

Injury and Illness Prevention Program (IIPP)



Newport-Mesa Unified
School District

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Part I

Introduction

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part I: Introduction	
Section 1: Introduction	
Date: March 1, 2019	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Introduction

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

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

The purpose of this program is to provide information necessary to communicate the elements of the Injury and Illness Prevention Program.

All Employees of the Newport-Mesa Unified School District are governed by the procedures outlined in this manual, unless otherwise stipulated by a specific policy or written statement.

The Chief Operating Officer and Workers' Compensation Analyst have been designated the responsibility for the implementation and coordination of the Injury and Illness Prevention Program. Each Site Administrator is responsible for the daily administration of the Injury and Illness Prevention Program.

The IIPP will include the following parts: Policy Statement, Responsibilities, Compliance, Communication, Hazard Assessment, Hazard Control, Accident/Injury Reporting Procedures, Accident/Injury Investigation, Training/Instruction and Record Keeping. Appendices are also included to provide further reference.

This plan will be reviewed annually and revised as necessary.



Part II

Policy

Statement

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part II: Policy Statement	
Section 1: Policy Statement	
Date: March 1, 2019	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Policy Statement

The Newport-Mesa Unified School District is committed to providing a safe and healthful workplace for all of its Employees. The personal safety of each School District Employee while in performance of his or her work activity is of primary importance.

This Injury and Illness Prevention Program (IIPP) has been developed to ensure that the District takes all measures to effectively reduce the number of occupational injuries and illnesses. The success of this program is to be achieved through the continuous mutual cooperation and support of Management and Employees.

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

Please refer to District Policy and District Rule and Regulations 3120.



Part III

Responsibility

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part III: Responsibility	
Section 1: Superintendent	
Date: March 1, 2019	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Superintendent

The Superintendent will serve as the Injury and Illness Prevention Program coordinator for the Newport-Mesa Unified School District. The Injury and Illness Prevention Program Coordinator is responsible for delegating and making sure all aspects of the safety program are followed: The Chief Operating Officer and the Workers' Compensation Analyst have been delegated responsibility for implementing and maintaining the following aspects of the safety program:

1. Coordinating all risk control activities.
2. Maintaining, evaluating, and revising the Injury and Illness Prevention Program.
3. Providing advice and guidance to District Management and Supervisors.
4. Communicating safety objectives.
5. Ensuring District adheres to federal, state, and/or local safety codes.
6. Serving as liaison between management and outside safety agencies.

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part III: Responsibility	
Section 2: Deputy Superintendent	
Date: March 1, 2019	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Chief Operating Officer

The Chief Operating Officer will serve as the Injury and Illness Prevention Program coordinator for the District in the event that Superintendent is not available or unable to serve as the coordinator. The Chief Operating Officer plays a vital role in the execution of the safety program for the District.

1. Oversee the coordination of all risk control activities.
2. Oversee the development of safety policies, regulations, inspection techniques, schedules, and methods of coping with high incidence safety problem areas for implementation by principals, department heads, and school or department committees.
3. Assisting in the development of in-service safety training programs and/or their use.
4. Overseeing safety orientation training to employees.
5. Oversee the review and selection of literature and other materials suitable for distribution throughout the District to assist in training or raising awareness associated with the District's Injury and Illness Prevention Plan.
6. Overseeing the development of a budget for safety-related expenses.
7. Overseeing District-wide safety training and other associated activities.
8. Overseeing all accident records in accordance with all pertinent federal, state, and/or local regulations.

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part III: Responsibility		
Section 3: Risk Management Responsibilities		
Date: March 1, 2019	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Workers' Compensation Analyst – Human Resources

1. Administering the District's workers' compensation program.
2. Reporting employee workers' compensation injuries for all regular, temporary, substitute and volunteer employees.
3. Developing and/or assisting in the development of employee training programs.
4. Performing ergonomic evaluations.
5. Monitoring and administering the modified and return to work programs.
6. OSHA reporting.
7. Assisting in maintenance and revision of safety programs.
8. Assisting in evaluation of the Injury and Illness Prevention Program.
9. Providing advice and guidance to District Management and Supervisors.
10. Communicating safety objectives.
11. Reviewing all accident reports and investigations
12. Ensuring that the District is adhering to all federal, state, and/or local safety codes.
13. Monitoring and coordinating asbestos physicals.
14. Administer District's Excess Workers' Compensation Insurance.

Safety and Security – Director, Maintenance and Operations

1. Participating on the Orange County Emergency Management Organization Schools Committee.
2. Ordering of emergency supplies and emergency bin maintenance
3. Monitoring and coordinating site radio check and radio maintenance.
4. Conducting site safety audits including emergency access and egress.
5. Assisting in development and implementation of the District's Emergency Response Plan.
6. Monitoring and facilitating the District's SEMS Training.
7. Maintaining and operating of the Emergency Operation Center
8. Managing District-wide drills and drill participation with other governmental entities.
9. Maintaining and completing Material Safety Data Sheets.
10. Assisting and maintaining hazard communication safety information on chemicals in the workplace.
11. Developing and/or assisting in the development of employee training programs.
12. Presiding over the Safety and Health Committee.
13. Reviewing all accident reports and investigations.
14. Analyzing accident investigation reports and making recommendations for hazard abatement and/or safety training as appropriate.
15. Assisting in maintenance and revision of safety programs.
16. Assisting in evaluation of the Injury and Illness Prevention Program.
17. Providing advice and guidance to District Management and Supervisors.
18. Communicating safety objectives.
19. Ensuring that the District is adhering to all federal, state and local safety codes.
20. Monitoring of Site Drill Reports – Maintenance and Operations, Elementary Education, Secondary Education.
21. Campus Security (new and ongoing).
22. Student Transportation (after hours contact).

Property and Liability – Business Services

1. Coordinating all risk control activities.
2. Issuing and maintaining all Certificates of Insurance, Hold Harmless and Indemnification agreements.
3. Answering all general liability questions.
4. Accepting and distributing all Subpoenas served on the District.
5. Processing and monitoring all non-workers' compensation claims.
6. Monitoring and administering the business property damage and loss self-insurance program.
7. Administering and monitoring the student accident insurance program.
8. Monitoring all releases for student field trips and other activities including athletics.
9. Distributing and reviewing vehicle accident kits for District vehicles.
10. Collecting all non-employee site accident reports, including students.

Employee Health Benefits – Human Resources

1. Administering COBRA insurance program.
2. Overseeing and administering Employee Assistance Program (EAP).
3. Administering the District's open enrollment and health benefit programs.
4. Developing and overseeing annual semi-annual District health fair.
5. Investigating and providing opportunities to educate employees on health and wellness.
6. Serving on District Benefits Committee as a resource.

Retiree Health Benefits – Human Resources

1. Monitoring and overseeing consultant (Conexis) responsible for distribution of monthly invoices and collection of funds from retirees and COBRA participants for health benefits.
2. Monitoring and submitting all necessary documentation for Medicare Credible Coverage, Retiree Drug Subsidy (RDS) and data match information.

Elementary Education –

1. Assisting District sites in developing and maintaining School Safety Plans as contained in the Single Plan for Student Achievement
2. Conducting thrice annual meetings to train site coordinators in School Safety Plans.

Special Education – Health Services

1. Monitoring and coordinating vaccinations for Hepatitis B Vaccine.
2. Distributing annual Universal Precaution notifications.
3. Monitoring and coordinating Illness and Injury Prevention Program Blood Borne pathogen training.

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part III: Responsibility		
Section 4: Management Responsibilities		
Date: March 1, 2019	Revised [x]	New []

Management Responsibilities

District employees with Management responsibilities include the Superintendent, Chief Operating Officer, Directors, Principals, and any other employee charged with a Management role. Management is responsible, where appropriate, for specific elements of the Injury and Illness Prevention Program.

1. Managing the injury prevention efforts in their area of responsibility.
2. Providing the necessary means of ensuring a safe and healthy work environment for their staff.
3. Providing Supervisors and employees with safety training and job instruction.
4. Providing written documentation of employee training and instruction for employees in their area of responsibility.
5. Managing a planned safety meeting or "safety talk" program.
6. Managing safety discipline.
7. Ensuring compliance with federal, state, and local safety codes. Cal OSHA Safety regulations can be found in California Code of Regulations, Title 8. These regulations can be accessed via the Internet at www.ccr.oal.ca.gov or www.dir.ca.gov.
8. Participating in the investigation of disabling injuries and "near miss" accidents.

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part III: Responsibility	
Section 5: Supervisor Responsibilities	
Date: March 1, 2019	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Supervisor Responsibilities

Supervisors have an integral role within the Injury and Illness Prevention Program. Supervisors are in constant and direct contact with their employees and can greatly influence safety attitudes and practices. Therefore, it is essential that supervisors perform safety responsibilities with great interest and enthusiasm and set the example for employees in regards to safety responsibilities. There are several specific responsibilities for Supervisors:

1. Taking any reasonable action necessary to prevent injuries where an immediate danger exists.
2. Taking responsibility for safety of all employees under their supervision and for any employee not under their supervision but in the supervisor's work area.
3. Providing and maintaining a clean and hazard-free work area.
4. Providing safety orientation and job instruction of supervised employees.
5. Planning, conducting and documenting safety evaluations in assigned areas of responsibility.
6. Conducting regular planned safety meetings or "safety talks".
7. Conducting safety observations of employee safe work practices.
8. Developing and maintaining cooperative safety attitudes in employees through the application of approved methods or preventive and corrective discipline.
9. Maintaining emergency readiness.
10. Ensuring employees receive prompt medical treatment for all injuries.
11. Ensuring employees are fit to work.
12. Conducting Accident/Injury Investigations.
13. Complying with federal, state, and local safety codes.

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part III: Responsibility	
Section 6: Employee Responsibilities	
Date: March 1, 2019	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Employee Responsibilities

Employees are charged with adhering to the Injury and Illness Prevention Program as directed by management. Employee responsibilities are listed below:

1. Adhering to all safety rules and operating procedures established by the District
2. Wearing appropriate personal protective equipment as required and provided by the District.
3. Inspecting and maintaining equipment for proper and safe operation
4. Reporting all injuries immediately
5. Encouraging other workers to work in a safe manner
6. Reporting all observed unsafe acts and conditions to their Supervisor
7. Reporting to work in an acceptable condition and not under the influence of alcohol or drugs

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part III: Responsibility	
Section 7: Employee Rights	
Date: March 1, 2019	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Employee Rights

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

- Employees have the right to safe and healthful working conditions.
- Employees have the right to receive training in general safe work practices and specific training with regard to hazards unique to any job assignment.
- Employees have the right to refuse work that would violate a health and safety standard or order where such violation would pose a real and apparent hazard to their safety or health.
- Employees have the right to watch the District monitor and measure harmful substances in the workplace that are subject to Cal/OSHA standards.
- Employees have the right to be told by the District if they are being exposed to concentrations of harmful substances higher than the exposure limits allowed by Cal/OSHA standards.
- Employees have the right to see and copy records of exposure to toxic substances and harmful physical agents and medical records maintained by the District and the records of exposure to toxic substances and harmful physical agents of employees with similar past or present jobs or working conditions.
- Employees have the right to request an evaluation of the worksite by making a complaint about unsafe or unhealthful working conditions to Cal/OSHA. Cal/OSHA will keep the name of the person who makes the complaint confidential.
- Employees have the right to an Employee Representative to accompany District representatives and Cal/OSHA representatives on an evaluation.
- Employees have the right to discuss privately with the Cal/OSHA representative during an inspection.
- Employees have the right to see any citation the District receives posted at or near the place where the violation occurred.



Part IV

Compliance

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part IV: Compliance	
Section 1: District Commitment	
Date: March 1, 2019	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

District Commitment

The Newport-Mesa Unified School District is committed to providing all employees a safe and healthy work environment.

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

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

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

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part IV: Compliance	
Section 2: Employee Compliance	
Date: March 1, 2019	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Employee Compliance

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

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

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

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

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part IV: Compliance		
Section 3: Disciplinary Action		
Date: March 1, 2019	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Disciplinary Action

The Newport-Mesa Unified School District utilizes progressive disciplinary action as the preferred method of discipline for employees who violate District policies, rules and procedures. In the event an employee violates any safety rules or requires any counseling as a result of unsafe work practices, the District will use progressive disciplinary procedures.

The objective of progressive discipline is to correct unacceptable behavior or performance of an employee. This form of discipline usually involves a series of steps initiated by management including oral and written warnings, a notice of unsatisfactory work performance, and recommendation for discipline.

In most instances these steps apply, however, if the performance or behavior has been sufficiently serious or frequent, it may be appropriate to modify the disciplinary procedures. Please refer to the District's disciplinary procedures or with the Human Resources Department for further information regarding discipline.



Part V

Communication

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part V: Communication	
Section 1: General Information	
Date: March 1, 2019	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

General Information

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

Managers, Supervisors, Principals, Department Coordinators, and School Administrators are responsible for communication with all employees about occupational safety and health issues in a manner or form readily understandable by all employees.

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

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

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part V: Communication	
Section 2: New Employee Orientation	
Date: March 1, 2019	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

New Employee Orientation

All new employees of the Newport-Mesa Unified School District are required to attend a new-hire orientation.

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

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

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

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part V: Communication	
Section 3: Review of Injury and Illness Prevention Program	
Date: March 1, 2019	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Review of Injury and Illness Prevention Program

The Injury and Illness Prevention Program is to be used as a reference source for safety information pertaining to the Newport-Mesa Unified School District. All employees are entitled to review the contents of the Injury and Illness Prevention Program. Each site should have a copy of the program or the program is available online through the District's intranet.

The program should be kept at a location readily accessible to all employees. All new employees will be informed of the program during orientation and shown how to access the plan on District's website. All employees will be notified of any revisions to the program as the revisions are made.

The Injury and Illness Prevention Program will be reviewed annually and revised as necessary. The Workers' Compensation Analyst along with the Safety and Health Committee will perform critical review of the program.

Any employee that is not a member of the Safety and Health Committee, with comments and/or suggestions is encouraged to provide feedback regarding to the program to the Workers' Compensation Analyst for consideration.

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part V: Communication	
Section 4: Training Programs	
Date: March 1, 2019	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Training Programs

The Newport-Mesa Unified School District is committed to providing all necessary safety training to its employees.

Safety training programs are necessary for the District to communicate to employees the hazards associated with their positions and safe work practices necessary to mitigate those hazards.

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

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

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

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part V: Communication		
Section 5: Safety and Health Committee		
Date: March 1, 2019	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Safety and Health Committee

The Safety and Health Committee has two primary functions. The first is communication between employees and management. The second function is the monitoring of the effectiveness of the District's Injury and Illness Prevention Program and make recommendations to the Workers' Compensation Analyst.

The Safety and Health Committee is District-wide and comprised of both management and staff. A custodial employee, school health practitioner and teacher should represent each school (if possible). One designee from each school should attend safety committee meetings. One member of the District's maintenance staff should be in attendance.

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

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

The Safety and Health Committee will be responsible for recommending any revisions to the Injury and Illness Prevention Program to the Workers' Compensation Analyst.

The Committee will assign and review safety evaluations, review other safety compliance programs, communicate safety information at member's sites, initiate implementation of safety programs at member's sites and any other task deemed a necessary function of the Safety and Health Committee.

All Safety and Health Committee meetings are to be documented in the form of written meeting minutes.

Minutes will be distributed to each site and posted in an area accessible to all staff. Original meeting minutes will be kept in the Facilities Maintenance and Operations office.

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

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part V: Communication	
Section 6: Posted/Distributed Information	
Date: March 1, 2019	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Posted/Distributed Information

The Newport-Mesa Unified School District is committed to providing its employees with accurate and timely safety information.

Safety literature, policies/procedures, concerns, Safety and Health Committee meeting minutes, and other safety information will be posted in an area accessible to all employees or distributed in a manner that allows employees to receive information in a timely manner.

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

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

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part V: Communication	
Section 7: Hazard Reporting System	
Date: March 1, 2019	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Hazard Reporting System

It is the responsibility of all employees to report unsafe work conditions and practices to their appropriate supervisor or senior management. Employees may use the Report of Unsafe Condition or Hazard Form to report unsafe work conditions and practices.

Employees should forward the completed form to management for review and appropriate action. The Report of Unsafe Condition or Hazard Form can be submitted anonymously. The Report of Unsafe Condition or Hazard Form may be obtained from the site administrator responsible for the overall safety program at the site. It is the policy, however, of the District to prohibit employee reprisal for reporting unsafe/unhealthy work conditions and practices.

Management personnel who are found in violation of this policy shall be held accountable by means of established, progressive disciplinary procedures.

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

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



Part VI

Hazard Assessment

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part VI: Hazard Assessment	
Section 1: General Information	
Date: March 1, 2019	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

General Information

The detection of hazards in the workplace is essential in ensuring a safe work environment. Undetected and uncorrected safety hazards may cause accidents resulting in serious injury to employees.

There are two major sources of unsafe conditions – normal wear and tear of equipment and employee actions. Normal wear and tear is the constant process where equipment and areas of facilities deteriorate.

Evaluations of equipment and areas can detect hazardous conditions before they cause injury. Employee actions can contribute to unsafe conditions in several ways. Misused and abused equipment can be dangerous. Employees may leave their work area untidy creating a dangerous environment.

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

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part VI: Hazard Assessment	
Section 2: Safety Evaluations	
Date: March 1, 2019	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Safety Evaluations

Site safety evaluations shall be conducted regularly by competent on site staff member designated by the site supervisor and/or administrator to identify any unsafe conditions and work practices.

Ideally, line supervisors should conduct evaluations. Safety evaluations must be documented. All documentation shall be forwarded to the Workers' Compensation Analyst office..

The Workers' Compensation Analyst, along with site staff and/or maintenance, will review all safety evaluations and initiate corrective action. The District will make an analysis of the results. Evaluations and analyses will be reviewed at the Safety and Health Committee meeting. This committee will investigate long-term solutions to recurring hazards.

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part VI: Hazard Assessment		
Section 3: Hazard Classification of Employee Groups		
Date: March 1, 2019	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Hazard Classification of Employee Groups

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

For each Employee group, hazard classifications contain the following information:

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

The following employee groups have hazard classifications:

- Art Teachers and Instructional Aides
- Certificated Personnel and Instructional Aides (General)
- Food Service
- Maintenance and Electronics Technicians
- Metal Shop Teacher
- Office, Clerical, Data Processing and Administrative Employees
- Operations – Custodians
- Operations – Grounds
- Physical Education Teachers, Coaches and PE Attendants
- Pool Maintenance Worker
- Public Safety/Supervision
- ROP Teacher
- School Nurse and Clerical Support
- Science Teachers
- Teachers and Instructional Aides (Special Education)
- Transportation Personnel
- Vehicle Maintenance Employees
- Warehouse/Delivery Personnel
-

Hazards classifications will be reviewed annually to ensure that they are accurate for the positions listed. In the event a new position or employee group is created, a hazard classification will be created immediately and inserted into this program.



Part VII

Hazard Correction

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part VII: Hazard Correction		
Section 1: Hazard Correction Responsibilities		
Date: March 1, 2019	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Hazard Correction Responsibilities

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

Senior Management

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

Directors and Principals

Upon the identification of an unsafe/unhealthy work condition or practice, the directors and principals will initiate the appropriate corrective action by way of a work order or communication with senior management. The directors and principals will handle conditions involving a serious concealed danger personally until appropriate individuals are notified and corrective action has been taken. A serious concealed danger exists when condition or work practice creates a substantial probability of death, great bodily harm or serious exposure to an individual and the danger is not readily apparent to an individual who is likely to be exposed.

Supervisors

Supervisors are responsible for identifying and controlling access to a hazard and to prevent further danger to employees and the public, and notifying the necessary persons responsible for taking required action to correct the hazard. Supervisors have the responsibility of investigating and determining the root cause of any unsafe condition. Any source of hazard that is beyond the ability of the supervisor to correct should be immediately reported to senior management. Supervisors are also responsible for taking temporary precautions until corrections can be made. Supervisors shall provide a status report to the principal or director when a temporary correction has been made.

Employees

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

Administrative Director Facilities Support Service

The Safety and Security Programs Supervisor is responsible for immediately initiating corrections to any hazard that has come to his/her attention. The Safety and Security Programs Supervisor will follow-up on corrective activity for all reports of unsafe or unhealthy conditions. The Safety and Security Programs Supervisor will review all reports or unsafe/unhealthy work conditions on a quarterly basis to determine the development of any patterns.

Director Facilities, Maintenance and Operations

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

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part VII: Hazard Correction	
Section 2: Controlling Access to Areas Containing Hazards	
Date: March 1, 2019	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Controlling Access to Areas Containing Hazards

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

Supervisors, directors and/or principals responsible for the area of operation where such conditions exist are responsible for informing employees verbally and in writing. The notification of any serious hazard should be done no later than eight hours from the time the unsafe condition has been identified.

Only authorized personnel should be allowed access to areas with immediate hazards or serious concealed danger. Students should never be allowed access to such areas. Areas with such conditions should be properly secured to prevent any unauthorized access.

Only when the condition has been corrected should access be permitted. Examples of areas with immediate hazards include, but are not limited to, confined spaces, chemical storage areas, transformers, high voltage areas, and electrical utility rooms.

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part VII: Hazard Correction	
Section 3: Hazard Correction Follow-Up	
Date: March 1, 2019	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Hazard Correction Follow-Up

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

Persons initiating reports of unsafe condition or hazard should inquire with their supervisors the status of corrections. Any unnecessary delays in hazard correction should be investigated by directors/principals and reported to the District Maintenance Department.

In the event an unreasonable delay in correcting safety hazards occurs, the Workers' Compensation Analyst should inquire with the necessary personnel the status of the work and report back to the director/principal any pertinent information.

Once a reported hazard has been corrected, supervisors, directors and/or principals responsible for the area should conduct a safety evaluation to ensure that the hazard has been completely eliminated. Only upon approval of the persons responsible for the area should access be allowed.



Part VIII

Accident/Injury Reporting Procedures

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part VIII: Accident Reporting Procedures		
Section 1: Injured Employee Procedures: Non-Emergency		
Date: March 1, 2019	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Injured Employee Procedures: Non-Emergency

1. Employees must immediately report all injuries or near misses to their supervisor. The supervisor will complete a Supervisor's Report of Employee Injury and Accident Investigation Report.
2. Medical attention is mandatory if the employee is directed to seek such attention by his / her supervisor.
3. If no medical treatment is required, the supervisor will forward the Supervisor's Report of Employee Injury and Accident Investigation Report to the Workers' Compensation Analyst.
4. If treatment is required but the injury is not an emergency, the supervisor or designee will provide a DWC 1 form to the employee for completion. The supervisor will also provide to the employee a Referral for Medical Services form to receive medical attention at a District approved medical facility.
5. Upon receipt of the completed DWC 1 form from the employee, the supervisor or designee will complete the Employer's First Report (Form DLSR 5020).
6. The supervisor or designee will forward the completed 5020, DWC 1, Supervisor's Report of Employee Injury and Accident Investigation Report to the Workers' Compensation Analyst.
7. After seeking medical attention, if the employee is authorized to return to work, they must provide a work status report releasing them to return to work. The form must be presented to the Workers' Compensation Analyst and/or their supervisor. If there are any work restrictions, a determination will be made by the Workers' Compensation Analyst and the supervisor if temporary accommodation can be made or if modified duties are available.
8. The employee will return to the physician at a later date for a follow-up evaluation and return to work status.

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part VIII: Accident Reporting Procedures	
Section 2: Injured Employee Procedures: Emergency	
Date: March 1, 2019	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Injured Employee Procedures: Emergency

1. Immediately dial 911 if injury requires immediate medical care or otherwise receive the necessary medical attention.
2. The employee must notify the supervisor immediately of any injuries no matter how minor.
3. The supervisor may be requested to authorize treatment by the treating facility.
4. The employee will receive treatment at District approved medical facility.
5. The employee will notify the Workers Compensation Office of their status and receive the necessary employee claim forms.
6. The supervisor will complete Supervisor's Report of Employee Injury and Accident Investigation Report.
7. The Workers Compensation Office will prepare Employer's First Report (Form DLSR 5020).
8. After seeking medical attention, if the employee is authorized to return to work, they must provide a work status report releasing them to return to work. The form must be presented to the Workers' Compensation Analyst and/or their supervisor. If there are any work restrictions, a determination will be made by the Workers' Compensation Analyst and the supervisor if temporary accommodation can be made or if modified duties are available.
9. If the employee is unable to return to work, he/she must notify his/her supervisor and provide a Work Status Report to the supervisor and/or the Workers' Compensation Analyst.
10. The employee will return to the physician at a later date for a follow-up evaluation and return to work status.

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part VIII: Accident Reporting Procedures	
Section 3: Supervisor Procedures	
Date: March 1, 2019	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Supervisor Procedures

1. Upon notification of an injured employee, the supervisor will determine if medical treatment is necessary.
2. If emergency medical treatment is not necessary, the supervisor will complete the Supervisor's Report of Employee Injury and Accident Investigation Report.
3. If no medical treatment is required, the supervisor will forward the Supervisor's Report of Employee Injury and Accident Investigation Report to the Workers' Compensation Analyst.
4. If treatment is required but the injury is not an emergency, the supervisor or designee will provide a DWC 1 form to the employee for completion. The supervisor will also provide to the employee a Referral for Medical Services form to receive medical attention at a District approved medical facility.
5. Upon receipt of the completed DWC 1 form from the employee, the supervisor or designee will complete the Employer's First Report (Form DLSR 5020).
6. The supervisor or designee will forward the completed 5020, DWC 1, Supervisor's Report of Employee Injury and Accident Investigation Report to the Workers' Compensation Analyst.
7. If emergency medical treatment is required, the supervisor may be requested by the treating facility to authorize treatment. Notify the Workers Compensation Office as soon as possible.
8. If emergency medical treatment is required, the Supervisor will complete the Supervisor's Report of Employee Injury and Accident Investigation Report when the employee returns from treatment.
9. After seeking medical attention, if the employee is authorized to return to work, they must provide a work status report releasing them to return to work. The form must be presented to the Workers' Compensation Analyst and/or their supervisor. If there are any work restrictions, a determination will be made by the Workers' Compensation Analyst and the supervisor if temporary accommodation can be made or if modified duties are available.
10. The employee will return to the physician at a later date for a follow-up evaluation and return to work status.

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part VIII: Accident Reporting Procedures		
Section 4: Reports to Cal-OSHA		
Date: March 1, 2019	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Reports to Cal-OSHA

Serious and fatal injuries are to be immediately reported to Cal-OSHA by the Workers' Compensation office.

Serious injuries warranting Cal-OSHA notification include injuries that occur in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code, or an accident on a public street or highway.

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

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

When making such report, whether by telephone, the Workers' Compensation office shall include the following information, if available:

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



Part IX

Accident Investigation

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part IX: Accident Investigation	
Section 1: Supervisor's Accident Investigation	
Date: March 1, 2019	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Supervisor's Accident Investigation

It is the responsibility of the immediate supervisor to investigate all injuries (or near misses) and report on the District's Supervisor's Report of Employee Injury and Accident Investigation Report. Supervisors will retain a copy and supply a copy to the Workers' Compensation office.

These reports will be used in compiling data for quarterly loss analysis reports and are subject to review by the Safety and Health Committee.

Procedures for investigating employee injuries include:

1. Visiting the accident scene as soon as possible. This will allow the supervisor to see the scene of the accident before any alterations to the scene can be made. It also allows the supervisor to be visible and available to employees in the area.
2. Interviewing injured workers and witnesses. Several points of view may be helpful in determining the actual cause of an accident. Always include statements in the accident investigation report.
3. Examining the workplace for factors associated with the accident. It is essential to inspect the scene of the accident to determine if any hazards are present that may cause future accidents.
4. Determining the cause of the accident. Understanding the root cause of an accident will allow management to implement measures to prevent similar accidents from recurring. Determining the root cause may be a difficult or arduous task. A diligent investigation will allow management to understand the root cause.
5. Taking corrective action to prevent the accident from recurring. Immediate and complete corrective action is essential.
6. Documenting the findings and corrective actions taken by completing Supervisor's Report of Employee Injury and Accident Investigation Report. Attach all necessary information to the investigation report.

NOTE: Supervisors will receive training on conducting accident investigations.

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part IX: Accident Investigation	
Section 2: Outside Agency Investigation	
Date: March 1, 2019	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Outside Agency Investigation

Serious injuries and fatalities may also be investigated by agencies outside of the District. Insurance agencies as well as Cal/OSHA, fire departments, law enforcement agencies, and the District Attorney may desire to investigate serious accidents and fatalities. The District will cooperate with and assist outside agencies during the course of these investigations.



Part X

Training and Instruction

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part X: Training and Instruction	
Section 1: New Employee Orientation	
Date: March 1, 2019	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

New Employee Orientation

New Employees are required to attend an orientation that includes safety as a major topic. The Workers' Compensation office is responsible for conducting the new employee safety and health orientation training. Safety training at the new employee orientation shall include but not be limited to:

- General work rules and procedures .
- Hazard communication.
- Blood borne pathogens.
- Injury reporting.
- Back injury prevention.
- Emergency action and fire plan.
- District's Code of Safe Practices.

This training shall be documented and all documentation should be maintained the employee's personnel file.

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part X: Training and Instruction	
Section 2: Initial Job Instruction	
Date: March 1, 2019	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Initial Job Instruction

Initial job instruction refers to the on-the-job training given to new employees to prepare them to do a specific job. This type of safety training is an initial effort to generally acquaint employees with what they will need to know to perform their new positions safely. Whether the employee is a new hire or a transfer from another position, safety training is essential.

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

Initial job instruction (or job position safety orientation) covers such topics as general hazards, clean up and housekeeping responsibilities and appropriate general safety rules.

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part X: Training and Instruction	
Section 3: Pre-Job Safety Instructions for Hazardous Jobs	
Date: March 1, 2019	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Pre-Job Safety Instructions for Hazardous Jobs

For hazardous jobs it is advisable to cover the major job hazards with pre-job safety instructions. A pre-job safety instruction for hazardous jobs is a specific orientation to the employee for a specific hazardous operation.

Supervisors assigning hazardous jobs are responsible for conducting pre-job instructions. During this orientation, the supervisor will cover specific hazards and precautions necessary for the job.

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

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

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part X: Training and Instruction	
Section 4: Safety Talks	
Date: March 1, 2019	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Safety Talks

Planned Safety Talks

Planned safety talks are one of several supervision tools for ongoing safety instructions designed to increase awareness of hazards, safe job procedures and critical safety rules. Essentially, such talks are short five to ten minute instructional talks between the first line supervisor and one or more employees.

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

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

If a new substance, process, procedure or equipment presenting a new hazard is not introduced, supervisors may schedule regular safety talks at a frequency that best suits the operations of the department or affected employees.

Correctional Safety Talks

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



Part XI

Record Keeping

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part XI: Record Keeping		
Section 1: Record Keeping		
Date: March 1, 2019	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Record Keeping

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

Safety Evaluation Documentation

- Safety evaluation documentation will be maintained by the Workers' Compensation office.
- Safety evaluation documentation will include the name of the person(s) conducting the evaluation.
- Safety evaluation documentation will include any unsafe conditions or work practices.
- Safety evaluation documentation will include corrective actions.
- Safety evaluation documentation will be maintained for no less than five years.

Safety Training Documentation

- The Workers' Compensation Analyst and the employee's supervisor will maintain safety training documentation for a period of no less than five years.
- Safety training documentation will include the employee's name, training dates, type of training, training providers.
- Safety training documentation will be maintained in employee's personnel file for the duration of the employee's employment.

Employee Injury Reports/Supervisor Accident Investigation Reports

- The Workers' Compensation office will maintain Employee Injury Reports and Supervisor Accident Investigation Reports.
- Copies of Employee Injury Reports and Supervisor Accident Investigation Reports will be maintained in the injured employee's workers' compensational file.
- Copies of Employee Injury Reports and Supervisor Accident Investigation Reports shall remain in the injured employee's file for the duration of the injured employee's employment.

Environmental/Employee Medical Monitoring

- The Workers' Compensation office will maintain environmental and/or employee medical monitoring documentation (related to WC/safety) for a period of no less than thirty years.

Part XII

Infection Prevention Program COVID-19 Addendum

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part XII: Infection Prevention Program COVID-19 Addendum	
Section 1: Guidelines and Training	
Date: July 1, 2020	Revised [] New [X]

This document is an Addendum to the District's IIPP and is intended to supplement that document as applicable. This addendum addresses the District's measures to prevent the spread of COVID-19. It will remain in place until the District receives further direction from government officials and will be revised as needed. For more detailed information on COVID-19 Safety Precautions, please refer to the directives and employee updates that have been provided to employees during this pandemic or contact Risk Management at (714) 424-7535.

Newport Mesa Unified School District is committed to preventing workplace hazards that could result in employee injury and/or illness; and to comply with all applicable state and local occupational health and safety regulations. The following COVID-19 Infection Prevention Program has been temporarily established to help make sure affected employees understand the dangers of COVID-19 and understand how to prevent spread of this disease in the workplace. Implementation of our COVID-19 Infection Prevention Program is consistent with our existing IIPP. This program applies to all the District's facilities/school sites and is available for review by any employee.

Employee Expectations:

- Employees are required to stay home if they are sick.
- Employees are required to maintain social distancing.
- *Employees are required to wear masks/face covering that cover nose and mouth while at work/on-site (can be own face covering or those provided by the District).
- Follow CDC and local health department guidelines on use, removal, cleaning, and disinfection of cloth face covering.
- Must cover mouth and nose with a tissue when coughing or sneezing and immediately discard it after use and wash hands. If no tissues are available, cover mouth with shoulder or elbow and then wash hands.
- Employees must wash their hands regularly for at least 20 seconds and follow all posted safety protocols.
- Avoid sharing personal items with coworkers (e.g., food, dishes, lunch boxes, phones, etc.).
- Disposable gloves must be used by certain employees. Gloves should be worn at all times while handling food, food equipment, serving, or preparing food and should be changed regularly. Gloves are not a replacement for proper handwashing.
- If uniforms or clothing is required in an assignment, items must be properly laundered prior to every shift working. If any part of the uniform looks as if it is soiled or not properly laundered prior to shift, the employee may be sent home.

*An employee is not required to wear a mask if:

- a) It would be unsafe executing the required duties while on the job;
- b) Wearing a mask would impair the vision of the employee creating an unsafe situation;
- c) There is a medical reason that does not allow an employee to wear the mask. (Contact HR)

Employee Training

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

- What is COVID-19 and how is it spread.
- Signs and symptoms of COVID-19.
- When to seek medical attention if not feeling well.
- Prevention of the spread of COVID-19.
- 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.
- Methods to avoid touching eyes, nose and mouth.
- Coughing and sneezing etiquette.
- Safely using cleansers and disinfectants, reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.

**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.*

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part XII: Infection Prevention Program COVID-19 Addendum	
Section 2: Precautionary Measures	
Date: July 1, 2020	Revised [] New [X]

Precautionary Measures – Procedures to Help Prevent the Spread of COVID-19

- The District will monitor the workplace for employees and visitors exhibiting signs or symptoms of COVID19. District will be conducting passive and active wellness screening to assess for COVID19 symptoms, which will include daily questionnaires, temperature checks, symptom screening. If an employee is found to have COVID-19 symptoms, they will not be permitted to enter the workplace and will be sent home with applicable information. Those daily logs will be kept confidential.
- District will ensure that all personnel and visitors wear face coverings while on site. Require necessary personal protective equipment to mitigate the spread of COVID-19, including but not limited to [gloves, eye protection, etc.] while on site.
- The District will be doing ongoing daily intake of employees - if while at work, an employee has a persistent cough, fever, shortness of breath or has been exposed to anyone with a positive diagnosis, precautionary measures may be taken. If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, the District will do the following:
 - a) Provide resources including how to seek medical care information.
 - b) Send an employee home who is exhibiting any symptoms (leave absence information and return to work process will be provided in written form to employee).
 - c) The District will require the employee to provide a doctor's note attesting that he/she is fit for duty and able to return to work.
- If informed that an employee tests positive for COVID-19, the District will provide notice to health officials in the county/city in which they are working to thus provide company with further guidance. Information includes but is not limited to: The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work. Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked to by the health officials.
- The process of disinfecting includes providing disinfecting products, any PPE required for their safe use along with review of manufacturer instructions for proper use.

Procedures to Increase Physical Distancing

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

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

- Before starting the work shift.
- During the work shift.
- After the work shift.
- Coming and going from vehicles.
- Entering, working and exiting physical buildings or other structures.
- During breaks and lunch periods.
- When other work activities including using various tools.
- Avoid entering the facility if you have a cough or fever, maintain a minimum of six (6) feet distance from one another and engage in any unnecessary physical contact.

Expectations to Clean and Disinfect Workplace:

Limited custodial services are being performed throughout the district and will be completed at all NMUSD facilities. Cleaning and disinfecting frequently touched surfaces are part of the priority cleaning duties. The District has a routine schedule to clean and disinfect common surfaces, areas, and objects in the workplace in accordance with current CDC guidelines. This cleaning and disinfecting includes, but is not limited to:

- Work surfaces including tools, workstations, machinery, containers, counters, tables, chairs, benches, door handles, and knobs.
- Hand-washing areas and surfaces. Restock as needed with soap and paper towels.
- Restrooms, cleaning and sanitizing regularly and re-stocking supplies as needed.
- Common areas including break room tables, offices, chairs, refrigerators, and trash cans; and
- Departments that use District vehicle will assign cleaning of contact areas within vehicles, such as stick shift, control levers, steering wheel, doors, seat belts, air conditioner, radio buttons, glove box, mirrors, armrests, and vehicle keys.
- Disinfection procedures adhere to CDC guidelines. Employees assigned to sanitize and disinfect surfaces are trained on hazards and manufacturer's recommended safety precautions of all cleaners and disinfectants.
- Employees assigned to perform sanitation and disinfection are expected to use cleaners and disinfectants in a safe manner, follow label directions, and wear proper personal protective equipment.

You may also use a disinfecting wipe to wipe down high-touch areas in your work space. However, due to a limited number of wipes available to all school districts these may or may not be available. When using disinfecting wipes, you must adhere to the instructions for the proper use while at work.

Limit Non-Essential Visits and Travel

Access to all Newport Mesa Unified School District property is limited to employees. Vendors and other non-employee visitors must adhere to the following expectations:

- Vendors must be approved before arriving. Individuals displaying COVID-19 symptoms will not be allowed to access the property;
- Personal interaction with vendors and other non-employees is limited to the extent possible;
- Visitors who must enter the facility are expected to follow hygiene and social distancing practices outlined in the employee expectations.
- To the extent possible, outside deliveries are dropped off at a designated area away from employees and high-traffic areas.
- Scheduled visits/appointments are highly recommended.
- Shield/barriers will be in place in areas where unexpected visitation may take place.
- Visitors must be approved before arriving, employees should maintain social distancing from visitors.
- Limit any unnecessary travel in vehicles, this includes personal employee vehicles and district provided vehicles.

Food Safety

- All prep and cooking staff should wear hair, face covering and gloves. Gloves are not a replacement for handwashing.
- All equipment should be sanitized through the dishwashing machine or in an appropriately set up three compartment sink.
- Ready to eat food should be covered as much as possible during the prepping and storing process.
- No one should handle ready to eat food without gloves, a face and hair covering.
- Limit the amount of staff that touches ready to eat food.
- All boxes, except produce with open tops, should be sprayed with sanitizer prior to handling.
- Produce with open tops should be transferred to sanitized containers and boxes should be left outside of the facility.
- All equipment should be sanitized through the dishwashing machine or in an appropriately set up three compartment sink.

Newport-Mesa Unified School District Injury and Illness Prevention Program (IIPP)

Part XII: Infection Prevention Program COVID-19 Addendum	
Section 3: Work Related Injuries and Illness (Covid-10)	
Date: July 1, 2020	Revised [] New [X]

Work Related Injuries and Illnesses (COVID-19)

Any presumed exposure to COVID-19 that meet the workers' compensation criteria, will be treated as an industrial injury. Any illness related to COVID-19 is presumed to arise out of and in the course of employment if specific conditions are met. The District will provide timely medical care for individuals who believe they are exhibiting signs of COVID-19 due to their work environment.

If an employee is exhibiting COVID-19 symptoms and they feel the condition is work related, they are to follow the same reporting protocol and complete the same paperwork as any other work related injury. Please report all work related injuries, including COVID-19 to your immediate supervisor/manager.

Additional questions or concerns regarding work related COVID-19, can be directed to Miguel Anguiano in the Workers' Compensation office (714) 424-5011.