



# MOORPARK UNIFIED SCHOOL DISTRICT (MUSD) INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

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## **MUSD Safety Policy**

It is the policy of Moorpark Unified School District to provide a safe and healthful workplace. Every employee is responsible for the safety of himself/herself as well as others in the workplace. To achieve our goal of maintaining a safe workplace, we encourage our employees to be mindful of safety at all times. In compliance with California Law and to promote the concept of a safe workplace, the District maintains this Injury and Illness Prevention Program. The IIPP is a comprehensive health and safety program designed to prevent workplace accidents and injuries, by identifying and abating hazards. An IIPP is made up of eight elements including:

- Responsibility
- Communication
- Accident Investigations
- Hazard Assessment
- Hazard Correction
- Training
- Employee Compliance
- Recordkeeping

# Table of Contents

Responsibility .....	1
Program Administrator .....	1
Supervisors/Managers .....	1
Employees .....	1
Hazard Assessment .....	2
Hazard Correction.....	2-3
Communication.....	3
1. Safety Meetings .....	3
2. Posting Notices.....	3
3. Safety Steering Team.....	3
Training.....	3-4
Accident Investigation .....	4
Employee Compliance .....	5
Record Keeping .....	5
Appendix	
Code of Safe Practices .....	i
General Safe Practice's.....	ii
Teachers and Other Staff, General Classroom's .....	iii
Teacher and Other Staff, Science and Art Classrooms.....	iii
Administration and Office Staff.....	iv
Custodians.....	iv
Food Service.....	v
Graphics/Print Shop.....	vi
Grounds Keeping .....	vii
Maintenance.....	viii
Nurses and Other Health Staff.....	ix
Warehouse.....	ix
Outbreaks of Infectious Disease (Covid-19).....	x

## Responsibility

A copy of this IIPP is available in the CBO's Office, who is also the IIPP administrator, or in the office of the Director of Maintenance and Operations, and on the MUSD website and at each school site.

### Program Administrator

The IIPP District Program Administrator is the Assistant Superintendent of Business Services. The Program Administrator is responsible for the overall implementation, updating, and maintenance of the District's Injury and Prevention Program. The Program Administrator will:

- Review the IIPP on a regular basis and ensure it is distributed to all district sites.
- Ensure that managers and supervisors are trained in workplace safety and are familiar with the safety and health hazards which employees under their immediate supervision or control may be exposed.
- Ensure managers and supervisors are trained in applicable laws, regulations and District safety rules, policies, practices and procedures;
- Ensure that employees are trained in accordance with this program;
- Ensure periodic inspection of all District workplaces in order to identify, evaluate and abate workplace hazards;
- Develop methods for abating workplace hazards in a timely and effective manner;
- Ensure that reported workplace hazards, accidents, illnesses or injuries are routinely investigated;
- Execute or supervise the delegation of specific tasks required to implement the program;
- Establish a district-wide Safety Committee and designate a chairperson.

### Supervisors / Managers

Principals, managers, and supervisors are responsible for implementing and maintaining the IIPP in their areas of responsibility:

- Answering employee questions about the IIPP
- Ensuring site and hazard specific training is completed as needed
- Receiving and acting upon (forwarding) safety suggestions from employees

### Employees

All employees of the District are responsible for working safely and maintaining a safe and healthful working environment. It is the responsibility of all employees to follow the Code of Safe Practices.

## Hazard Assessment

### 1. Identification of Workplace Hazards

Work areas should be kept neat and orderly. Managers, supervisors, and employees are responsible for conducting daily monitoring of their specific work areas.

#### a. Periodic Scheduled Inspections

The Program Administrator along with school-site safety coordinators and a Ventura County schools Self-Funding Authority's Safety Inspector shall provide for specific inspections of workplace hazards in accordance with current applicable requirements and regulations.

Inspections will also occur whenever workplace conditions warrant an inspection along with accident, injury and/or exposure investigations.

#### b. New Potential Hazards

The Program Administrator will arrange for an inspection and investigation of any new substance, process, procedure or equipment introduced into the workplace. The Program Administrator also will arrange for an inspection and investigation whenever the District is made aware of a new or previously unrecognized hazard.

#### c. Employee Reporting of Hazards

Employees are encouraged to report immediately to their supervisors or the Program Administrator any unsafe condition or hazard which they discover in the workplace. Procedures for reporting such hazards may be obtained in each work area or from the Program Administrator. In most cases, employees will report hazards to their supervisor or the office manager at their site.

Dates of Inspections will be maintained by the Administrative Assistant to the CBO including but not limited to all or a portion of any district site.

## Hazard Correction

1. Identified Safety and Health will be addressed by the Help Desk
2. Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:
  - a. When observed or discovered; and

- b. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property? Exposed employees will be removed from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition shall be provided with the necessary protection.

The Program Administrator shall take action to mitigate identified hazards, keep a list of identified hazards and utilize the help desk work order system to resolve hazards.

## **Communication**

### **1. Safety Meetings**

Safety meetings will be conducted and documented by supervisors periodically with additional special meetings as necessary. During meetings, supervisors will discuss:

- a. New hazards that have been introduced or discovered in the workplace;
- b. Causes of recent accidents or injuries and the methods by which similar accidents or injuries can be prevented in the future
- c. Any safety issue deemed by supervisors to require reinforcement.

### **2. Postings Notices**

This Policy and District-wide Code of Safe Practices as well as specific safety rules appropriate for each work area and position will be posted in each work area, on or near appropriate equipment and on the Information Wall.

### **3. Safety Steering Team**

The safety Steering Team will meet on an as needed basis to further the safety efforts at the district.

## **Training**

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses, and accidents in the workplace

1. Health and safety training of employees will be provided at the following times:
  - a. Upon hire, including general and job specific training
  - b. Whenever an employee is given a new job assignment for which training has not previously been provided;

- c. Whenever the District becomes aware that new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace;
  - d. Whenever the District becomes aware of a new or previously unrecognized hazard; and
  - e. Whenever the Program Administrator, manager, or supervisor believes that additional training is necessary.
  - f. Training as necessary for response to outbreaks.
2. Training of Managers and Supervisors
- Managers and Supervisors will be trained as necessary to address new hazards, new compliance issues and or for reinforcement or previous topics.

## **Accident Investigation**

All work related accidents reported to the District will be investigated in a timely manner. Minor incidents and near misses will be investigated as well as serious accidents. A near miss is an incident which, although not serious, could have resulted in serious injury or significant property damage. Investigation of these incidences may avoid serious accidents in the future.

Investigations of workplace accidents, hazardous substance exposures and near miss accidents will be conducted by the principal, manager, supervisor, or authorized designee.

Assistance may be provided by the Administrative Assistant to the BSO or the Administrative Assistant to the assistant superintendent of Human Resources.

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visit the scene as soon as possible;
2. Interviewing injured employees and witnesses;
3. Examining the workplace for factors associated with the accident/exposure;
4. Determining the cause of the accident/exposure;
5. Taking corrective action to prevent the accidental exposure from reoccurring; and
6. Recording the findings and actions taken.
7. Forward all reports to the Administrative Assistant to the assistant superintendent of Human Resources.

The Safety Steering Team will review each accident investigation report as necessary for recommendations as to how such accidents or near misses can be prevented in the future and implement any preventative measures.

## **Employee Compliance**

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

- Informing employees of the provisions of our IIPP.
- Providing training to employees whose safety performance is deficient.
- Disciplining employees for failure to comply with safe and healthful work practices.

## **Record Keeping**

MUSD is a local governmental entity (school district) and as such is not required to keep written records of the steps taken to implement and maintain our IIP Program.

A copy of this IIPP is available in the CBO's Office or in the office of the Director of Maintenance and Operations, who is also the IIPP administrator, and on the MUSD website and at each school site.

# Code of Safe Practices

## Safe Practices for Moorpark Unified School District.

Unsafe work practices combined with hazardous conditions are the main ingredients for creating an injury or accident. The District is putting forth its best effort to eliminate unsafe conditions. This Code of Safe Practices, or list of safety rules, is provided to help all employees to work safely.

### GENERAL SAFE PRACTICES

1. Report *all* accidents, injuries, and illnesses (no matter how small) to your supervisor or the District Risk Management or Business Office immediately.
2. Report all unsafe conditions and equipment to your supervisor or District Risk Management Office or District Business Office. Unsafe conditions and equipment may include, but not be limited to: broken chairs, missing casters, stuck drawers, cracked glass, etc.
3. Clothing that covers the back, shoulders, and midriff, and clothing that covers the top portion the legs when seated, shall be worn by all employees in the Custodian, Food Service, Graphics/Print Shop, Grounds, Maintenance, Transportation, and Warehouse areas
4. Shoes or boots with a low heels, non-skid soles, and closed toe and heel shall be worn by all employees who spend more than ten percent of their day in the Custodian, Food Service, Graphics/Print Shop, Grounds, Maintenance, Transportation, and Warehouse areas.
5. Always wear necessary and/or required protective clothing and/or equipment.
6. Pay attention to the job you are doing.
7. Ask questions about anything you do not understand about your job.
8. Observe all safe practices applicable to the department or area in which you are working or visiting
9. Always follow instructions on safety signs and caution tapes. Do not enter construction or remodeling areas unless you are specifically authorized to work there.
10. Be aware of forklifts in operation; keep a safe distance from them.
11. Use a proper step stool or ladder to reach overhead. Do not stand on any chairs, other furniture, or boxes.
12. When lifting and carrying loads, care should be exercised to avoid overexertion and strain.
13. Always keep workstations clean and orderly.
14. Return materials and equipment to their proper place when finished using them.
15. Throw trash in proper waste containers.
16. Clean up small amounts of spilled materials or liquids immediately. Be sure the site custodian or maintenance department is called to clean up larger spills.
17. All food should be limited to specifically designated areas, such as the staff lounge and the cafeteria/multipurpose room.
18. No open food storage or food preparation in areas not intended and designated for that use.



19. No overnight storage of food in classrooms or offices.
20. No chemicals or other pest management products should be brought from home.
21. Pest infestations should be reported to the maintenance department so that proper notification and posting can be accomplished.
22. Chemical products should not be used directly around students.
23. Walk; do not run.
24. Open doors slowly. Stand out of the swing of the door when opening or unlocking doors.
25. Use caution when approaching blind corners.
26. Use handrails when going up or down stairs.
27. Never leave anything in aisles, hallways, or on stairways that can cause someone to trip and/or fall.
28. Always keep aisles and passageways clear and unobstructed.
29. Always keep exits clear, unobstructed, well lighted, and unlocked to permit ready access.
30. Maintain 36 inches of clearance around all electrical equipment and panels.
31. Always keep fire extinguishers and fire alarms clear and easily identifiable to permit ready access.
32. In the event of a fire, sound the alarm.
33. Upon hearing the alarm, stop work and proceed to the nearest clear exit. Assemble at the appointed location
34. Only trained and designated employees may attempt to respond to a fire or other emergency.
35. Extension cords are for temporary use only. Extension cords are to be unplugged, rolled up, and put away at the completion of each job, or at the end of each day.
36. Only use extension cords that have a grounding conductor.
37. Wash your hands thoroughly before eating, and/or drinking.
38. Do not eat in areas where hazardous chemicals are present. This includes all Custodian, Grounds, Maintenance, Graphics/Print Shop, Transportation, and Warehouse areas.
39. Do not store food in cabinets and/or refrigerators where chemicals are stored.
40. Read labels and Material Safety Data Sheets (MSDS) for instructions and precautions before using any chemical.
41. Handle, use, and store all chemicals according to the manufacturer's instructions.
42. Be sure that all chemical containers are properly labeled.
43. Always keep chemical containers closed when not in use.
44. Avoid chemical contact with skin and eyes. Wash thoroughly after any such contact.
45. Contact the maintenance department for your chemical disposal needs.
46. Always keep all legs of a chair in contact with the floor at all times.
47. Practical jokes, "skylarking," "horseplay," scuffling, and fighting are not permitted.
48. Employees shall not use, possess, manufacture, distribute, dispense, or sell alcohol or drugs while on District property or on District business.

## **TEACHERS AND OTHER STAFF, GENERAL CLASSROOMS**

1. Observe all applicable general safe practices.
2. Call the maintenance department to move heavy office furniture or equipment.
3. Keep desk and file drawers closed when they are not in use.
4. Open only one file drawer at a time.
5. Distribute file storage reasonably evenly among the drawers to prevent over-balancing when a file drawer is extended. Store heaviest items closest to the floor and lightweight items above.
6. Do not overload shelves.
7. Store pencils and pens point down or flat in drawers. Loose blades, thumbtacks, and other sharp objects should be stored in small boxes, not loose in drawers.
8. Sheath scissors, letter openers, razor blades, or other sharp tools before storing. If sheathes are unavailable, cutting or sharp ends should be stuck in foamed-polystyrene blocks.
9. Use staple removers to remove staples
10. Paper cutters and other cutting tools are to be properly used and properly maintained.
11. Paper cutters should be operated on a level, unobstructed and clear surface.
12. Paper cutter blades are to be kept in locked position when not in use.
13. Do not cut too many papers at once.
14. Use multi-outlet strips instead of extension cords and do not place them across the floors or working areas that are open to use. Never plug a multi-outlet strip into another multi-outlet strip.
15. Combustible decorations should not be hung on doors or windows.
16. Ceilings should be kept free of decorations at all times.
17. Three-dimensional artwork is to be constructed from non-combustible materials or treated to be flame retardant. In accordance with the State Fire Code, a qualified person must complete Flame retardant treatment.

## **TEACHERS AND OTHER STAFF, SCIENCE AND ART CLASSROOMS**

1. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
2. Materials in grades kindergarten through sixth must be labeled with the AP Nontoxic label or a label to indicate conformance with ASTM D-4236.
3. Artwork and teaching materials used for decorations must not cover more than 25% of available wall space. Combustible materials should be distributed in a manner that will not create a continuous fuel source for a fire.
4. Chemical Storage
5. Supervision of Students
6. Spills
7. Fume Hood
8. Storage of Materials
9. Food Labels/Nonfood Labels

## **ADMINISTRATION AND OFFICE STAFF**

1. Observe all applicable general safe practices.
2. Call the maintenance department to move heavy office furniture or equipment.
3. Keep desk and file drawers closed when they are not in use.
4. Open only one file drawer at a time.
5. Distribute file storage reasonably evenly among the drawers to prevent over-balancing when a file drawer is extended. Store heaviest items closest to the floor and lightweight items above.
6. Do not overload shelves.
7. Store pencils and pens point down or flat in drawers. Loose blades, thumbtacks, and other sharp objects should be stored in small boxes, not loose in drawers.
8. Sheath scissors, letter openers, razor blades, or other sharp tools before storing. If sheathes are unavailable, cutting or sharp ends should be stuck in foamed-polystyrene blocks.
9. Use staple removers to remove staples
10. Paper cutters and other cutting tools are to be properly use and properly maintained.
11. Paper cutters should be operated on a level, unobstructed and clear surface.
12. Paper cutter blades are to be kept in locked position when not in use.
13. Do not cut too many papers at once.
14. Use multi-outlet strips instead of extension cords and do not place them across the floors or working areas that are open to use. Never plug a multi-outlet strip into another multi-outlet strip.
15. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.

## **CUSTODIANS**

1. Observe all applicable general safe practices.
2. Use proper lifting and material handling techniques.
3. Clothing worn around moving equipment must be tight fitting. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
4. When using equipment in halls, keep to one side, do not block doors.
5. Keep all electrical cords flat.
6. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.
7. Cleaning solutions are to be mixed and used according to label directions and training.
8. Use an appropriate ladder or step stool for over shoulder tasks
9. After cleaning floor drains, be sure grates have been replaced and securely fastened.
10. Turn on lights or use a flashlight. Do not enter dark rooms, hallways, or grounds.
11. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.

12. Rags with oil or solvent are to be stored in covered metal containers and removed from the site daily.
13. Keep at least one aisle of the storage area open at all times.
14. Use universal precautions when cleaning bodily fluids.
15. Stay away from roof edges. When retrieving balls stuck on the roof, use a broom to push them off.
16. Use the buddy system when changing light bulbs or performing other minor electrical tasks.
17. Empty some contents out of a trashcan before lifting it.
18. Face the trash bin and lift the container up to rest on the lower edge of the bin.
19. Fill the mop pail only half full
20. Roll the mop pail, rather than carrying it.
21. Dry hands and stand on dry floors to plug in any electrical equipment.
22. Electrical equipment should be stored with electrical cords secured in place.

## **FOOD SERVICES**

1. Observe all applicable general safe practices.
2. Use Hazard Analysis and Critical Control Points (HACCP) principles when handling food.
3. Use proper lifting and material handling techniques.
4. Clean clothing is to be worn daily.
5. Keep fingernails clean and well-trimmed.
6. Wear hairnets or caps to keep hair out of food and/or moving food preparation equipment.
7. Wash hands and arms with soap and water before handling dishes or utensils or preparing food.
8. Always use utensils when serving food.
9. Operate machinery or equipment only after being trained and authorized.
10. Ensure the area around the machinery or equipment is free from clutter and well lighted.
11. Before using machinery or equipment, ensure guards are in place on equipment that requires guards.
12. Report inoperative machinery or equipment to the department supervisor. Any equipment that appears defective, gives a shock, sparks, or smokes should be turned off, unplugged, and reported.
13. Follow proper lockout tag out procedures. Machines and equipment should not be cleaned, repaired, serviced, and/or adjusted while operating.
14. Electric machines or equipment and connections should not be touched with wet hands or operated on damp floors.
15. Handle hot equipment and dishes slowly and cautiously. Warn fellow workers who are nearby.
16. Oven doors, drawers, and cupboard doors are to be closed when access is not necessary.
17. Dry hands and stand on dry floors to plug in any electrical equipment.
18. Turn off equipment when not in use.

19. Use caution when handling knives or other sharp utensils. Points and sharp edges of sharp tools should be towards the back of the drawer or facing down.
20. Store cleaning products in designated areas, away from food.
21. Use only non-combustible cleaning products.
22. Separate silverware, knives, dishes, cups, and glassware before cleaning. Use caution putting glassware or dishes into a sink to avoid breakage.
23. When cleaning knives, lay flat, and use a sponge or brush.
24. Discard broken tools, pots and pans with broken or weak handles, if not repairable.
25. Use a broom and dustpan or tongs to clean up broken glassware or dishes.
26. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.
27. Carbonated beverage storage cylinders should be chained to prevent them from falling.

### **GRAPHICS/PRINTSHOP**

1. Observe all applicable general safe practices.
2. Observe all applicable safe practices for Administration and Office Staff.
3. Clothing worn around moving equipment must be tight fitting. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
4. Use proper lifting and material handling techniques.
5. Call the maintenance department to move heavy office furniture or equipment.
6. Operate machinery or equipment only after being trained and authorized.
7. Ensure the area around the machinery or equipment is free from clutter and well lighted.
8. Before using machinery or equipment, ensure guards are in place on equipment that requires guards.
9. Report inoperative machinery or equipment to the department supervisor. Any equipment that appears defective, gives a shock, sparks, or smokes should be turned off, unplugged, and reported.
10. Follow proper lockout tag out procedures. Machines and equipment should not be cleaned, repaired, serviced, and/or adjusted while operating.
11. Electric machines or equipment and connections should not be touched with wet hands or operated on damp floors.
12. Before jammed paper is pulled from a machine or equipment, the motor is to be turned off to avoid getting hands in the feed rollers.
13. Rags with oil or solvent are to be stored in covered metal containers and removed from the site daily.

## **GROUNDSKEEPING**

1. Observe all applicable general safe practices.
2. Clothing worn around moving equipment must be tight fitting. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
3. Wear clothing that will protect skin from sharp objects, cutting equipment, moving parts, flying debris, hot surfaces, etc.
4. Use proper lifting and material handling techniques.
5. Observe proper safe practices for tree trimming.
6. Observe safe practices for storage, use, dispensing, and cleanup of pesticides.
7. Pesticides should be applied only after proper notification and posting has taken place.
8. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
9. Rags with oil or solvent are to be stored in covered metal containers and removed from the site daily.
10. Ensure combustion engines have enough fuel before use. Only add fuel to cool engines.
11. Inspect machinery and tools before using. Report damaged, worn, or loose equipment to the department supervisor.
12. Turn off equipment when not in use or left unattended.
13. Do not remove or alter equipment safety guards or safety devices in any way.
14. Follow proper lockout tag out procedures. Machines and equipment should not be cleaned, repaired, serviced, and/or adjusted while operating.
15. Use the right tool or equipment for the assigned task. Keep tools clean and sharp.
16. Take precautions to avoid exposure to outdoor temperature extremes.
17. Only properly trained and authorized employees are allowed to drive district vehicles.
18. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks.
19. Passengers are not permitted in or on the bed of trucks, on tractors, or other landscaping equipment.
20. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.

## MAINTENANCE

1. Observe all applicable general safe practices.
2. Clothing worn around moving equipment must be tight fitting. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
3. Wear clothing that will protect skin from sharp objects, cutting equipment, moving parts, flying debris, hot surfaces, etc.
4. Use proper lifting and material handling techniques.
5. Follow proper lockout tagout procedures. Machines and equipment should not be cleaned, repaired, serviced, and/or adjusted while operating.
6. Use the buddy system when changing light bulbs or performing other minor electrical tasks.
7. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.
8. Turn on lights or use a flashlight. Do not enter dark rooms, hallways, or grounds.
9. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
10. Rags with oil or solvent are to be stored in covered metal containers and removed from the site daily.
11. Ensure combustion engines have enough fuel before use. Only add fuel to cool engines.
12. Turn off equipment when not in use or left unattended.
13. Inspect machinery and tools before using. Report damaged, worn, or loose equipment to the department supervisor.
14. Do not remove or alter equipment safety guards or safety devices in any way.
15. Keep all electrical cords flat.
16. Use the right tool or equipment for the assigned task. Keep tools clean and sharp.
17. All compressed air is to be directed away from the operator and any other people.
18. Take precautions to avoid exposure to outdoor temperature extremes.
19. Only properly trained and authorized employees are allowed to drive district vehicles.
20. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks.
21. Passengers are not permitted in or on the bed of trucks, on forklift trucks, tractors, or other landscaping equipment.
22. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.

## **NURSES AND OTHER HEALTH STAFF**

1. Observe all applicable general safe practices.
2. Observe all applicable safe practices for Administration and Office Staff.
3. Use universal precautions when exposed to bodily fluids.
4. Use proper lifting and student transfer techniques.
5. Call the maintenance department to move heavy office furniture or equipment.
6. Containers of bleach and bleach solutions should be stored in a tray within a secured cabinet.
7. Other liquids should be stored in secondary containment to minimize spills.

## **WAREHOUSE**

1. Observe all applicable general safe practices.
2. Follow proper lifting and material handling procedures.
3. Follow forklift operating rules.
4. Inspect pallets and their loads for integrity and stability before loading and/or moving.
5. All materials are to be stacked, racked, or piled in such a manner which prevents tipping, falling, collapsing, rolling, or spreading.
6. Shrink-wrap or band materials on pallets before storing on the top of pallet racks.
7. Keep storage of materials below specified load weight limits.
8. Replace movable guard railing after materials have been elevated onto mezzanine storage.
9. Do not stand or climb on pallets or pallet racks.
10. Only properly trained and authorized employees are allowed to drive district vehicles.
11. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks.
12. Passengers are not permitted in or on the bed of trucks, on forklift trucks, tractors, or other landscaping equipment.
13. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.
14. Vehicles are to be parked in designated areas and are not to block entrances or obstruct traffic.
15. Delivery vehicles are to turn off motors and set brakes prior to loading or unloading. Trucks and trailers are to be secured from movement during loading or unloading operations.



# Outbreaks of Infectious Disease (Covid-19)

Occasionally outbreaks of infectious disease can impact our LEA's and larger community. In the recent past we have seen outbreaks of H1N1, Swine Flu, Norovirus, MRSA and TB. The following information is designed to protect employees

## 1. Scope:

- a. This addendum modifies the IIPP dated 07/09/2020.
- b. These safe practices and training are to be implemented during a declared outbreak of infection disease for which public health has issued guidelines and recommendations.
- c. These safe practices and training can help keep staff healthy during an outbreak including during cold and flu season.

## 2. Definitions:

- a. Outbreak. A sudden increase in occurrences of a disease in a particular time and place
- b. Protective wear includes face coverings and equipment typically considered personal protective equipment

## 3. Safe Practices

- a. Full consideration should be given to remote, versus in person, meetings to prevent the spread of the disease.
- b. Communicate with staff to stay home if they are sick.
- c. Use of face coverings for staff and students to prevent the spread of germs, in public areas of the school
- d. Practice social distancing to limit the contact between people. Recommended distance is at least 6 feet between people.
- e. Encourage staff to frequently wash (for 20 seconds) or sanitize hands:
  - 1) When staff arrive at the school site and before they leave the school site
  - 2) Before and after handling food or eating
  - 3) After working in student's play or athletic areas.
  - 4) Before and after giving medicine to a child.
  - 5) After handling wastebaskets or garbage
  - 6) **Note:** Hand sanitizers are less effective than handwashing in preventing the spread of disease
  - 7) Child Nutrition Services must be permitted to wash their hands every 30 minutes and additionally as needed.
- f. Avoid sharing of personal items
- g. Avoid shared workspaces
- h. Avoid all non-essential travel
- i. Practice Good Sanitation

- 1) Check restroom facilities frequently and make sure they are clean and sanitary:
  - a) Assign an employee to check restrooms, clean and sanitize as necessary
  - b) Make sure restrooms areas are well stocked, have plenty of soap, paper towels and toilet paper
  - c) Sanitize water receptacle and spigot frequently
- j. Staff and students should practice cough and sneeze etiquette
- k. Staff and students should avoid touching eyes, nose, and mouth.
- l. Communicate with parents and guardians that students should stay at home if they are sick,
  - 1) During an outbreak, students should stay home if they have been in contact with someone who has tested positive for the declared outbreak, or if someone in the household has symptoms (cough, fever, shortness of breath).
- m. Encourage students to wash or sanitize hands when entering and leaving the classroom.
- n. When a student becomes sick at school:
  - 1) The student should be sent to the office
  - 2) Office staff should contact parents and guardians immediately
  - 3) Sick students should be placed in an isolation room, separated from others
    - a. Provide face coverings for coughing students to use, since face coverings worn by sick persons help prevent the spread of germs to others
    - b. In the absence of face coverings, provide facial tissue to control coughs and sneezes.
  - 4) Office should be cleaned after student is isolated.
- o. Staff in close contact with sick students should wear proper protective wear.
  - 1) Face coverings