees, including supervisors, will have training and instruction on general and job-specific safety and health practices. Training and instruction is provided according to the following schedule:

- When our IIPP was first established.\* annually
- To all new employees.\*

- To all employees given new job assignments for which training has not been previously provided.\* via school works
- Whenever new substances, processes, procedures, or equipment are introduced to the school district and represent a new hazard.\*
- Whenever anyone is made aware of a new or previously unrecognized hazard.\*
- To supervisors to familiarize them with the safety and health hazards to which employees, under their immediate direction and control, may be exposed.\*
- To all employees about the hazards specific to each employee's job assignment.\*

This training will include, but is not limited to:

- An explanation of our IIPP, emergency action plan, fire prevention plan, measures for reporting any unsafe conditions, work practices, injuries and any additional instructions that are needed.
- The availability of toilet, hand-washing, and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping such as keeping stairways and aisles clear, keeping work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
  - stacking goods in an unstable manner
  - storing materials and good against doors, exits, for extinguishing equipment and electrical panels.

Where applicable, our training may also include:

- The prevention of musculoskeletal disorders, including proper lifting techniques.
- The use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Proper food and beverage storage to prevent them from becoming contaminated.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other trainings.

**EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES (Title 8 CCR §3203(a)(2))**

All district employees, including supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes all of the following checked practices:

- Informing employees of the provisions of our IIPP.
- Evaluating the safety performance of all employees.
- Providing training to employees whose safety performance is deficient.
- Recognizing employees who perform safe and healthful work practices.

X

Other systems we have in place to ensure compliance with safety practices:

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# **Health & Safety**

## **Distance Learning**

### **(No students on campus)**

#### **Local Conditions - County Health Guidelines:**

- Ensure that all local conditions are in place for distance learning and students are NOT on campus. Distance learning continued operation will be in accordance with local public health guidelines and PPE equipment availability and cleaning supply availability.
- All employees will be asked to self-screen before leaving for work to ensure temperatures below 100.4 degrees Fahrenheit and stay home if they have symptoms consistent with COVID-19 or have had close contact with a person diagnosed with COVID-19.
- Staff will be trained to recognize possible COVID-19 symptoms and refer students that are displaying symptoms.

#### **Plan to address potential positive tested COVID-19 (staff):**

- If a worker has symptoms of COVID-19 such as a fever or 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 vomiting, or diarrhea.
- If a worker was diagnosed with COVID-19 and has not yet been released from isolation, OR
- If within the past 14 days, a worker has had contact with someone who has been diagnosed with COVID-19 and is considered potentially infectious (i.e., still on isolation).
- To return to work after a worker receives a COVID-19 diagnosis only if 10 days have passed since the symptoms first appeared, their symptoms have improved, and the worker has had no fevers (without the use of fever reducing medications for the last 72 hours). A worker without symptoms who was diagnosed with COVID-19 can return to work only if 10 days have passed since the date of the first positive COVID-19 test.
- Placer County Public Health will contact the District if a staff member has a positive COVID-19 test. Placer County Public Health will work with the District on a case by case basis to determine the extent of exposure to other staff members and consider if classroom, office, or school closure is warranted, and the length of time, based on the need to mitigate the spread of COVID-19 and allow for additional cleaning.
- District to communicate with staff at the school, in the case of a staff member with a positive test for COVID-19, in accordance with the privacy requirements of FERPA/HIPPA and the communication guidance as required from County Public Health.

#### **Personal Protection Equipment (PPE) (staff):**

- All staff must wear a face covering, unless exempt, at school when physical distancing is not possible.
- Face coverings will be provided to staff (face shields as appropriate).
- Gloves will be available upon request for staff, to the extent feasible, and will be provided for certain job-specific groups.
- Plastic shields will be installed in front office areas where students and public interact.

#### **Cleaning:**

- A cleaning log will be displayed outside of each bathroom.
  - Disinfecting materials and equipment will be available with directions outside of all adult single use bathrooms.

- Portable handwashing stations will be provided to both upper and lower campus.
- All classrooms will have wall-mounted hand sanitizer dispensers.
- Clean and disinfect frequently touched surfaces within schools daily, and throughout the day as practicable, by trained custodial staff as practicable.
- Teacher workspaces/classrooms will be cleaned and disinfected weekly
  - Classroom bathrooms will be cleaned and disinfected weekly
- Use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list “N” and follow product instructions.
  - Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer’s directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
  - Custodial staff, that are responsible for cleaning and disinfecting school sites, will be equipped with proper protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment.
- Cleaning and disinfecting guidelines will be established to ensure safe and correct application of disinfectant and to keep products away from children’s reach (stored in a space with restricted access).

### **Hygiene:**

- All staff should wash and/or sanitize hands as they enter classrooms (hand sanitizer will be provided for each classroom).
- Staff should wash and/or sanitize hands before/after eating.
- Staff will be trained on proper hygiene procedures including washing hands, not touching face and eyes, covering mouth when coughing or sneezing and physical distancing.
- Signage will be posted reminding staff of health protocols.
- Desks/tables spaced to provide maximum physical distancing whenever possible in areas other than classrooms.
- Staff should use their own individual supplies, where practicable, (i.e.: pens, paper, markers) and should not share with other staff.
- Food should not be shared with other staff
- Shared equipment copiers, printers, and other equipment should be regularly wiped down throughout the school day as feasible.
- Cleaning and sanitization supplies will be made available in the event a teacher desires to perform additional classroom cleaning/sanitization.

### **Campus Access:**

- Campus access will be limited to staff. Parents/guardians on official business ONLY. (No students, volunteers or visitors on campus.)
- Additional signage/markers will be posted on campus and in classrooms as needed.
- Outdoor campus facilities use will be available to outside groups as approved and only outside of school hours.
- Indoor campus facilities use will not be available to outside groups at this time.

### **Employee Training:**

- Provide Public School Works (PSW) employee training on:
  - COVID-19, How to Clean and Disinfect Your School
  - COVID-19, How to Protect Yourself and Others
- Specific training for job classes and work sites.
- Social/Emotional Resources for Staff:
  - The current Employee Assistance Program (EAP) utilizes the ComPsych Guidance

Resources program to provide a network of services for employees who require support during these difficult times. More information is available for staff under the Human Resources section on the District website.

### **Physical Distancing/Movement of Students on Campus:**

- Directional routes/markings, as applicable, for adults moving about campus safely and to avoid large groupings/congestion.
- Train staff to follow specific routes on campus (i.e.: classroom / bathroom / front office).
- Guidelines will be established for use of bathroom and entry into office will be limited by the office staff.
- Hallways shall be marked for one-way egress and ingress as necessary.

### **Plan Review:**

- Regularly evaluate the workspace compliance with the plan and document and correct deficiencies identified.

# **HEALTH & SAFETY**

## **Hybrid**

### **(Partial students on campus with modifications)**

#### Local Conditions - County Health Guidelines:

- Ensure that all local conditions are in place for school reopening and continued operation (lifting of stay-home orders, local public health clearance, PPE equipment availability, cleaning supply availability.)
- All parents/guardians will be asked to screen students before leaving for school to ensure temperatures below 100.4 degrees Fahrenheit, and keep students home if they have symptoms consistent with COVID-19 or have had close contact with a person diagnosed with COVID-19. School screening pending new recommendations.
- All employees will be asked to self-screen before leaving for work to ensure temperatures below 100.4 degrees Fahrenheit and stay home if they have symptoms consistent with COVID-19 or have had close contact with a person diagnosed with COVID-19 and complete the self -assessment before 7:40 am. (self-assessment is pending).
- Staff (bus driver pending) will be trained to recognize possible COVID-19 symptoms and refer students to the office that are displaying symptoms.

#### **Plan to Address Potential Positive Tested COVID-19 (students and staff):**

- Any student who displays signs of a fever or possible COVID-19 symptoms will be sent to the school Health Office (school to identify a location for isolation [conference room or multiple rooms) and provided with a face mask if needed. Parent/guardian to be contacted to take home or to the doctor.
- Any student or staff member who has a fever will be advised to isolate at home for 10 days from the onset of symptoms, or if they get tested with a negative test, can return to school 3 days after no longer having a fever.
- Placer County Public Health will contact the District if a student or staff member has a positive COVID-19 test. Placer County Public Health will work with the District on a case by case basis to determine the extent of exposure to other students and staff members and consider if classroom, office, or school closure is warranted, and the length of time-based on the need to mitigate the spread of COVID-19 and allow for additional cleaning. Classroom or school closure may result in using distance learning to ensure continuity of learning until the classroom or school can reopen.
- District to communicate with staff/families, at the school, in the case of a student or staff member with a positive test for COVID-19, in accordance with the privacy requirements of FERPA/HIPPA and the communication guidance as required from County Public Health.

#### **Personal Protection Equipment (PPE) (students and staff):**

- All staff must wear a face covering, unless exempt, at school when physical distancing is not possible.
- All students must wear a face covering, unless exempt, at school when physical distancing is not possible.
- Face coverings will be provided to staff (face shields as appropriate).
- Face coverings are available upon request for students.

- Gloves will be available upon request for staff, to the extent feasible, and will be provided for certain job-specific groups.
- Plastic shields will be installed in front office areas where students and public interact.
- Desk shields will be placed on each student's desk.

### **Cleaning:**

- A cleaning log will be displayed outside of each bathroom.
- Portable handwashing stations will be provided to both upper and lower campus.
- All classrooms will have wall-mounted hand sanitizer dispensers or pump dispensers.
- Classrooms will have students wash their hands using the classroom sink. Classroom drinking fountains will not be accessible (water bottles can be filled).
- Clean and disinfect frequently touched surfaces within schools daily, and throughout the day as practicable, by trained custodial staff as practicable.
- Playground equipment (balls, ropes, etc.) will be assigned to each class and used by that class only in a designated area. Equipment will be sanitized daily.
- Sharing of objects and equipment, such as toys, games and art supplies will be limited to the extent practicable. Items will be cleaned and disinfected between uses as practicable.
- Use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list "N" and follow product instructions.
  - Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
  - Custodial staff, that are responsible for cleaning and disinfecting school sites, will be equipped with proper protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment.
- Cleaning and disinfecting guidelines will be established to ensure safe and correct application of disinfectant and to keep products away from children's reach (stored in a space with restricted access).
- Signage will be posted at water fountains instructing students to fill water bottles and/or cups.

### **Hygiene:**

- All students should wash and/or sanitize hands as they enter classrooms (hand sanitizer will be provided for each classroom).
- Students should wash and/or sanitize hands before/after snacks and lunch.
- Staff and students will be trained on proper hygiene procedures including washing hands, not touching face and eyes, covering mouth when coughing or sneezing and physical distancing.
- Signage will be posted reminding students and staff of health protocols.
- Desks/tables spaced to provide maximum physical distancing whenever possible in areas other than classrooms.
- Students should use their own individual supplies, where practicable, (i.e.: pens, paper, markers) and should not share with other students.
- Food should not be shared with other students.
- Shared computers and other equipment should be regularly wiped down throughout the school day as feasible.
- Cleaning and sanitization supplies will be made available in the event a teacher desires to perform additional classroom cleaning/sanitization.

## **Campus Access:**

- Campus access will be limited to staff, students, and parents/guardians on official business ONLY. (No volunteers and visitors on campus.)
- Additional different drop off/pick up areas on campus will be designated for different classrooms or by grade levels, as feasible.
- Additional signage/markers will be posted on campus and in classrooms as needed.
- Outdoor campus facilities use will be available to outside groups as approved and only after school hours.
- Indoor campus facilities use will not be available to outside groups at this time.

## **Employee Training:**

- Provide Public School Works (PSW) employee training on:
  - COVID-19, How to Clean and Disinfect Your School
  - COVID-19, How to Protect Yourself and Others
- Specific training for job classes and work sites.
- Social/Emotional Resources for Staff:
  - The current Employee Assistance Program (EAP) utilizes the ComPsych Guidance Resources program to provide a network of services for employees who require support during these difficult times. More information is available for staff in the Human Resources section on the District website.

## **Physical Distancing/Movement of Students on Campus:**

- Directional routes/markings, as applicable, for classes/students to move about campus safely and to avoid large groupings/congestion.
- Where possible, designate zones for students at recesses/lunches to create efficient flow and avoid congestion of students.
- Train students to follow specific routes on campus (i.e., recess/bathroom/front office).
- Guidelines will be established for use of bathroom and entry into office to limit the number of people in these spaces at any given time.
- Hallways shall be marked for one-way egress and ingress as necessary.
- Elementary: Students may be assigned seating/desks as practicable. Flexible seating may be eliminated or limited to prevent cross contamination of surfaces.
- Desks/tables spaced to provide maximum physical distancing whenever possible in areas other than classrooms.
- Elementary: Students will be grouped together by classes/groups as much as possible (i.e., student groups play together in one area). Outdoor facilities will be used to the greatest extent possible.
- Large gatherings will be suspended (i.e., rallies, assemblies).
- Identified playground zones will be used for recess.

## **Plan Review:**

- Regularly evaluate the workspace compliance with the plan and document and correct deficiencies identified.

# HEALTH & SAFETY

## Full Reopening

(Students on campus 5 days a week with modifications)

### Local Conditions - County Health Guidelines:

- Ensure that all local conditions are in place for school reopening and continued operation (lifting of stay-home orders, local public health clearance, PPE equipment availability, cleaning supply availability.)
- All parents/guardians will be asked to screen students before leaving for school to ensure temperatures below 100.4 degrees Fahrenheit, and keep students home if they have symptoms consistent with COVID-19 or have had close contact with a person diagnosed with COVID-19. School screening pending new recommendations.
- All employees will be asked to self-screen before leaving for work to ensure temperatures below 100.4 degrees Fahrenheit and stay home if they have symptoms consistent with COVID-19 or have had close contact with a person diagnosed with COVID-19 and complete the self-assessment before 7:40 am. (self-assessment is pending).
- Staff (bus driver pending) will be trained to recognize possible COVID-19 symptoms and refer students to the office that are displaying symptoms.

### Plan to Address Potential Positive Tested COVID-19 (students and staff):

- Any student who displays signs of a fever or possible COVID-19 symptoms will be sent to the school Health Office (school to identify a location for isolation [conference room or multiple rooms) and provided with a face mask if needed. Parent/guardian to be contacted to take home or to the doctor.
- Any student or staff member who has a fever will be advised to follow current California Department of Public Health (CDPH) guidelines.
- Placer County Public Health will contact the District if a student or staff member has a positive COVID-19 test. Placer County Public Health will work with the District on a case by case basis to determine the extent of exposure to other students and staff members and consider if classroom, office, or school closure is warranted, and the length of time-based on the need to mitigate the spread of COVID-19 and allow for additional cleaning. Classroom or school closure may result in using distance learning to ensure continuity of learning until the classroom or school can reopen.
- District to communicate with staff/families, at the school, in the case of a student or staff member with a positive test for COVID-19, in accordance with the privacy requirements of FERPA/HIPPA and the communication guidance as required from County Public Health.

### Personal Protection Equipment (PPE) (students and staff):

- All staff must wear a face covering, unless exempt, at school when physical distancing is not possible.
- All students must wear a face covering, unless exempt, at school when physical distancing is not possible.
- All students must wear a face covering on the bus, unless exempt.
- Face coverings will be provided to staff (face shields as appropriate).
- Face coverings are available upon request for students.
- Gloves will be available upon request for staff, to the extent feasible, and will be provided for certain job-specific groups.
- Plastic shields will be installed in front office areas where students and public interact

- Desk shields will be placed on each student's desk and on cafeteria tables.

### **Cleaning:**

- A cleaning log will be displayed outside of each bathroom.
- Portable handwashing stations will be provided to both upper and lower campus.
- All classrooms will have wall-mounted hand sanitizer dispensers or pump dispensers.
- Classrooms will have students wash their hands using the classroom sink. Classroom drinking fountains will not be accessible (water bottles can be filled).
- Clean and disinfect frequently-touched surfaces within schools daily, and throughout the day as practicable, by trained custodial staff as practicable.
- Playground equipment (balls, ropes, etc.) will be assigned to each class and used by that class only in a designated area. Equipment will be sanitized daily.
- Sharing of objects and equipment, such as toys, games and art supplies will be limited to the extent practicable. Items will be cleaned and disinfected between uses as practicable.
- Use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list "N" and follow product instructions.
  - Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
  - Custodial staff, that are responsible for cleaning and disinfecting school sites, will be equipped with proper protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment.
- Cleaning and disinfecting guidelines will be established to ensure safe and correct application of disinfectant and to keep products away from children's reach (stored in a space with restricted access).
- Signage will be posted at water fountains instructing students to fill water bottles and/or cups.

### **Hygiene:**

- All students should wash and/or sanitize hands as they enter classrooms (hand sanitizer will be provided for each classroom).
- Students should wash and/or sanitize hands before/after snacks and lunch.
- Staff and students will be trained on proper hygiene procedures including washing hands, not touching face and eyes, covering mouth when coughing or sneezing and physical distancing.
- Signage will be posted reminding students and staff of health protocols.
- Desks/tables spaced to provide maximum physical distancing whenever possible in areas other than classrooms.
- Students should use their own individual supplies, where practicable, (i.e.: pens, paper, markers) and should not share with other students.
- Food should not be shared with other students.
- Shared computers and other equipment should be regularly wiped down throughout the school day as feasible.
- Cleaning and sanitization supplies will be made available in the event a teacher desires to perform additional classroom cleaning/sanitization.

### **Campus Access:**

- Campus access will be limited to staff, students, and parents/guardians on official business ONLY. (No volunteers and visitors on campus.)
- Additional different drop off/pick up areas on campus will be designated for different

- classrooms or by grade levels, as feasible.
- Additional signage/markers will be posted on campus and in classrooms as needed.
  - Outdoor campus facilities use will be available to outside groups as approved and only after school hours.
  - Indoor campus facilities use will not be available to outside groups at this time.

### **Employee Training:**

- Provide Public School Works (PSW) employee training on:
  - COVID-19, How to Clean and Disinfect Your School
  - COVID-19, How to Protect Yourself and Others
- Specific training for job classes and work sites.
- Social/Emotional Resources for Staff:
  - The current Employee Assistance Program (EAP) utilizes the ComPsych Guidance Resources program to provide a network of services for employees who require support during these difficult times. More information is available for staff in the Human Resources section on the District website.

### **Physical Distancing/Movement of Students on Campus:**

- Directional routes/markings, as applicable, for classes/students to move about campus safely and to avoid large groupings/congestion.
- Where possible, designate zones for students at recesses/lunches to create efficient flow and avoid congestion of students.
- Train students to follow specific routes on campus (i.e., recess/lunch/bathroom/ front office).
- Guidelines will be established for use of bathroom and entry into office to limit the number of people in these spaces at any given time.
- Hallways shall be marked for one-way egress and ingress as necessary.
- Elementary: Students may be assigned seating/desks as practicable. Flexible seating may be eliminated or limited to prevent cross contamination of surfaces.
- Desks/tables spaced to provide maximum physical distancing whenever possible in areas other than classrooms.
- Elementary: Students will be grouped together by classes/groups as much as possible (i.e., student groups eat together and play together in one area). Outdoor facilities will be used to the greatest extent possible for Physical Education (PE) and lunch.
- Multiple lunch schedules will continue to be offered to limit the number of students eating at the same time.
- Large gatherings will be suspended (i.e., rallies, assemblies).
- Identified playground zones will be used for recess.

### **Plan Review:**

- Regularly evaluate the workspace compliance with the plan and document and correct deficiencies identified.