

New Haven Unified School District

INJURY AND ILLNESS PREVENTION PROGRAM

K-12 SCHOOL DISTRICT

I. General Policy Statement

The School District, through its management, is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety.

II. Objective of Injury and Illness Prevention Program

The primary objective of the Injury and Illness Prevention Program is to prevent employees from getting injured on the job. In order to achieve this objective, we must comply with the California Occupational Safety and Health Administration, General Industry Safety Orders Title 8, Section 3203, which requires each employer to:

- A. Establish and maintain an effective Injury and Illness Prevention Program.
- B. Provide a safe and healthy working environment for all employees.
- C. Reduce the financial and human losses resulting from accidents and illness arising out of or occurring in the course of employment.
- D. Establish safety policies, committees, training, etc., which will contribute to and be a part of the Injury and Illness Prevention Program.
- E. Establish ongoing injury prevention programs for all departments.

III. Injury and Illness Prevention Program

A. Support

All employees are expected to comply with the provisions of the Injury and Illness Prevention Program. This program, along with the Code of Safe Practices, reflects administration's concern for safety and its commitment to the policies outlined in the program.

B. Responsibilities

- 1. Superintendent/designee will be responsible for overseeing the Injury Prevention Program. He/she shall designate the Risk Manager to direct the Injury and Illness Prevention Program administration.
- 2. The Risk Manager shall be responsible for:
 - a. Administering the Injury and Illness Prevention Program to determine compliance.
 - b. Coordinating the workers' compensation claims function.
 - c. Maintaining records as prescribed by law and regulation.
 - d. Providing information regarding accident-injury experience and related costs

- to the Superintendent, Board of Education, and various department heads.
- e. Training supervisors to effectively communicate safety instructions to employees.
 - f. Advising department heads and department safety coordinators on safety clothing, equipment, and policies.
 - g. Assisting with periodic safety and health inspections.
 - h. Performing follow-up investigations of accidents and injuries as required.
 - i. Serving on the District Safety Committee.
 - j. Performing all duties necessary to insure compliance with applicable safety and health regulations.
 - k. Designing and implementing a communications system that will allow all employees to submit confidential safety recommendations.
 - l. Establishing and maintaining a system of job safety rules, regularly scheduled safety inspections, accident investigation, and pertinent safety performance records.
 - m. Coordinating and implementing an initial safety inspection to include all district worksites.
3. The District Level Division and Department Heads will be responsible for:
- a. Providing safety orientation, adequate job training, and continuing safety instruction for all departmental employees.
 - b. Assisting the Risk Manager in ongoing safety training for supervisors.
 - c. At all non-school worksites, the District Administrator in charge of that department or division will serve as the site safety administrator and will be expected to fulfill the above duties.
 - d. The District Administrator in charge of Maintenance, Operations and Grounds will administer all aspects of SB 198 safety programs for all custodial, maintenance, and grounds employees.
4. The Site Administrator will be responsible for:
- a. Coordinating all aspects of the SB 198 program at the school site.
 - b. Attending the District safety training programs.
 - c. Providing SB 198 safety training for all teaching and administrative staff at the site.
 - d. Supervising the safety inspection process to assure that inspections are thorough and timely.
 - e. Implementing remedial actions to correct imminent safety hazards identified and confirmed at the school by:
 - 1) Altering work practices and procedures as needed.
 - 2) Repairing and/or replacing unsafe facilities and equipment.
 - 3) Red tagging, locking out, or disabling unsafe equipment and machinery and arranging for these items to be permanently removed from service.
5. All Supervisors shall:
- a. Do items a-e above.
 - b. Continuously observe and evaluate work conditions and procedures to detect and correct unsafe conditions and practices.
 - c. Discipline employees who do not comply with safety rules, procedures, and policies.
 - d. Promptly investigate injuries and accidents.
 - e. Accident investigation will be recorded on the ACSIG Form, Supervisor's Report of occupational injury.
 - f. Accident investigation will include an assessment of what, where, when, why

- and how the accident occurred and the actions that have been implemented to prevent future recurrences.
- g. Encourage employees to report unsafe conditions and to submit practical suggestions for correction.
 - h. Insure that tools, equipment, and protective devices are properly maintained and utilized.
6. All Employees are required to develop and demonstrate safe work habits. They shall:
- a. Promptly report to their supervisor all accidents and injuries occurring within the course of their employment.
 - b. Promptly report to their supervisor all unsafe conditions that they observe.
 - c. Attend and participate in safety training.
 - d. Use prescribed protective clothing where required.
 - e. Learn and observe the safety rules, procedures, and policies.
 - f. All employees will be required to comply with District Safety Procedures as set forth in the Code of Safe Practices and with directives concerning safety. Employees who violate safety rules will be subject to a progressive disciplinary process in accordance with the applicable labor agreement. Disciplinary actions for repeated, willful violations of the safety code may include termination.
7. The District Safety Committee is responsible for communicating with employees in matters relating to safety and health. They shall:
- a. Act at the direction of the Risk Manager.
 - b. Meet monthly to perform the following functions:
 - 1) Analyze effectiveness of the Injury and Illness Prevention Program and develop policy recommendations to meet current needs.
 - 2) Review safety problems and recommend practical solutions for correcting them.
 - 3) Receive Site Safety Coordinators' reports and review actions of the department safety coordinators.
 - 4) Review liability and workers' compensation reports as necessary.
 - 5) Review and investigate all lost-time work accidents.
 - 6) Assist in the evaluation of employee safety suggestions.
 - c. The District Safety Committee shall be composed of one employee representative each from:
 - d. Employee representatives to serve on the District Safety Committee shall be designated by the groups they represent.
 - e. The Risk Manager will select additional employee representatives as needed to assure that the pertinent employee groups are represented.
 - f. No person may serve on the District Safety Committee while he/she is party to a litigated worker's compensation claim.
 - g. Safety Committee members will receive a minimum of four hours safety-related training per year.
 - h. Safety Committee members will review investigations of allegedly hazardous conditions. If necessary, the committee may conduct its own investigations and assist in developing recommendations to correct unsafe conditions reported in the District.
 - i. The Safety Committee will administer the District Safety Budget. Expenditure decisions will be determined by a simple majority vote of the Safety Committee.

8. Site Safety Committees
 - a. Site Safety Committees shall meet on a routine basis to receive information and direction from the District Safety Committee and to share specific information with other departments. This includes review of safety problems, implementation of individual safety recommendations, conduct lectures and presentations, and review of safety inspections.
 - b. Perform annual safety inspections using guidelines distributed by the District.

IV. Recordkeeping Requirements will be adhered to including:

- A. Inspection records
- B. Training
- C. Suggestions
- D. Maintenance of all written records for three years.

CODE OF SAFE WORK PRACTICES

General--All Areas

Unsafe Storage of Equipment and Supplies

- All employees must return items to the place where they found them.
- All supplies are to be put on shelves, not left in areas where they can become a tripping hazard.
- Trash must be removed daily.
- Storage limited to properly designated areas, no more than one box high on top of cabinets.

Use of Extension Cords

- Must have ground.
- Used for temporary use only such as television, slide projector, etc. Not a refrigerator.
- Cords must not have breaks or frayed ends.
- Heavy duty only #16 or better.
- All cords secured in such a way to eliminate tripping hazard.

Lifting

- Ask for help in lifting heavy and bulky items.
- Do your lifting with strong leg muscles by bending the legs when lifting instead of bending the weak back muscles.
- Do not allow load to slip while lifting. If it does, stop and start over with a firm grip.
- Keep load close to your body.
- Change the position of your feet to make turns but do not twist your body.

Ladder Usage

A ladder is a wonderful custodial tool if used properly. If it is used improperly, it can be very dangerous. The following are some things to keep in mind when using a ladder.

- Use a ladder instead of standing on chairs, tables, boxes, or cans.
- Never paint a ladder.
- Ladders should not be set too straight; one-fifth of the ladder length away from the bottom is a good rule.
- It is dangerous to lean too far when on a ladder.

- The legs of a ladder should be fully extended and the spreader set before a stepladder is used.
- It is dangerous to try to use a stepladder as a straight ladder.
- Always ascend and descend a ladder facing it.
- Do not use the top step of a ladder to stand on.
- Do not leave an item on the top of a ladder which is unattended or being moved.
- Never place a ladder against a moveable surface.

Inspection

Observation is the key to a safe work place. We expect the following from all employees:

1. You are to use only the properly prescribed equipment for the job specified.
2. You are to follow all procedures established for that job.
3. The following areas of inspection are mandated:
 - Housekeeping
 - Machinery guards including paper cutters
 - Method of handling material
 - Wet floors

Use of Power Equipment

- Must be grounded.
- All protective devices must be operational and used.
- All protective equipment prescribed must be used.
- Defective equipment will not be used.

Use of Hand Tools

- Must only be used for the purpose intended.
- A putty knife is not a chisel or screwdriver.
- When using hand tools, all employees will use eye protection.
- Defective hand equipment will not be used.

Using Razor Blades for Scrapers

Razor blades are used by many job classes in the education field. They do a wonderful job but are very sharp and can cause injury. Follow these procedures when handling:

- Always use a holder when using a razor blade for scraping.
- Never use a double-edged razor.
- When replacing a blade, use the cardboard cover to protect your hands.
- Wear eye protection.
- Never use a broken blade.

Fire Safety

Fire safety is a high priority to all school personnel. The protection of life and property in a fire is our main concern.

- Report all conditions which could cause a fire.
- In the event of a fire, sound the alarm.
- When you hear an alarm, stop work, follow prescribed route of evacuation, and gather at the appointed location.
- Only trained and designated workers may attempt to respond to a fire or other emergency.
- Fire extinguishers shall be hung in their proper location and will be charged at all times. They will be inspected and, if necessary, recharged yearly.
- Means of egress shall be kept unblocked, well-lighted, and unlocked during all use

hours.

- All excess trash will be removed from buildings daily.
- All hallways and aisles shall be kept clear at all times.
- All fires shall be reported.

Areas of Job Specifics

Teachers, Aides, and Office Workers

1. Paper cutters. This piece of equipment is useful in cutting paper straight. The following are the safety concerns:
 - All paper cutters must have guards and must be functional.
 - Cut only the number of pages it can easily cut.
 - Never touch the blade.
 - Always lock blade in locked position when not in use.
 - Only authorized personnel are to operate this equipment.
2. Tripping hazards are always a concern in classrooms and offices. The following rules must be followed:
 - Keep area clear of excess debris.
 - Do not store items on the floor around desks.
 - Do not have electrical cords crossing areas where workers walk.
 - Maintain adequate aisle space.
3. File Cabinets
 - Heavy items should be stored in bottom drawers.
 - Open file drawers one at a time and close one drawer before opening another drawer.
 - Watch that you don't close the drawer on your fingers.
 - Never move a file cabinet without proper moving equipment.
4. Chemical Safety
 - Working with chemicals is a necessity if we are to maintain a safe environment. Before working with chemicals, read all pertinent information.

Custodial, Food Service, Maintenance, Grounds, and Shop Classes Working with Chemicals

- a. All chemicals must have a Material Safety Data Sheet on file.
- b. All personnel will be trained on chemical usage before they work with chemicals.
- c. All employees will use proper protective equipment as prescribed on the Material Safety Data Sheet.
- d. All spray bottles will have a manufacturer's provided secondary label.
- e. All employees will adhere to all provisions of the School District's Hazard Communication Standard.
- f. If you find an unlabeled chemical, you are to notify your supervisor immediately and do not use.
- g. You are to use chemicals as they are intended and follow directions on the container.
- h. You are never to mix chemicals together, especially ammonia and bleach.

**ADDENDUM:
COVID Prevention Plan
For
New Haven Unified School District
January 21, 2021**

Model COVID-19 Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section [3205\(c\)](#)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CCP template. Employers can also create a written CCP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OSHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
 - [3205, COVID-19 Prevention](#)
 - [3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks](#)
 - [3205.2, Major COVID-19 Outbreaks](#)
 - [3205.3, Prevention in Employer-Provided Housing](#)
 - [3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work](#)
 - The four [Additional Considerations](#) provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at www.dir.ca.gov/dosh/coronavirus/



November 2020

COVID-19 Prevention Program (CPP)

New Haven Unified School District

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: January 25, 2021

Authority and Responsibility

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

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

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

NHUSD trains all staff and provides educational materials to families in the following safety actions:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Proper use, removal, and washing of face coverings
- Screening practices
- How COVID-19 is spread o COVID-19 specific symptom identification
- Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19
- For employees, COVID-19 specific symptom identification and when to seek medical attention
- New Haven's plan and procedures to follow when children or adults become sick at school
- New Haven's plan and procedures to protect workers from COVID-19 illness

Employee screening

Employees are directed to self-screen using the CDPH Self-Screening template. Visitors at the District office also screen using a QR Code and cannot enter without approval from the receptionist.

At school sites, visitors are screened at the door and must sign in and fill out a self-screen form prior to entering campus. PPE/Face coverings are mandatory for all employees, students and visitors on any school facility. Temperature checks with non-contact thermometers are used in all Learning Pods around the District.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

Site Principals or District Management will assess hazards and assign corrections to site administration or custodial staff. Upon completion, a follow up inspection will be done by either the site Principal or District Management to ensure corrections are made accordingly.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- All sites and departments have worked out rotation schedules to minimize the number of employees on site each day to ensure maximum physical distancing, while still ensuring that work is getting done.
- Gatherings of any kind are discouraged. If meetings have to occur in person, a minimum of 6 feet physical distancing and face coverings for all participants is required.
- Signs are posted on each site, maximum capacities are posted on classrooms and common areas and directional arrows are posted on the ground in areas of ingress and egress.
- Employees at school sites and district offices stagger arrivals, departures, lunches and break times to minimize contact.
- Adjustments have been made at every school site and district office to accommodate work flow to allow greater safety for employees.
- **Reference section 3205(c)(6) for details**

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. PPE will be provided for NHUSD Students and Staff.

Cloth face coverings are required (except when eating or drinking) for students (Pre-K and up) and all New Haven staff, with the exception of students unable to wear them due to special circumstances such as a particular developmental or health diagnosis that would limit their ability to wear a face covering.

- The District may provide reasonable accommodation, such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons (per Cal/OSHA, considerations for face shields should include a cloth drape attached across the bottom and tucked into the shirt).

- Per ACPHD guidance, staff can use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction.
- Provide other protective equipment, as appropriate for work assignments: For employees engaging in symptom screening, provide surgical masks, face shields, and disposable gloves. For front office and food service employees, provide face coverings and disposable gloves. For custodial staff, provide equipment and PPE for cleaning and disinfecting, including:
 - For regular surface cleaning, provide gloves appropriate for all cleaning and disinfecting.
 - Classified staff engaged in deep cleaning and disinfecting will be equipped with proper PPE for COVID-19 disinfection (e.g. gloves, eye protection, and mask), in addition to PPE, as required by product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
 - Per Cal/OSHA requirements, PPE will be provided and worn to effectively protect employees from the hazards of cleaning products, and training will be provided to staff on the hazards of chemicals.
 - Appropriate PPE will be provided to all teachers and other personnel working one-on-one with students who require physical supports.

How to Use a Mask

- Before wearing a mask, wash your hands with an alcohol-based disinfectant or with soap and water.
- Cover your mouth and nose with the mask and make sure the mask is firmly pressed against your face.
- Do not touch the mask while you are wearing it; if you do, wash your hands with an alcohol-based disinfectant or with soap and water afterward.
- Remove the mask from behind (do not touch its front side); and then wash your hands with an alcohol-based disinfectant or with soap and water.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

Covid-19 protocol signage, limited occupancy and Plexiglass are currently being used in situations where six feet between individuals is not allowable.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- When weather conditions allow, increase fresh outdoor air by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to occupants in the building.

- Use fans to increase the effectiveness of open windows. Avoid placing fans in a way that could potentially cause contaminated air to flow directly from one person over another.
- Decrease occupancy in areas where outdoor ventilation cannot be increased.
- Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.
- Increase airflow to occupied spaces when possible.
- Turn off any demand-controlled ventilation (DCV) controls that reduce air supply based on occupancy or temperature during occupied hours.
- Open outdoor air dampers beyond minimum settings to reduce or eliminate HVAC air recirculation. However, this may be difficult to do in cold, hot, or humid weather.
- Install MERV-13 Filters

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Based on sign in logs and emails generated by school sites, Custodial staff ensures that onsite supplies are maintained and distributed accordingly. Any areas occupied by staff are cleaned and disinfected daily with CDC approved disinfectant. Including all high touch points and common areas. Additional supplies and personnel will be issued upon request.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

Close off areas used by the person who is sick. Open outside doors and windows and use fans or other engineering controls to increase air circulation in the area. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible. Clean and disinfect the immediate workspace used by the person who is sick or diagnosed with COVID-19, such as the surfaces in their office or cubicle. If common areas such as bathrooms or shared items have already been routinely cleaned and disinfected, there is no need for additional action. Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags, if available. Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.

Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate disinfectant on EPA List N: Disinfectants for Coronavirus (COVID-19). . Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), for concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces. While vacuuming, temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units. DO NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve. Once an area has been appropriately disinfected, it can be opened for use.

If more than 7 days since the person who is sick visited or used the facility, cleaning and disinfection is not necessary. Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks,

keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by disinfecting of classrooms, common areas and office spaces will be done by Custodial Staff. If needed, training and materials will be made available to non-custodial staff.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we do the following:

HEALTHY HYGIENE PRACTICES

Availability of handwashing stations and hand sanitizers

The health and safety of students and staff is a top priority. The health and hygiene practices will be incorporated with training before and during the school reopening. It will support a safe and organized transition back to classroom instruction, through systematic protocols and procedures, and emergency preparation plans.

1. Regular hand washing is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others.
2. Ensure sufficient supplies of hand sanitizers, soap, hand-washing stations, tissues, no-touch trash cans, and paper towels.
3. Follow established physical distancing protocols and sanitation protocols. Adjustment
Prioritizing Health and Safety
 - a. Create markers to indicate the expected distance between students; especially in high-traffic areas.
 - b. Limit educational activities with high student contact.
 - c. Orient students with a new landscape of school and provide health education around minimizing germ spread, covering sneezes/coughs, washing hands, and physical distancing.
 - d. Communicate that students may not bring items that are not easily disinfected.
 - e. Inform students not to bring personal items from home, other than snacks/lunch, school assignments, devices, or items specifically required by the school.
 - f. Inform staff, parents, and students to refrain from bringing disinfecting supplies into the classroom.
 - g. Wash hands often with soap and water for at least 20 seconds.
 - h. Use hand sanitizer, at least 60 percent alcohol, if soap and water are unavailable (frequent handwashing is more effective than the use of hand sanitizers).
 - i. Avoid touching eyes, nose, and mouth with unwashed hands.
 - j. Increase the frequency of cleaning and disinfection protocol
 - k. Teach and remind students of hygiene practices necessary to ensure personal health and safety in school facilities and vehicles.
Per CDPH and Cal/OSHA guidance, and consultation with local public health officials, provide opportunities for students and staff to Teach and remind students of hygiene practices necessary to ensure personal health and safety in school facilities and vehicles.
 - l. Per CDPH and Cal/OSHA guidance, and consultation with local public health officials, provide opportunities for students and staff to meet handwashing frequency guidance and provide sufficient access to handwashing and sanitizer stations.
 - m. Provide fragrance-free hand sanitizer (with a minimum of 60 percent alcohol) at or near all workstations and on buses. Children under age nine should use hand sanitizer under adult supervision.
 - n. Call Poison Control for any accidental consumption: 1-800-222-1222.
 - o. Train staff and students on proper handwashing techniques and PPE.
 - p. Advise staff and students to use paper towels (or single-use cloth towels) to dry hands thoroughly.

- q. Share hand washing protocol to wash hands when:
- Arriving and leaving home;
 - Arriving at and leaving campus
 - After playing outside;
 - After having close contact with others;
 - After using shared surfaces or tools;
 - Before and after using the restroom;
 - After blowing the nose, coughing, and sneezing; and
 - Before and after eating and preparing foods.
4. Apply CDC guidance on proper PPE use by teaching staff and students to use tissues to wipe the nose, cough and sneeze inside a tissue, and not touch the face or face covering. (<https://www.cdc.gov/handwashing/index.html>)
5. But if soap and water are not available, using a hand sanitizer with at least 60% alcohol can help you avoid getting sick and spreading germs to others <https://www.cdc.gov/handwashing/hand-sanitizer-use.html>
6. Hand Sanitizers will be available at various locations on each campus:
- No Touch Hand sanitizers containers are preferred. However, if it is not available, the student/staff will not touch the handle of the hand sanitizers bottles/containers
 - Paper towel or any disposable barrier will be used to push the handle of the container.
 - When Hand sanitizers will be used. Will rub hands for friction for 20-30 seconds, until it dries out
 - (<https://www.cdc.gov/handwashing/show-me-the-science-hand-sanitizer.html#:~:text=CDC%20recommends%20washing%20hands%20with,and%20spreading%20germs%20to%20others>).
 - Before entering school
 - Before, During and after any classroom activity where student have touched a “common” area
 - Before and after Bathroom use
 - Before and after eating
 - After any possible exposure to droplets, or body fluids (sneezing, coughing, Blowing nose)
7. Use of handwashing and Hand sanitizers will be promoted and incorporated into routine
- [Posters | Handwashing](#)
 - Handwashing video
 - [Videos | Handwashing](https://www.cdc.gov/handwashing/videos.html)<https://www.cdc.gov/handwashing/videos.html>
 - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>
8. Training Topic Recommendations:
- Health Hygiene Practices; (<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>)
 - Face coverings: (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>)
 - Cleaning/Disinfection/Ventilation - <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
 - Physical Distancing - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html#:~:text=Social%20distancing%2C%20also%20called%20%E2%80%9Cphysical,both%20indoor%20and%20outdoor%20spaces>
 - Health Screenings - <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>

- Protocols for sick staff or students - <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/student-becomes-sick-diagnosis-flowchart.html>

9. Special Education Students

- Our special Ed students have very unique needs. The above safety measures will not address all of the specific situations encountered in Special Ed. classrooms. Therefore, specific Reopening plans will be based on IHP (Individualized health plan). The District nurse(s), together with the Special Ed team per classroom (includes para educators and specialists) will work together with a plan with SAFETY as our priority.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids. [Delete if not applicable to your workplace.]

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Currently the District has a contract through the ACOE with Curative Inc. to provide free testing for all employees in our district.
- Information on benefits described in Training and Instruction, and Exclusion of Covid-19 Cases will be provided to staff members.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how each school site and district offices have a designated COVID Liaison in charge of COVID Tracing and Reporting. These employees have been trained in COVID Tracing and reporting and work with our District Emergency Response team whenever a new case comes up.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing In addition to the free Curative COVID testing we provide, employees are made aware of the free Kaiser testing and other free pop up testing options that are available throughout the county.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. If a positive case is reported,

the employees are directed to quarantine per the county guidelines and report back negative test results to the COVID Liaisons upon their return.

- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Once schools open in New Haven, it is currently recommended by the State that surveillance testing be implemented based on the local disease trends. If epidemiological data indicates concern for increasing community transmission, schools should increase testing of staff to detect potential cases as lab testing capacity allows. According to State recommendations, school districts and schools shall test staff (teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff) periodically, as testing capacity permits and as practicable. Examples of recommended frequency include testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- 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.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Train All Staff and Educate Families

Train all New Haven staff and provide educational materials to families in the following safety actions:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Proper use, removal, and washing of face coverings
- Screening practices
- How COVID-19 is spread o COVID-19 specific symptom identification
- Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19
- For workers, COVID-19 specific symptom identification and when to seek medical attention

- New Haven's plan and procedures to follow when children or adults become sick at school
- New Haven's plan and procedures to protect workers from COVID-19 illness

Consider conducting the training and education virtually, or, if in-person, ensure a minimum of six-foot distancing is maintained.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. The NHUSD Personnel Department has worked very closely with our unions and our affected employees to notify them of their rights and to provide all the information, options and flexibility available to them per the current law regarding COVID leaves and benefits.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access


It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- The NHUSD COVID Emergency Response Team keeps track of all related COVID cases on a confidential document that allows us to keep track of trends and patterns in our district related to COVID cases.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without

- the use of fever-reducing medications.
- COVID-19 symptoms have improved.
- At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine 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. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.



Superintendent, Dr. John Thompson

January 21, 2021

Date

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: _____

Date: _____

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

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

Appendix B: COVID-19 Inspections

Date: _____

Name of person conducting the inspection: _____

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Touch-less thermometers			
Gowns			
Clear partitions			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: _____

Name of person conducting the investigation: Cheri Benafield [District COVID Liaison]

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

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

<p>All employees who may have had COVID-19 exposure and their authorized representatives.</p>	<p>Date:</p>		
	<p>Names of employees that were notified:</p>		
<p>Independent contractors and other employers present at the workplace during the high-risk exposure period.</p>	<p>Date:</p>		
	<p>Names of individuals that were notified:</p>		
<p>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</p>		<p>What could be done to reduce exposure to COVID-19?</p>	
<p>Was local health department notified?</p>		<p>Date:</p>	

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

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section [3205.1](#) for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our 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. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a 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 will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We 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.
- [describe other applicable controls].

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration #2 Major COVID-19 Outbreaks

[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section [3205.2](#) for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our 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.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will 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, we will use filters with the highest compatible filtering efficiency. We will 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 implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.