

INJURY & ILLNESS PREVENTION PROGRAM

FOR

VISTA UNIFIED SCHOOL DISTRICT

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# INJURY AND ILLNESS PREVENTION PROGRAM

Vista Unified School District  
1234 Arcadia Avenue, Vista, CA 92084

ASSIGNMENT OF RESPONSIBILITY (Title 8 California Code of Regulations §3203(a)(1))  
The Injury and Illness Prevention Program (IIPP) Administrator has the authority and responsibility for implementing the provisions of this program for Vista Unified School District (The District).

IIPP Administrator:

Assistant Superintendent of Business Services. 760-726-2170 x92302

All managers, supervisors, and lead personnel are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the Program. A copy of this IIPP is available at all school sites within the Vista Unified School District

## COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and lead personnel are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment. The following is our system of ensuring that all workers comply with the rules and maintain a safe work environment:

- Informing workers of the provisions of our IIPP
- Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by employees who make a significant contribution to the maintenance of a safe workplace, as determined by their supervisors, may receive written acknowledgment of such contributions which is maintained in the employees' personnel files.
- Providing training to workers whose safety performance is deficient
- Disciplining workers for failure to comply with safe and healthful work practices. When it becomes necessary, the District reserves the right to discipline employees who knowingly violate safety rules or policies as outlined in Board Policy, Administrative Regulations, Bargaining Unit Agreement, and Personnel Commission Rules and Regulations

## COMMUNICATION

The following is our system of communication, designed to facilitate a continuous flow of two-way (management, supervision and employees) safety and health information in a form that is readily understandable to and between all affected site personnel:

- New employee orientation including a discussion of safety and health policies and procedures.
- Job family safety and health training.
- Effective communication of safety and health concerns between employees and supervisors. Safety training will be conducted on a monthly basis. Safety training is required by CAL/OSHA in order to successfully communicate important information to employees, as well as promote safety awareness. These trainings will be documented more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses.
- Posted and distributed safety information.
- The District utilizes the PSST World System for employees to anonymously inform administration about workplace hazards

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

Periodic inspections to identify and evaluate workplace hazards shall be performed by:

Maintenance and Grounds Manager  
 Keenan & Associates, Risk Management  
 Outside contractors as required

Periodic inspections are always performed according to the following schedule:

- When our Injury and Illness Prevention Program was first established
- When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace
- When new, previously unidentified hazards are recognized
- When occupational injuries and illnesses occur
- When workplace conditions warrant an inspection
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted;

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist and any other effective methods to identify and evaluate workplace hazards.

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

Initial Investigation of workplace accidents, hazardous substance exposures and near-accidents will be done by site Administrator. The District, when applicable, will investigate.

The District's procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the scene as soon as possible
- Interviewing affected workers and witnesses
- Examining the workplace for factors associated with the accident/exposure/near-accident

- Determining the causes of the accident/exposure/near-accident
- Taking corrective action to prevent the accident/exposure/near-accident from reoccurring; and
- Recording the findings and corrective actions taken

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

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

- When observed or discovered
- When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, the District will remove all exposed workers from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection and training.
- All such actions taken and dates they are completed shall be documented on the attached Identified Hazards and Correction Record.

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

All workers, including management, supervisors, and lead personnel shall have training and instruction on general and Job family safety and health practices. Training and instruction will be provided as follows:

- When the IIPP is first established;
- To all new workers;
- To all workers given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever we become aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment.

This training will include (but is not limited to):

- Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.

Where applicable our training will include:

- Prevention of musculoskeletal disorders, including proper lifting techniques.

In addition, the District provides specific instructions to all workers regarding hazards unique to their job families, to the extent that such information was not already covered in other training.

## RECORDKEEPING (Title 8 §CCR 3203(b))

Although school districts are not required to keep records or documentation of the elements of an IIPP, except the written program itself, our school district maintains the following records to help us more efficiently and effectively implement our IIPP. The District has taken the following steps to implement and maintain our IIPP:

- Records of scheduled and periodic inspections including the person(s) conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices that have been identified) and the action(s) taken to correct the identified unsafe conditions and work practices, are recorded on the Hazard Assessment Checklist and the Identified Hazards and Correction Record and the Investigation/Corrective Action Report. Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Documentation of safety and health training for each employee.
- These records are maintained for at least five (5) years.

The master copy of this IIPP is kept in the Business Services Department located at 1234 Arcadia Avenue, Vista, CA 92084

Other copies of the IIPP can be found at all school sites and on the District website.

# Appendix A

## Facilities Safety Guidelines

### **What Is A Safe School?**

“Safe schools are purposeful places where students and staff are free to learn and teach without the threat of physical and psychological harm. They are characterized by sensitivity and respect for all individuals, an environment of nonviolence, clear behavioral expectations, disciplinary policies that are consistently and fairly administered, students that have affiliation and bonding to the school support, recognition for positive behavior, and a sense of community on the school campus. Safe schools also are characterized by proactive security procedures, established emergency response plans, timely maintenance, cleanliness, and a neat appearance of the campus and classrooms.”

**Safety is of primary concern in Vista Unified School District. In an effort to comply with fire/life/safety codes and regulations and to ensure that hazards are minimized, please use the guidelines and checklist below:**

### **CHECKLIST FOR THE SAFETY AND SECURITY OF BUILDINGS AND GROUNDS (For Principal and Plant Lead Use)**

***Buildings are closed from 10:00 pm - 5:00 am unless responding to an Emergency***

### **Principals to distribute this section to staff each August.**

#### **General Requirements for Staff:**

- ID Badge worn visibly and conspicuously at all times while on school grounds (sign in/out if working outside normal operating hours)
- Close and lock windows and doors upon departure
- Supervise students in classrooms and around campus
- Keep door exits clear of file cabinets, bookshelves, and tables for easy exiting
- Keep window coverings open during instruction time, except during lock down
- Report **any** unsafe situation to your administrator including locks or door hardware that is not functioning properly
- Only blue tape is authorized for use on building surfaces
- Furniture and/or equipment provided by the District must stay in its original state (e.g. paint, stickers)
- All cleaning supplies are to be supplied by the District
- Any product deemed unsafe for children (“Keep Out of Reach of Children” on label), must be kept out of reach of children and used by an adult.

#### **Fire Related Safety for Staff:**

- Know where fire extinguishers are located (fire extinguishers are located near an entrance door and should not be removed from the district approved installed area)
- Know evacuation routes (Maps are located near entrance doors along with the required Williams Settlement notification)
- Keep classrooms clear of clutter for easy exiting
- Use of power strips should be kept to a minimum and provided by the District; daisy chaining extension cords and power strips is not allowed
- Toasters, hot plates, coffee makers, or other appliances that contain hot plates are authorized only when used in classrooms for instruction purposes and unplugged promptly after instruction ends
- Keep combustible items at least 18” from ceiling (e.g. 3D artwork on walls, paper trees, etc.)
- FURNITURE - All furniture must be fire safe. If it is district issued then it has met this standard. All other furniture must be fire retardant and labeled as such. Both the Fire Marshal and our insurance company require fire retardant furniture. Please do not bring your own furniture into the classroom without your administrator’s approval. This will help us to ensure that all furniture is fire safe and keep our schools looking nice. We are very fortunate to have beautiful facilities and quality furniture throughout the district. Classroom furniture should easily repel body fluids and/or be easily cleaned with disinfectant and cloth towel
- WALL COVERINGS/BULLETIN BOARDS – California Fire Code prevent us from having too much paper on our walls. Our interpretation of these codes indicate the following: Only fire retardant treated paper products may be displayed on classroom walls and attached flat to the wall. **(The art paper provided by the district meets this regulation.)** In classrooms, any given wall can be covered no more than 50% with combustible decorative or art materials that are fire retardant treated. Fabric must fire retardant treated AND labeled as such. (Curtains, wall hangings, desk/table skirts, etc.) For materials that are not district provided, retain fire certification tags or paperwork handy for reference if necessary. Please know that a fire inspector may interpret the codes differently.
- ITEMS HANGING FROM CEILINGS – California Fire code prevents us from hanging items from the ceiling.

## Appendix B

Monthly Inspection

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

**DIRECTIONS:** Use the following checklist MONTHLY to assess the school’s strengths and weaknesses related to safety and security of buildings and grounds. An item may be in place (check **YES**), but at a minimal level (check **IMPROVE**). If the element is missing, check **NO**. Add appropriate note in **Work Order**: (e.g. needed, # 12345, check on # 12345) or other note.

<b>SAFETY AND SECURITY OF BUILDINGS AND GROUNDS</b>						
<b>SCHOOL ADMINISTRATION OFFICE</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Work Order</b>	<b>IMPROVE</b>
1	Fire Alarm system is in good working order.					
2	Two-way communication system between classrooms and main office is in good working order.					
3	Intrusion (burglar) Alarm system is in good working order.					
<b>SCHOOL INTERIOR/ CLASSROOMS/RESTROOMS</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Work Order</b>	<b>IMPROVE</b>
4	Classrooms: Lights in good working order, wall surfaces clean, undamaged. Floor in good condition. HVAC in good working order.					
5	Restrooms: Plumbing fixtures functional. Lights in good working order. Walls are free of graffiti.					
6	All wheelchair and/or ADA lifts are inspected and tested monthly.					
7	Carpet, doormats, and other interior walking surfaces are free of damage, curling, and/or tripping hazards.					
8	Fire extinguishers checked monthly.					
9	Exit signs and emergency lighting tested monthly.					
10	All egresses, including corridors, shall be readily visible, clear and unobstructed, (i.e. not blocked by tables, file cabinets, bookshelves, etc.).					
11	<ul style="list-style-type: none"> <li>• Door locks and panic hardware.</li> <li>• Maintain unobstructed door clearances.</li> </ul>					
<b>SCHOOL EXTERIOR AND PLAY AREAS</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Work Order</b>	<b>IMPROVE</b>
12.	All fences are intact. All gates and gate locks are fully functional.					
13	Public access/ADA pathway/Fire Evacuation Routes, walkways, hallways, sidewalks are free of damage and/or trip hazards.					
14	Hard surface play areas are free of damage and/or trip hazards.					
15	Playground					
16	Athletic fields, tracks, turf play areas are free of damage and trip hazards.					
17	Landscape and storm drains allow excess water to drain away.					
18	School grounds are free from trash, debris and graffiti.					
19	Windows in good repair. Window lock hardware in working order.					
20	Drinking fountains are in good working order.					
21	Lighting around buildings, walkways, and parking areas is in good working order. (including time clock or other controls properly set)					
<b>CUSTODIAL/STORAGE/ELECTRICAL/EQUIPMENT AREAS</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Work Order</b>	<b>IMPROVE</b>
22	Hazardous Materials/Flammable liquids are properly stored and secured.					
23	All custodial, mechanical, electrical, and server rooms are clean and neat.					
24	All mechanical, electrical, and server rooms are free of storage.					
25	Electrical breaker panels shall always be easily accessible.					



## Appendix C

Annual Inspection

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

**DIRECTIONS:** Use the following checklist ANNUALLY to assess the school’s strengths and weaknesses related to safety and security of buildings and grounds. An item may be in place (check **YES**), but at a minimal level (check **IMPROVE**). If the element is missing, check **NO**. Add appropriate note in **Work Order**: (e.g. needed, # 12345, check on # 12345) or other note.

<b>SAFETY AND SECURITY OF BUILDINGS AND GROUNDS</b>						
<b>SCHOOL ADMINISTRATION OFFICE</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Work Order</b>	<b>IMPROVE</b>
1	Full and part-time staff are issued District I.D. cards and worn conspicuously.					
2	Visitors are required to check-in using Visitor Management System.					
3	Every adult on campus wears a school or District issued photo ID badge (e.g. visitor, Volunteer, Student Teacher, etc.) and worn conspicuously.					
4	Fire Alarm system is provided in the school and is in working order.					
5	Drills are conducted monthly (fire, lockdown, earthquake, evacuation) and records of drills are available for inspection by any Fire and/or Law Enforcement official.					
6	A record of Fire Inspection by the local or state Fire Officer is maintained.					
7	Two-way communication system between: Classroom and main office is in good working order.					
8	Intrusion (burglar) Alarm system is provided in the school and is in good working order.					
9	Staff members who are on campus during non-school hours are required to sign in/out and use their own authorized, personal alarm code.					
10	Students shall only be released to a parent/guardian and/or emergency contact listed in Parent Portal if leaving school during school hours. EVERY Adult checking student out MUST present government issued photo ID.					
11	Visibility: <ul style="list-style-type: none"> <li>• The entrance lobby is visible from the main office.</li> <li>• Multiple entries to the building are controlled and supervised.</li> </ul> The hallways are properly lighted for safety.					
12	A control system is in place to monitor site issued keys and to ensure alarm codes are issued appropriately.					
<b>SCHOOL INTERIOR/ CLASSROOMS/RESTROOMS</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Work Order</b>	<b>IMPROVE</b>
13	Staff members are required to lock classrooms upon leaving, and close window blinds at the end of each day. Doors are locked when classrooms are vacant.					
14	If a classroom is vacant, students are restricted from entering the room alone.					
	<ul style="list-style-type: none"> <li>• Classrooms: Lights in good working order, wall surfaces clean, undamaged. Floor in good condition. HVAC in good working order.</li> </ul>					
15	<ul style="list-style-type: none"> <li>• Restrooms: Plumbing fixtures functional. Lights in good working order. Walls are free of graffiti.</li> </ul>					
16	All wheelchair and/or ADA lifts are inspected and tested monthly, with appropriate documentation. <ul style="list-style-type: none"> <li>• Ensure current certification to State/Federal guidelines.</li> </ul>					
17	Students are restricted from loitering in corridors, hallways and restrooms.					

18	Desks, chairs, other furniture is fully functional, clean, free of graffiti, undamaged.					
19	Storage cabinets, book shelves, and file cabinets over 5 feet in height are properly anchored.					
20	Carpet, door mats, and other interior walking surfaces are free of damage, curling, and/or tripping hazards.					
21	Fire extinguishers are to be mounted properly near an entrance/exit, or in a designated cabinet, mounted 3.5 – 5 feet in height from the floor, accessible at all times with a current inspection tag attached.					
22	Fire extinguishers must be checked monthly and current inspection tag initialed as unit is checked.					
23	All classrooms are to have an Evacuation Route Map and Williams Settlement Complaint forms, in English and Spanish, located near exits.					
24	Exit signs are clearly visible and pointing in the correct direction.					
25	Exit signs and emergency lighting tested monthly. Any malfunction reported immediately through the Maintenance Work Order System.					
26	Egress and Ingress: <ul style="list-style-type: none"> <li>• Classrooms larger than 980 square feet shall have 2 means of egress. (2 doors, both with exit device [panic hardware])</li> <li>• All egresses, including corridors, shall be readily visible, clear and unobstructed, (i.e. not blocked by tables, file cabinets, bookshelves, etc.).</li> </ul>					
27	Doors: <ul style="list-style-type: none"> <li>• Door locking and panic hardware, if applicable, shall be operable.</li> <li>• Door lite, (windows in doors), shall remain uncovered, unless a lockdown occurs.</li> <li>• Maintain unobstructed door clearances (18" on the pull side and 12" on the push side).</li> </ul>					
28	Electrical power is provided safely to equipment: <ul style="list-style-type: none"> <li>• Multi-use plug adapters, power strips, or extension cords shall not be used unless the School Principal or District Office has provided them.</li> <li>• All extension cords in use are plugged directly into an electrical socket with the unit they are powering plugged directly into the extension cord.</li> <li>• If an extension cord needs to be placed on the floor, a vinyl or rubber cord-cover is in use to prevent tripping.</li> <li>• Extension cords are to be used on a temporary basis only, unplugged immediately after needed use, and properly stored.</li> <li>• Use power strips for computers or associated equipment only.</li> <li>• Daisy chaining, linking multiple cords together, is never allowed.</li> <li>• Toasters, hot plates, coffee makers, or other appliances that contain hot plates are authorized only when used in classrooms for instruction purposes and unplugged promptly after instruction ends.</li> </ul>					

29	<p>Furniture:</p> <ul style="list-style-type: none"> <li>Furniture is to be fire retardant and supplied by the District. Furniture brought into a District building will need the approval of the District Facilities Department and be certified with a tag or stamp on the furniture, or written certificate that verifies that it meets California Fire Code.</li> <li>Classroom furniture should easily repel body fluids and /or are easily cleaned with disinfectant and cloth towel.</li> <li>Furniture and/or equipment provided by the District must stay in its original state (e.g. no paint, stickers).</li> </ul>					
30	Clearance between high-pile storage and the ceiling is at least 24".					
31	<p>Wall Coverings and Decorations:</p> <ul style="list-style-type: none"> <li>Wall coverings at shall cover no more than 50% of classroom wall space *.</li> <li>Wall coverings at SSF, SH, CC, SP and SR should cover no more than 50% of the classroom walls*.</li> <li>Ceilings should be free of any suspended combustibles- ceiling tiles are to remain enacted in ceiling grid.</li> <li>All fixed mounted wall hangings need to be approved by the District via the online work order system.</li> </ul> <p>*Each wall is viewed independently for the entire usable wall surface it presents. (e.g. excludes windows, doors, etc.)</p>					
32	Only blue tape is authorized for use on building surfaces.					
33	All cleaning supplies are to be supplied by District Operations Department.					
<b>SCHOOL EXTERIOR AND PLAY AREAS</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Work Order</b>	<b>IMPROVE</b>
34	<p>Fences and Gates:</p> <ul style="list-style-type: none"> <li>All fences are intact.</li> <li>All gates are fully functional.</li> <li>All gate locks are fully functional.</li> <li>Gates are secured by lock, padlock and/or chains after hours as applicable.</li> <li>Other than one main entrance, all gates are closed and locked before and during school hours.</li> <li>Other than one main entrance, any unlock and/or open gate shall be directly supervised by a District/school employee.</li> </ul>					
35	<p>Vehicles:</p> <ul style="list-style-type: none"> <li>Vehicular access to play area is restricted to emergency/District service vehicles only.</li> <li>Parent drop-off and pick-up area is clearly defined.</li> <li>Student access to parking area is restricted to arrival and dismissal times.</li> <li>Private vehicles are prohibited from being on campus (designated parking lot only) EXCEPTION: Specific permission granted by Principal for a specific situation or event.</li> </ul>					
36	All gas, electrical, and water shut-off valves/switches are clearly identified.					
37	Signs are posted for visitors to report to main office through a designated entrance.					
38	Signs are posted at driveway entrances declaring 'Private Property, No Unauthorized parking'					

39	Walkways, hallways, and sidewalks are free of damage and/or trip hazards.					
40	Hard surface play areas are free of damage and/or trip hazards.					
41	Public access/ADA pathway/Fire Evacuation Routes are free of damage and/or trip hazards.					
42	No presence of poisonous shrubs, trees, and foliage.					
43	Playground: <ul style="list-style-type: none"> <li>• Equipment has tamper-proof fasteners.</li> <li>• Equipment has no broken, loose, or missing parts.</li> <li>• Fall protection under/around play equipment evenly spread and is at least 12" deep.</li> <li>• Fall protection (rubberized surface) is in good repair, free of holes, voids, or excessive wear.</li> </ul>					
44	Turf and/or dirt play areas & fields are free of damage and other trip hazards.					
45	Athletic fields and tracks are in good repair and free of trip hazards.					
46	Landscape and storm drains allow excess water to drain away and not allow flooding or 'mud holes' to develop.					
47	The school grounds are free from trash, debris and graffiti.					
48	Windows in good repair. Window locking hardware is in working order, if applicable.					
49	Drinking fountains are in good working order.					
50	Lighting: <ul style="list-style-type: none"> <li>• The hallways are properly lighted for safety.</li> <li>• Lighting around buildings, walkways, and parking areas is in good working order.</li> <li>• Time Clock or other controls are set and operating properly.</li> <li>• Exterior light fixtures are securely mounted.</li> <li>• Lighting is provided at entrances and other points of possible intrusion.</li> <li>• Stairwells are properly lighted and free of graffiti.</li> </ul>					
51	Visibility: <ul style="list-style-type: none"> <li>• Entrances to school property can be observed from the school office.</li> <li>• Visual surveillance of bicycle racks is possible.</li> <li>• Visual surveillance of parking lots from main office is possible.</li> <li>• Visual surveillance of play areas is possible. Shrubs and foliage are trimmed to allow for good line of sight. (3'-0" / 8'-0 rule)</li> </ul>					
52	"Restricted" areas are properly identified.					
	<b>CUSTODIAL/STORAGE/ELECTRICAL/EQUIPMENT AREAS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Work Order</b>	<b>IMPROVE</b>
53	Hazardous Materials are properly stored and secured.					
54	Flammable liquids (e.g. gasoline, diesel) are stored in Fire Marshal approved safety containers, in appropriate location.					
55	All custodial, mechanical, electrical, and server rooms shall be locked at all times.					
56	All custodial, mechanical, electrical, and server rooms are clean and neat.					
57	All mechanical, electrical, and server rooms are free of storage.					

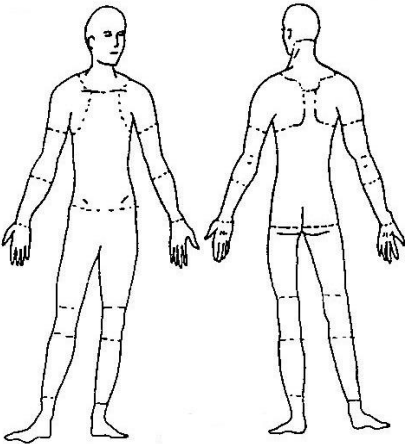
58	Electrical breaker panels shall always be easily accessible in case of emergencies (i.e. 36" clearance) and breakers properly labeled.					
59	Custodial staff have Personal Protective Equipment (PPE) available as appropriate for assigned duties (e.g. Safety goggles/glasses, gloves, rubber boots)					
60	Custodial staff have equipment/tools available as appropriate for assigned duties (e.g. ladders, hand truck, hoses, shovel, 'wet floor' signs)					
61	One person and a back-up person are designated to perform the following security checks at the end of the day: <ul style="list-style-type: none"> <li>• Check that all internal courtyards, entrances, classrooms and offices are locked;</li> <li>• Check all restrooms to assure that no one is hiding;</li> <li>• Check all night lights to assure that they have been turned on;</li> <li>• Check the alarm system to assure that it is functioning properly;</li> <li>• Check kitchen appliances are turned off, as applicable.</li> </ul>					
	<b>MISCELLANEOUS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Work Order</b>	<b>IMPROVE</b>
62	There is a schedule for checking functionality, status of the following: <ul style="list-style-type: none"> <li>• Storage sheds</li> <li>• Emergency supply bin</li> </ul>					
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## Accident Investigation Report

**Instructions:** Complete this form as soon as possible after an incident that results in serious injury or illness.  
(Optional: Use to investigate a minor injury or near miss that *could have resulted in a serious injury or illness.*)

This is a report of a: <input type="checkbox"/> Death <input type="checkbox"/> Lost Time <input type="checkbox"/> Dr. Visit Only <input type="checkbox"/> First Aid Only <input type="checkbox"/> Near Miss	
Date of incident:	This report is made by: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Team <input type="checkbox"/> Other_____

### Step 1: Injured employee (complete this part for each injured employee)

Name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:
Department:	Job title at time of incident:	
Part of body affected: (shade all that apply)	Nature of injury: (most serious one) <input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: <input type="checkbox"/> Other _____	This employee works: <input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary
		Months with this employer
		Months doing this job:

### Step 2: Describe the incident

Exact location of the incident:	Exact time:
What part of employee's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> Doing normal work activities <input type="checkbox"/> During meal period <input type="checkbox"/> During break <input type="checkbox"/> Working overtime <input type="checkbox"/> Other_____	
Names of witnesses (if any):	

<b>Number of attachments:</b>	Written witness statements:	Photographs:	Maps / drawings:
What personal protective equipment was being used (if any)?			
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.			
Description continued on attached sheets: <input type="checkbox"/>			

<b>Step 3: Why did the incident happen?</b>	
Unsafe workplace conditions: (Check all that apply) <input type="checkbox"/> Inadequate guard <input type="checkbox"/> Unguarded hazard <input type="checkbox"/> Safety device is defective <input type="checkbox"/> Tool or equipment defective <input type="checkbox"/> Workstation layout is hazardous <input type="checkbox"/> Unsafe lighting <input type="checkbox"/> Unsafe ventilation <input type="checkbox"/> Lack of needed personal protective equipment <input type="checkbox"/> Lack of appropriate equipment / tools <input type="checkbox"/> Unsafe clothing <input type="checkbox"/> No training or insufficient training <input type="checkbox"/> Other: _____	Unsafe acts by people: (Check all that apply) <input type="checkbox"/> Operating without permission <input type="checkbox"/> Operating at unsafe speed <input type="checkbox"/> Servicing equipment that has power to it <input type="checkbox"/> Making a safety device inoperative <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Using equipment in an unapproved way <input type="checkbox"/> Unsafe lifting <input type="checkbox"/> Taking an unsafe position or posture <input type="checkbox"/> Distraction, teasing, horseplay <input type="checkbox"/> Failure to wear personal protective equipment <input type="checkbox"/> Failure to use the available equipment / tools <input type="checkbox"/> Other: _____
Why did the unsafe conditions exist?	
Why did the unsafe acts occur?	
Is there a reward (such as “the job can be done more quickly”, or “the product is less likely to be damaged”) that may have encouraged the unsafe conditions or acts? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If yes, describe:	
Were the unsafe acts or conditions reported prior to the incident? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
Have there been similar incidents or near misses prior to this one? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	

**Step 4: How can future incidents be prevented?**

**What changes do you suggest to prevent this incident/near miss from happening again?**

- Stop this activity       Guard the hazard       Train the employee(s)       Train the supervisor(s)
- Redesign task steps    Redesign work station    Write a new policy/rule    Enforce existing policy
- Routinely inspect for the hazard    Personal Protective Equipment    Other: \_\_\_\_\_

What should be (or has been) done to carry out the suggestion(s) checked above?

Description continued on attached sheets:

**Step 5: Who completed and reviewed this form? (Please Print)**

Written by:

Title:

Department:

Date:

Names of investigation team members:

Reviewed by:

Title:

Date:



HEAT ILLNESS PREVENTION PLAN  
FOR  
VISTA UNIFIED SCHOOL DISTRICT

**Heat Illness Prevention Plan  
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**APPENDIX A     HEAT INDEX CHART**

## INTRODUCTION

Vista Unified School District has developed this Heat Illness Prevention Plan to control the risk of occurrences of heat illness and to comply with the California Code of Regulations, Title 8, Chapter 4, Section 3395. The plan is designed to educate employees and their supervisors on the symptoms of heat illness, causes of these symptoms, ways to prevent heat illness, and what to do if they or a fellow employee experience symptoms of heat illness.

## RESPONSIBILITY

It is the policy of Vista Unified School District that all employees and supervisors of those employees who perform job functions in areas where the environmental risk factors for heat illness are present shall comply with the procedures set forth in this plan. The Heat Illness Prevention Plan applies to any and all outdoor places of employment, at the times when environmental risk factors for heat illness are present. All employees of the Vista Unified School District fall under this regulation. The ultimate responsibility for establishing and maintaining the policies of the Heat Illness Prevention Plan specific to Vista Unified School District rests with the Assistant Superintendent for Business Services.

- **Supervisors**

Supervisors are responsible for enforcement of this Plan among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow and ensuring that employees receive the required Heat Illness Prevention training. Supervisors must also ensure that appropriate job specific safety training is received.

- **Employees**

Immediate responsibility for workplace heat illness prevention and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Plan. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, ensuring that they have adequate amounts of drinking water, access to shade, and for reporting any unsafe conditions to their supervisors.

## DEFINITIONS

The California Occupational Safety and Health Standards Board propose definitions of key terminology, as they relate to the standard, as follows:

- **Acclimatization** - the temporary, gradual adaptation of the body to work in the heat when a person is exposed to it. Usual acclimatization time while working in the heat for at least two hours per day ranges from four to fourteen days.
- **Environmental risk factors for heat illness** - the working conditions that create the possibility for a heat illness to occur. Risk factors include air temperature, air movement, relative humidity, workload, work severity, work duration, radiant heat, conductive heat, and personal protective equipment (PPE) worn by an employee.
- **Heat Illness** - a serious medical illness, which results from the body's inability to cope with a heat load. Heat illnesses include heat cramps, heat exhaustion, heat stroke and heat syncope (fainting).

- **High-Heat Procedure** – is required for five industries when temperatures reach 95 degrees or above. These procedures include observing and being in constant contact with employees, closely supervising new employees and reminding all workers to drink water. The industries specified under this modification are: 1) Agriculture, 2) Construction, 3) Landscaping, 4) Oil and Gas extraction, 5) Transportation or Delivery of agricultural products, construction material or other heavy materials.
- **Personal risk factors for heat illness** - includes factors such as an employee’s age, level of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, overall health, and use of prescription medications which may alter the body’s ability to retain water or otherwise effect its physiological response to heat. The District shall not request any of the above personal information from an employee.
- **Preventative Recovery Period** - a period of time for an employee to recover from a heat illness or signs of a heat illness. The amount of time for a recovery period shall be no shorter than five minutes and shall be taken in a shaded area and shall not be ordered back to work until any signs or symptoms of heat illness have abated.
- **Shade** - the blockage of direct sunlight. Sufficient blockage is when an object does not cast a shadow in the area of the blockage. Shade is not acceptable if heat in the shaded area prevents the body from cooling. Shade shall be open to the air or otherwise provided with ventilation and/or climate controlled. Access to shade shall be made available at all times.
- **Shade Requirements** – must be adequate to accommodate the number of the employees on the shift at any time when temperatures exceed 80 degrees, and located as close as practicable to the areas where employees are working. When temperatures are below 80 degrees, employers shall provide timely access to shade upon an employee’s request.

## PROCEDURES

- **Provisions of Water**
  - At the beginning of each shift, all employees who work outside when environmental risk factors for heat illness are present shall have sufficient quantities and immediate access to suitably cool, fresh, pure drinking water.
  - The importance of frequently drinking water shall be conveyed and encouraged as described in the training section and available in the quantity of at least 1 quart per employee per hour.
- **Access to Shade**
  - When temperature does not exceed 80 degrees F, provide shade or timely access to shade upon request.
  - Access to shade shall be made available at all times to any employee experiencing heat illness, symptoms of heat illness, or believing a preventative recovery period is needed in a manner that does not deter or discourage access or use.
  - The preventative recovery period shall be at least five (5) minutes in the shade or until symptoms have abated whichever is greater.
  - An employee taking a rest period shall be monitored and asked if he or she is experiencing symptoms of heat illness.
  - If an employee exhibits symptoms or makes a report of heat illness during a cool down period then appropriate first aid or emergency response shall be rendered.
  - Water shall be made available in the shade/preventative recovery period area.

- Where temperatures equal or exceed 80 degrees F or during a heat wave, adequate shade must be provided to accommodate the number of employees on recovery, rest, or meal periods.
- **Identifying, Evaluating and Controlling Environmental Risk Factors for Heat Illness**
  - To identify if environmental risk factors are present, the District shall obtain temperature and humidity measurements for the work areas, either by direct measurements or by weather forecasts.
  - To evaluate if an environmental risk factor is present, the District shall obtain the Heat Index, calculated by the National Weather Service, to rate the risk of heat illness depending on air temperature and humidity. The District shall assume there is a significant risk of heat illness when the Heat Index for an employee working in the sun is 80 or above, and 90 or above when employees are working in the shade.
  - To control and reduce the exposure to environmental risk factors, the District shall provide shade for work areas and schedule outdoor and/or vigorous work in the cooler hours of the day.
- **Identifying, Evaluating and Controlling Personal Risk Factors for Heat Illness**

The District shall train employees on the factors that can affect their vulnerability to heat illness. The District shall convey the importance of acclimatization, and shall take steps to aid employees in becoming acclimatized.

- Employees exhibiting signs or symptoms of heat illness, or who observe a co-worker with signs or symptoms, shall report these symptoms to their supervisor immediately.
- It shall be the responsibility of each supervisor to respond to all reports and/or observations of heat illness symptoms and signs.
- When a sick employee is unable to communicate, it shall be the responsibility of the supervisor (or designee) to contact emergency services when required, and to provide accurate and precise directions to the employee's location.
- The District shall account for the whereabouts of all employees at appropriate intervals during and at the end of the work shift. This procedure shall be followed whenever the outdoor work environment creates a heat hazard that could result in the collapse of an employee due to heat illness.
- Communication between the Supervisor and their crew is of the utmost importance.

## **High Heat Procedures**

The following provisions go into effect when temperatures reach 95 degrees or above.

- Supervisors shall implement the following on High Heat days:
  - Effective employee observation/monitoring shall be achieved by implementing one of the following, supervised/designee observation of crews of 20 or less, mandatory buddy system, regular communication by cellular phone or radio or other effective means of observation.
  - One or more employees in each work area shall be designated to call for emergency medical services if an employee exhibits elevated Heat Illness symptoms.
  - Employees shall be reminded throughout the shift to drink plenty of water.

- A pre-shift meeting prior to the commencement of work shall be conducted to review high heat procedures and encourage employees to drink plenty of water.
- Pre-shift meetings before the commencement of work to review high heat procedures, the need to drink plenty of water and be informed of their right to take a cool-down rest period when necessary.

### **Emergency Response Procedures**

- Effective communication by voice, observation or electronic means is maintained so that employees at a work site can contact a supervisor or emergency medical services when necessary.
- If a supervisor observes or an employee reports any signs or symptoms of heat illness with any employee the supervisor shall take immediate action commensurate with the severity of the illness.
- If the signs or symptoms are indicators of severe heat illness (such as, but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior or convulsions) the employer must implement emergency response procedures.
- An employee exhibiting signs or symptoms of heat illness shall be monitored and shall not be left alone or sent home without being offered onsite first aid and/or being provided with emergency medical services in accordance with procedures.
- If deemed necessary the supervisor or buddy shall contact emergency medical services and transport the employee to a location where they can be reached by an emergency medical provider.
- In the event of emergency clear and precise directions shall be given to the emergency responders.

### **Acclimatization**

- All employees shall be closely observed by a supervisor or designee during a heat wave. For purposes of this section only, “heat wave” means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.
- An employee who has been newly assigned to a high heat area shall be closely observed by a supervisor or designee for the first 14 days of the employee’s employment.

### **Training**

Training shall be administered to all employees and their supervisors who fall under the scope of this plan. The District shall ensure the effectiveness of the training by conducting regular follow-up and “tailgate” meetings.

- Supervisory and non-supervisory employees shall be trained on:
  - Environmental and personal risk factors for heat illness.
  - District procedures for identifying, evaluating and controlling the exposure to environmental and personal risk factors for heat illness.
  - Importance of frequent consumption of small amounts of water under extreme conditions

- The employer's responsibility to provide, water, shade, cool-down rests, and access to first aid, as well as the employee's right to exercise their rights under this standard without retaliation.
  - Acclimatization and its importance.
  - The different types of heat illness, the common signs and symptoms of heat illness, and appropriate first aid and/or emergency responses to the different types of heat illness, and in addition, that heat illness may progress quickly from mild symptoms and signs to serious and life threatening illness.
  - Procedure of immediately reporting the signs and symptoms of heat illness in themselves or in a co-worker and its importance.
  - Procedures to respond to symptoms of heat illness, which shall include how emergency medical services will be provided, if needed.
  - Procedures for contacting emergency medical services and transporting employees to a readily accessible location for emergency medical services to reach them.
  - Procedures on and how to provide clear and precise directions to emergency medical services.
- Supervisors shall be trained on:
    - All information included in Training subsection above.
    - Procedures a supervisor shall follow when implementing this Heat Illness Prevention Plan.
    - The procedures a supervisor shall follow when an employee exhibits symptoms of a possible heat illness, which includes emergency response procedures.

**HEAT ILLNESS INDEX AND SIGNS/SYMPTOMS/TREATMENT QUICK REFERENCE ON THE FOLLOWING PAGE.**

**APPENDIX A**  
**HEAT INDEX CHART**





**NOAA's National Weather Service**

**Heat Index**

Temperature (°F)

	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	126	130					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

**Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity**

- |   |   |  |  |
|---|---|--|--|
|  Caution |  Extreme Caution |  Danger |  Extreme Danger |
| - Fatigue possible.   | - Sunstroke, muscle cramps, and/or heat exhaustion possible.  | - Sunstroke, cramps, and/or heat exhaustion is likely.                                     | - Heat stroke or sunstroke highly likely.  |

**Heat Illness Signs/Symptoms/Treatment** <http://www.dir.ca.gov/DOSH/HeatIllnessInfo.html>

**Heat Cramps:** Strong, involuntary muscle spasms usually in calves, thighs, shoulders or back

**Treatment:** Rest in cool place, drink water/electrolytes

**Heat Syncope:** Faint or light headed feeling/actual fainting spell

**Treatment:** Rest in cool/shaded place, drink water/electrolytes

**Heat Exhaustion:** Dehydration, fatigue, dizziness/nausea, pale moist skin, temperature elevation

**Treatment:** Rest in cool/shaded place, drink water/electrolytes/non-caffeinated fluids

**Heat Stroke:** Mental confusion, fainting, seizures, hot/dry/red skin (sweating has stopped)

**Treatment:** Call 911 *immediately*, soak clothing with cool water, move victim to cool/shaded area





# VISTA UNIFIED SCHOOL DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM COVID-19 ADDENDUM

## **Purpose**

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from all worksite hazards, including infectious diseases.

Cal/OSHA's regulations require protection for workers exposed to airborne infectious diseases such as the 2019 novel coronavirus disease (COVID-19). This interim guidance provides employers and workers with information for preventing exposure to the coronavirus (SARS-CoV-2), the virus that causes COVID-19. Employers and employees should review their own health and safety procedures as well as the recommendations and standards detailed below to ensure workers are protected.

It is the policy of the Vista Unified School District to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases such as COVID-19 are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

Due to the widespread of COVID-19 in the community, Vista Unified School District has implemented the following infection control measures, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC) and our state and local guidelines.

## **Introduction**

### **What is COVID-19?**

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak first identified in Wuhan, China. The new name of this disease is Coronavirus Disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV". There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease caused by a new coronavirus that has not previously been seen in humans. There is currently no vaccine to prevent COVID-19.

## **What are the Symptoms of COVID-19?**

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

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

### **Protect Yourself**

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

### **How Does It Spread?**

The best way to prevent illness is to avoid being exposed to this virus.

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- Through respiratory droplets that can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Germs can spread from other people or surfaces when:

- Touching eyes, nose, and mouth with unwashed hands.
- Prepare or eat food and drinks with unwashed hands.
- Touch a contaminated surface or objects.
- Blowing nose, coughing, or sneezing into hands and then touching other people's hands or common objects.

## **Hand Hygiene**

To prevent the spread of respiratory infections from one person to the next, frequent hand washing is recommended.

Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing at least 60% ethanol alcohol).

Properly hand wash with soap and water by:

- Wet hands first with water.
- Apply soap to hands.
- Rub hands vigorously for at least 20 seconds, covering all surfaces of hands and fingers.
- Rinse hands with water and dry thoroughly with paper towel.
- Use paper towel to turn off water faucet.

Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Hand hygiene stations should be strategically placed to ensure easy access.

Using Alcohol-based Hand Rub (follow manufacturer's directions):

- Dispense the recommended volume of product.
- Apply product to the palm of one hand, and
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required). This should take around 20 seconds.

Hand washing facilities will be maintained to provide adequate supply of hand washing soap and paper towels.

## **Coughing and Sneezing Etiquette**

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses.

To help stop the spread of germs:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Throw used tissues in the trash.
- If a tissue is not available, cough or sneeze into the elbow – not in hands.
- Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% ethanol alcohol.

## **Avoid Close Contact – 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. To help prevent the spread of respiratory disease, employees should avoid close contact with people outside their household or those who are sick within their household.

Each site will have a plan in place to ensure social distancing at their location to the extent that is practicable to do so. The plan could include, but is not limited to the following:

- Increasing physical space between employees by modifying the workspace.
- Avoiding shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, following the Cleaning and Disinfecting the Building and Facility Guidelines to clean and disinfect shared workspaces and work items before and after use.
- Increasing physical space between employees and public by offering drive-through service or physical barriers such as partitions.
- Using signs, tape marks, or other visual cues on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Close or limit access to common areas where employees are likely to congregate and interact.
- Delivering services and holding meetings remotely by phone, video, or Internet.
- Limiting any unnecessary travel with passenger(s) from one site to another in work vehicles and personal employee vehicles.
- Eliminating all non-essential and non-related services, such as entertainment activities.
- Using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, holding meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear cloth face coverings.

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

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas.
- Before starting 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.

## **Cloth Face Coverings**

Unless otherwise directed by your supervisor, all employees should cover their mouth and nose with a cloth face cover when around others and follow any state, county, or local mandates/guidelines.

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover.
  - Cloth face coverings should not be placed on anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Additional PPE will be provided to employee based on classification and duties.

Continue to keep at least 6 feet between yourself and others. The cloth face cover is not considered personal protective equipment. It is not a substitute for social distancing but when used in conjunction, it may help prevent infected persons without symptoms from unknowingly spreading the disease.

## **If an Employee is Sick**

Employees will be asked to monitor their health each day and are asked to notify their supervisor before their scheduled shift and prior to arriving at the site, if they have been exposed to someone with COVID-19 or they have a temperature of 100.4 or more, fatigue, chills, shortness of breath, difficulty breathing, nausea, vomiting, diarrhea, sore throat, loss of taste or smell, cough, or muscle pain.

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, Vista Unified School District will:

- Immediately send employees with acute respiratory illness symptoms home or to medical care as soon as possible.
- Actively encourage sick employees to stay home.
- If an employee goes home because they are sick, follow the cleaning and disinfecting the building and facility guidelines to disinfect the area/room/office where the person worked, the tools and equipment they used prior to use by others.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor, follow applicable health orders as well as CDC-recommended precautions.
- Ensure employees who are out sick with fever or acute respiratory symptoms do not return to work until both of the following occur:
  - At least 3 full days pass with no fever (without the use of fever-reducing medications) and improvement in respiratory symptoms.
  - At least 10 full days pass since symptoms first appeared.

- Ensure employees who return to work following an illness promptly report any recurrence of symptoms.

### **Personal Protective Equipment**

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

The District will conduct a hazard assessment to determine if hazards are present in the workplace that necessitate the use of PPE. If the District identifies COVID-19 as a workplace hazard, it will select and provide exposed employees with properly fitting PPE that will effectively protect employees. The District will stress hand hygiene before and after handling all PPE.

### **Washing Facilities**

Notify your supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water, and single-use towels or blowers.

### **Cleaning and Disinfecting**

Vista Unified School District will establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.

The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).

Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

Disinfectants kill germs on surfaces after cleaning, that can further lower the risk of spreading infection. Employees will need to follow the District's approved disinfecting products and procedures when using disinfectants. Disinfecting procedures include:

- Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection.
- Clean and disinfect frequently touched surfaces daily and shared workspaces and work items before and after use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Keep all disinfectants out of the reach of children. Disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed.
- Do not overuse or stockpile disinfectants or other supplies.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.
- Areas unoccupied for 7 or more days need only routine cleaning.
- Outdoor areas generally require normal routine cleaning and do not require disinfection.

### **Electronics**

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines:

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instructions for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

### **Cleaning and Disinfecting Building or Facility if Someone is Sick:**

- Close off areas used by the sick person.
- Open outside doors and windows 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 all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- Always wash immediately after removing gloves and after contact with a sick person.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection

### **Employee Training**

Vista Unified School District will provide regular training for employees on the following topics:

- What is COVID-19 and how is it spread.
- Signs and symptoms of COVID-19.
- When to seek medical attention if not feeling well.
- Prevention of the spread of COVID-19 if you are sick.
- Physical and social distancing guidelines.
- Importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available.
- Reminders and methods to avoid touching eyes, nose, and mouth.
- Coughing and sneezing etiquette.
- Safely using cleansers and disinfectants.

### **Compliance**

This addendum will be reviewed regularly and according to federal, state, and local requirements. These guidelines and written addendum are subject to change as information is received and the situation evolves.