



Injury and Illness Prevention Program

Blue Ridge Academy is committed to providing a safe workplace for all employees, in addition to maintaining legal compliance on such issues. In California every employer is required by law (Labor Code Section) to provide a safe and healthful workplace for his/her employees. Title 8 (T8), of the California Code of Regulations (CCR), requires every California employer to have an effective Injury and Illness Prevention Program in writing that must be in accord with T8 CCR Section 3203 of the General Industry Safety Orders.

The purpose of the Blue Ridge Academy Governing Board approving this Injury and Illness Prevention Program is to accomplish the following:

1. Determine Responsibility for Implementing and Maintaining the IIP Program
 2. Explain Measures Take to Ensure Program Compliance
 3. Explain Communication Methods for IIP Program Training and Hazard Reporting
 4. Establish When a Hazard Assessment Will Be Performed
 5. Identify Procedures for Accident/Exposure Investigations
 6. Identify Procedures for Hazard Correction
 7. Identify When and How Training and Instruction Will Take Place
 8. Outline COVID-19 Workplace Safety Measures
 9. Outline Record Keeping Procedures
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1. **Responsibility:** The Injury and Illness Prevention (IIP) Program administrator, Sara Newcomb, has the authority and the responsibility for implementing and maintaining this IIP Program for Blue Ridge Academy.
Managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program. A copy of this IIP Program is available from each manager and supervisor.
 2. **Compliance:** All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Blue Ridge Academy's system of ensuring that all workers comply with these practices include the following practices:
 - Informing workers of the provisions of our IIP Program.
 - Monitoring the safety performance of all workers.
 - Providing training to workers whose safety performance is deficient.
 3. **Communication:** All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers.

Blue Ridge Academy's communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Blue Ridge Academy's communication system include the following:

- Annual training of safety and health policies and procedures through SafeSchools Online.
 - Posted safety information and IIP Program.
 - A system for workers to inform management about workplace hazards.
4. **Hazard Assessment:** Periodic inspections to identify and evaluate workplace hazards shall be performed by the Program administrator in the following areas of our workplace:
Periodic inspections are performed according to the following schedule:
1. When we initially established our IIP Program;
 2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
 3. When new, previously unidentified hazards are recognized;
 4. When occupational injuries and illnesses occur; and
 5. On a regular, quarterly basis.
5. **Accident/Exposure Investigations:** Procedures for investigating workplace accidents and hazardous substance exposures include:
1. Interviewing injured workers and witnesses;
 2. Examining the workplace for factors associated with the accident/exposure;
 3. Determining the cause of the accident/exposure;
 4. Taking corrective action to prevent the accident/exposure from reoccurring; and
 5. Recording the findings and actions taken.
6. **Hazard Correction:** Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:
1. When observed or discovered; and
 2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.
7. **Training and Instruction:** All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:
1. To all workers on an annual basis;
 2. To all new workers upon hiring;
 3. To all workers given new job assignments for which training has not previously provided;
 4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

8. COVID-19 Workplace Safety Measures: We will take the following infection measures:

- Actively encourage sick employees to stay home.
- Immediately send employees home or to medical care, as needed, if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell.
- Ensure employees who are out ill with fever or acute respiratory symptoms do not return to work until both of the following occur:
 - At least three full days pass with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
 - At least 10 days pass since the symptoms first appeared.
- Provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19 if required to by the [Families First Coronavirus Response Act](#).
- Ensure employees that return to work following an illness promptly report any recurrence of symptoms.
- Encourage employees to telework from home when possible.
- Practice physical distancing by cancelling in-person meetings, using video or telephonic meetings, and maintaining a distance of at least 6 feet between persons at the workplace when possible.
- Provide employees with cloth face covers or encourage employees to use their own face covers for use whenever employees may be in workplaces with other persons. Cloth face coverings are not personal protective equipment (PPE), but combined with physical

distancing of at least six feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.

- Avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible.
 - If they must be shared, clean and disinfect shared workspaces and work items before and after use.
- Establish procedures to routinely clean and disinfect commonly touched objects and surfaces such as elevator buttons, handrails, copy machines, faucets, and doorknobs. Surfaces should be cleaned with soap and water prior to disinfection. These procedures should include:
 - Using disinfectants that are [EPA-approved](#) for use against the virus that causes COVID-19.
 - Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces before use.
 - Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).
 - Ensuring there are adequate supplies to support cleaning and disinfection practices.
- If an employee is confirmed to have COVID-19 infection:
 - Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
 - Temporarily close the general area where the infected employee worked until cleaning is completed.
 - Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against coronavirus. It should ideally be performed by a professional cleaning service.
 - Any person cleaning the area should be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products. See below for further information on PPE.
- Advise employees to avoid non-essential travel if possible and check [CDC's Traveler's Health Notices](#) prior to travel.

Training: Blue Ridge will provide training in a language that is readily understandable by all employees on the following topics:

- General description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace.
- How an infected person can spread COVID-19 to others even if they are not sick.
- How to prevent the spread of COVID-19 by using cloth face covers, including:
 - [CDC guidelines](#) that everyone should use cloth face covers when around other persons.
 - How cloth face covers can help protect persons around the user when combined with physical distancing and frequent hand washing.

- Information that cloth face covers are not protective equipment and do not protect the person wearing a cloth face cover from COVID-19.
 - Instructions on washing and sanitizing hands before and after using face coverings, which should be washed after each shift.
- Cough and sneeze etiquette.
- Washing hands with soap and water for at least 20 seconds, after interacting with other persons and after contacting shared surfaces or objects.
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Avoiding sharing personal items with co-workers (i.e., dishes, cups, utensils, towels.)
- Providing tissues, no-touch disposal trash cans and hand sanitizer for use by employees.
- Safely using cleaners and disinfectants, which includes:
 - The hazards of the cleaners and disinfectants used at the worksite.
 - Wearing PPE (such as gloves).
 - Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.
- Washing Facilities

Regardless of COVID-19 risk, all employers must provide washing facilities that have an adequate supply of suitable cleansing agents, water, and single-use towels or blowers.
- Personal Protective Equipment (PPE)

Blue Ridge will conduct a hazard assessment to determine if any PPE is needed to protect employees from hazards that are present or are likely to be present in the workplace, including health hazards. Blue Ridge will select and provide employees with properly fitting and sanitary PPE that will effectively protect them against these hazards. Blue Ridge will also ensure the appropriate PPE is provided to and used by employees who use cleaners and disinfectants.

9. Recordkeeping: We have checked the following category as our recordkeeping policy.

Category 3. We are a local governmental entity (county, city, district, or and any public or quasi-public corporation or public agency) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

We will report any incidents of work related injuries or claims to our insurance provider and reports can be requested as needed.

Appendix A:

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