



STATE OF WASHINGTON

DEPARTMENT OF LABOR AND INDUSTRIES
Division of Occupational Safety and Health

711 Vine St., KELSO, WA 98626

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TSD CAPITAL PROJECTS

February 22, 2021

Mel Murray, Director of Facilities
TUMWATER MIDDLE SCHOOL
621 Linwood Ave Sw
Tumwater, WA 98512

RE: Consultation Visit #507006905

Consultant on Visit: Christopher Cooke

Company Representatives: Brian Hinkle, Building/Grounds Supervisor
Mel Murray, Director of Facilities
Bob Nichols, Campus Supervisor
Nick Reykdal, Assistant Principal

Employee Representative: Tim Voie, Tumwater Educators Association (TEA) Union Rep.

Dear Mr. Murray:

I appreciated having this opportunity to help you evaluate the safety and health of your workplace. We at the Division of Occupational Safety and Health (DOSH) are committed to encouraging voluntary compliance with Washington safety laws by offering technical advice and consultation with employers and their employees.

Following is a copy of my consultation report which details my findings and recommendations resulting from a Consultation Visit that provided a safety and /or health hazard assessment of working conditions, equipment, and processes at the work site. The consultation began on 2/10/2021 at 6335 Littlerock Road, Tumwater, WA 98501.

The Tumwater School District requested a review of it's Covid-19 procedures when they open for hybrid learning next month. This consultation was limited to reviewing/walking through the districts re-opening plans, Covid-19 disinfection techniques, and Covid-19 safety and health program. Thank you Mr. Murray for agreeing to this voluntary health consultation.

Evaluation of your company's safety and health program

You have a well written and outlined accident prevention program (APP) which your employees have been trained on and are aware of. That being said, there are some areas for improvement for your program and those are outlined below in this report. Please take these notes and update your program to ensure that your program is tailored to the work that your employees specifically perform. Specifically, you need an individual APP for each school in your district, or you can add an appendices to your

current APP which addresses the specific needs of each school.

Additionally, make sure that employees are following your rules in regards to safety and health. Make sure that employees understand that safety and health are priorities while working for the Tumwater School District.

Other Findings and Recommendations

Thank you for having me out to your school district to conduct a safety and health consultation. We discussed the hazards that were observed at your schools, and those are addressed later in this letter, however we also discussed some additional best practices which can be deployed at your schools to further ensure the safety and health of your employees as well as your students. Some of these additional best practices that we discussed are as follows:

1. Covid-19 Regulations - The primary reason for this health consultation was to assess the districts response to opening schools for hybrid learning during the Covid-19 pandemic. I had a chance to review your reopening program and address the particular issues to help you reduce the risk of transmission to both your teachers and students. The items reviewed are as follows:

- Screening for Covid-19 Symptoms: Employee temperatures are measured upon arrival to the school and they are completing a daily checklist for symptoms before beginning class each day. Students temperatures are also checked daily upon arrival to school whether they are dropped off by the bus or by parents. Parents are required to complete a quarterly symptom checklist for the children. You are in compliance with "Safe Start" opening guidelines.

- Social Distancing: Markers/designations have been placed around the school to make students aware of social distancing requirements. Traffic flow outside of classrooms and in hallways/breezeways has been defined directionally to ensure that students are not running into each other in the halls. The building is set-up in a "pod-style" design to help ensure that 6th, 7th, and 8th graders are not co-mixing in-between school periods. In classrooms, rooms have been set-up to ensure a minimum 6 foot distance between desks/tables. A cohort system has been set-up to ensure that there is no cross-contamination of desks/tables between students. A bathroom process has been devised to ensure that there is no breaching of the minimum 6 foot social distancing rule when children use the lavatory. You are in compliance with "Safe Start" opening guidelines.

- Drop-off/Pick-up Locations: There are two drop-off locations for students, one for parent drop-off and one for bus drop to help keep students socially distanced when they arrive at the school. Parental drop-off locations are limited to a specific number of children being able to be dropped off at once, and as a best practice make sure that there is no log jam of students staged at the front of the school. Bringing 6th grade back first will help identify any issues with this process, make sure that staff identifies any potential issues before opening the 7th and 8th graders return to school. Bus drop-off location is separate from the parental drop-off locations to ensure proper social distancing; we discussed multiple options for your bus drop-off zone to ensure proper social distancing so make sure that you are continually assessing your procedures. You are in compliance with "Safe Start" opening guidelines.

- Disinfection Procedures: A disinfection schedule has been created for routine and daily procedures. Classrooms having structured cleaning schedules where daily cleaning with paper towels are performed on Mondays and Thursdays (the first day of each cohort) and then cleaning with a microfiber cloth on Tuesday and Friday (the last day of each cohort) utilizing a dawn cleaner/water mixture prepared by custodial staff. Since there will be multiple groups of students in each classroom daily, make sure that teachers are giving students optimal time at the end of their class period to properly disinfect their desk area so that the next group of students are exposed to less transmission risk. Custodial staff perform deep

cleaning, using an electrostatic sprayer, on Wednesdays and Friday nights. There are procedures in place for specific staff to perform deep cleans if a Covid-19 exposure is suspected or confirmed. General disinfection has also been addressed with teachers being assigned sanitary wipes if needed. Additionally, tags have been implemented to be hung on door knobs to notify custodial staff if/when disinfection of rooms needs to be conducted. High touch surfaces such as light switches, door handles, hand rails, counters, etc. disinfection schedules have also been outlined. You are in compliance with "Safe Start" opening guidelines.

- Personal Protective Equipment (PPE): All employees are required to, and have been provided, PPE to protect themselves. Teachers are provided facial coverings to protect themselves and students are required to wear facial coverings while in school. Custodial staff, and those responsible for decontamination, have been provided additional PPE such as nitrile gloves, Tyvek covers, and half face respirators. If staff want to wear N-95 respirators on a voluntary basis, make sure that you provide them with Table 2 from our respiratory protection code. Employees have been trained on the proper donning/doffing of body PPE and respirator wearing employees have been given medical evaluations and fit testing. You are in compliance with "Safe Start" opening guidelines.

- Increased Ventilation: Speaking with the Director of Facilities and the Building/Grounds Supervisor, they ensured me that all ventilation systems at the schools have been increased to ensure as much airflow as possible. We look for 3-4 air exchange rates per hour (meaning all of the air in a room is emptied and replaced 3-4 times per hour), Building/Grounds stated that air exchange rates are now in the vicinity of 6 air exchange rates per hour. Additionally, MERV-13 (Minimum Efficiency Reporting Value) air filters have been installed in schools to help capture additional particles, this is a best practice recommended by the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE). You are in compliance with "Safe Start" opening guidelines.

- Sign/Symptom of Covid-19 Procedures: The school has established illness rooms for students who develop symptoms of Covid-19 while at school. Designated spaces have been established and employees who work in these rooms have received additional training to minimize risk of exposure to Covid-19. Custodial staff has also received additional training and equipment in order to properly disinfect these illness rooms after students have been in them. Procedures have been devised to contact parents to pick up their children and to minimize contact of a potentially infected child to other individuals. Outlines are also in place for employees/children who have conducted Covid-19 or have come into close contact with someone who has Covid-19. You are in compliance with "Safe Start" opening guidelines.

2. Social Distancing As It Pertains to Performing Arts - Make sure that you are following the guidelines from the Department of Health (DOH) K-12 Schools 2020-2021 Guidance (DOH 820-105). One of the questions that arose during the consultation was a concern over the 9 foot social distancing guideline for performing arts, specifically the band/orchestra/instrumental definition. I have reached out to our Technical Services group and they have agreed with my interpretation on-site that playing percussion instruments, such as xylophones, would still need to adhere to this 9 ft. social distancing rule. Technical services has also informed me that they will speak to their contact at DOH for their interpretation, and when I get an answer I will let you know.

4. Bringing Outside Chemicals/Items Onto School Grounds - During the time of Covid-19, teachers and staff may feel inclined to bring non-school administered items onto the school grounds for disinfection purposes. When employees bring items such as chemicals or disinfectant wipes onto school grounds, you must ensure that you are collecting the associated safety data sheet (SDS) of that particular item. Better yet, I would conduct a safety meeting with all of your teachers to ensure that there are no non approved chemicals or items brought to school by staff, and that only district provided items/chemicals are used by staff.

5. Retired Safety Data Sheets (SDS) - When you no longer need a specific chemical on your job-site, make sure that you are disposing of the material but keeping and "retiring" the SDS of the product. Employers are required to keep retired SDSs for at least 30 years. You can keep these retired SDSs in a binder, or save them digitally on a computer or server. As a best practice, mark the date you took the material out of service on the SDS itself.

Notice of Obligation

You are required to share this letter and enclosed report with your employees and/or their collective bargaining representatives as soon as possible, but no more than 30 days from receiving it (RCW 49.17.250(3)).

Your consultation report is confidential. Although you must share the report with your employees and/or their collective bargaining representatives, we do not make this document public or share it with DOSH compliance inspectors (except under very limited circumstances, such as when the department is required under subpoena, or if you refuse to correct a serious hazard).

If, in the future, your workplace is inspected by DOSH compliance, you will not be required to tell the inspector about this consultation or share the report. However, if, during the consultation, we perform any tests for workplace exposures (such as noise levels or air quality) DOSH standards require you to show these monitoring results to the inspector, if requested.

If I give you specific guidance that you follow, you would not be cited if a DOSH inspector later finds my guidance did not address (or adequately address) a hazard. You would still have to fix the hazard by the correction date assigned by the inspector. However, it is possible for an inspector to cite you for a hazard not identified during my consultation. This could be because work conditions changed, we had a misunderstanding, or I may have overlooked the hazard. In such cases the inspector would consider any good faith effort by you in determining the penalty.

Your request for this consultation demonstrates that you are committed to the safety and health of your employees. Make sure you routinely conduct self-inspections of your workplace for hazards. The findings shown in this report were hazards identified on the day of the consult and are not necessarily all of the hazards that may be present now or in the future at your work site. Situations and conditions can be different from day to day.

If you have any questions about this report, or need further assistance, please contact me. For on-line access to our safety and health rules, go to www.lni.wa.gov/safety.

Sincerely,

Christopher Cooke

Christopher Cooke
Industrial Hygiene Consultant
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Attachments:



Hazards Identified

In this section, I have listed the hazards identified during my work site visit and my recommendation for correcting the problem. For your convenience, the language of each related Washington Administrative Code (WAC) is included at the end of this report. You must post this document a minimum of 3 days, keeping it posted until all hazards identified are corrected.

- **Serious hazards:** Washington law defines a hazard as serious when there is a substantial probability that death or serious physical harm could result to your employees.
- **General hazards:** A hazard is general when we determine that there is a probability that an employee could be injured or become ill as a result, but there is no reasonable probability that it could cause death or serious physical harm.

If serious hazards have been identified, you will find attached forms entitled "Certification of Hazards Corrected". Complete the form as you make your corrections, and submit it back to me by the correction due date(s).

Serious Hazards Identified

(See Applicable Washington Administrative Code Section for WAC Language)

1. WAC 296-901-14010(1)

Hazard Description:

The employer has not developed its written chemical hazard communication program (Hazcom) as required by this standard.

Without a tailored hazard communication program, employees may not have information about the hazards of specific chemicals in the workplace.

Recommended action:

Make sure to cover the hazards of the chemicals and hazardous materials with your employees. Document this training, along with the elements of the Global Harmonization System (GHS).

Make sure to create your chemical/material inventory of the chemicals and hazardous materials used on the worksite, and include this inventory in your Hazcom program.

You agreed to correct hazard #1 by 3/5/2021.

General Hazards Identified

(See Applicable Washington Administrative Code Section for WAC Language)



You must correct all general hazards.

2. WAC 296-800-14025

Hazard Description:

The employer needs to ensure that its accident prevention program (APP) is effective in practice and tailored to the needs of its operation as required by this standard.

Without establishing, supervising, and/or enforcing elements of your APP employees may not be aware of them or know how best to deal with them.

Recommended action:

Make sure that you tailor your APP to the needs of each school's operation to be site specific. Your current APP provides a broad overview for the district as a whole, but each school needs to have an APP which addresses the specific hazards at that particular school.

Make sure that you are reviewing your APP on an annual basis to ensure that its elements are still applicable to your current operations.

3. WAC 296-800-15035

Hazard Description:

The emergency eyewashes/showers on the worksite, located throughout the middle school, are not being activated weekly as required by this standard.

In the event of an emergency, emergency eyewashes/showers that have not been tested weekly may not function properly.

Recommended action:

Activate the emergency eyewashes/showers weekly; keep a log of this activity as a best practice.

4. WAC 296-842-11005(2)

Hazard Description:

Employees who wear respirators (the filtering face piece N95 variety) on a voluntary basis have not been provided Table 2 of the Respiratory Protection Code to review as required by this standard.

Employees who have not reviewed Table 2, and wear respirators on a voluntary basis, may not be aware of the potential hazards that can be caused by wearing a respirator voluntarily.

Recommended action:

Provide Table 2 from the Respiratory Protection Code, WAC 296-842, so that employees are aware of the potential hazards created by wearing respirators on a voluntary basis. Use the



handout, I've provided with this report, to inform/train your employees on this table. Putting a copy of the table on your safety bulleting board is always a good idea.

5. WAC 296-842-12005(1)

Hazard Description:

The employer did not develop their worksite-specific written respiratory protection program, for required respirator use, to include applicable elements listed in Table 3 as required by this standard.

The hazard is that by not complying with the code, the employer is not protecting their employees using tight fitting respirators from protection from airborne contaminants. For example, employees conduct work tasks involving decontamination while cleaning areas where potential exposure to Covid-19 has occurred.

Recommended action:

Develop your written required respirator protection program using the template I have provided you with this report. The items that we identified, which needed to be updated, include:

- Listing the specific type of respirator which needs to be used for each specific job tasks; and
- Having a specific cartridge/canister change schedule for your painters.

Additionally, make sure the following items from Table 3, Required Elements for Required-Use Respirator Programs, must be included in your program:

***Selection:**

Procedures for respirator selection

A list specifying the appropriate respirator for each respiratory hazard in your workplace
procedures for issuing the proper type of respirator, if appropriate

***Medical evaluation provisions**

***Fit-test provisions and procedures, if tight-fitting respirators are selected**

***Training provisions that address:**

Respiratory hazards encountered during: Routine activities; Infrequent activities, for example, bimonthly cleaning of equipment; Reasonably foreseeable emergencies, for example, rescue, spill response, or escape situations. Proper use of respirators, for example, how to put on or remove respirators, and use limitations.

Note: You do NOT need to repeat training on respiratory hazards if employees have been trained on this in compliance with other rules such as
WAC 296-901-140, Hazard communication.

***Respirator use procedures for: Routine activities; Infrequent activities; Reasonably foreseeable emergencies.**

*** Maintenance: Procedures and schedules for respirator maintenance covering: Cleaning and disinfecting; Storage; Inspection and repair; When to discard respirators. A cartridge or canister**



change schedule IF air-purifying respirators are selected for use against gas or vapor contaminants AND an end-of-service-life-indicator (ESLI) is not available. In addition, provide: The data and other information you relied on to calculate change schedule values (for example, highest contaminant concentration estimates, duration of employee respirator use, expected maximum humidity levels, user breathing rates, and safety factors.

* Procedures to ensure a safe air quantity and quality IF atmosphere-supplying respirators airline or SCBA are selected.

* Procedures for evaluating program effectiveness on a regular basis.

Employers are required to develop and maintain a complete worksite-specific written respiratory protection program that includes the applicable elements listed in Table 3; employers are also required to pay for respirators, medical evaluations, fit testing, training, maintenance, travel costs, and wages.

This hazard is being cited as general because employees have had medical evaluations, have been fit tested, and have been trained.

6. WAC 296-842-17010(1)

Hazard Description:

A full-face respirator and N-95 mask were observed on the school grounds not being stored in an acceptable container in the custodial office and office; the respirators were not being stored properly as required by this standard.

Respirators that are not stored in a suitable container can become unclean or unsanitary, unsanitary respirators worn by employees may cause them to be injured or ill.

Recommended action:

Place or store the respirators in a clean and sanitary location such as in a can and/or sealable plastic bag. This will help ensure that the respirator maintains a sanitary condition.

7. WAC 296-901-14010(1)(a)

Hazard Description:

You did not have a current list of hazardous chemicals present at your workplace as required by this standard. This list should be added to your site specific chemical hazard communication program.

Your employees may have difficulty finding information on specific materials in your workplace during an accident investigation or emergency.

Recommended action:

Perform a physical inventory of hazardous chemicals that are present at your workplace and create a list of the chemicals. Periodically review your list to ensure it is current and that it includes all hazardous chemicals handled by your workers. Standardizing a system to procure



chemicals may make this easier to manage. After you have completed an inventory, obtain a Safety Data Sheet (SDS) for all of these chemicals and make a list to be used as reference.

8. WAC 296-901-14014(1)

Hazard Description:

The employer was missing certain Safety Data Sheets (SDSs) for hazardous materials, specifically items that were brought into the workplace by employees, that employees use in the workplace as required by this standard.

Employees who do not have access to SDSs may not know the hazards, or proper first-aid measures needed to be taken in case of chemical exposure, with the chemicals that they work with.

Recommended action:

Ensure that you have an SDS of all the hazardous chemicals in your workplace, specifically the chemicals used by employees. Keep these SDSs in a binder, and store them in a location that is easily identifiable and accessible to employees in the event that they are needed.

Applicable Washington Administrative Codes

1. WAC 296-901-14010(1)

WAC 296-901-14010 Written hazard communication

(1) Employers must develop, implement, and maintain at each workplace, a written hazard communication program which at least describes how the criteria specified in WAC 296-901-14012, 296-901-14014, and 296-901-14016 for labels and other forms of warning, safety data sheets, and employee information and training will be met, and which also includes the following:

(a) A list of the hazardous chemicals known to be present using a product identifier that is referenced on the appropriate safety data sheet (the list may be compiled for the workplace as a whole or for individual work areas); and

(b) The methods the employer will use to inform employees of the hazards of nonroutine tasks (for example, the cleaning of reactor vessels), and the hazards associated with chemicals contained in unlabeled pipes in their work areas.

2. WAC 296-800-14025

WAC 296-800-14025 Make sure your accident prevention program is effective in practice.



You must establish, supervise, and enforce your accident prevention program in a manner that is effective in practice.

3. WAC 296-800-15035

WAC 296-800-15035 Inspect and activate your emergency washing facilities.

(1) You must make sure all plumbed emergency washing facilities are inspected once a year to make sure they function correctly.

Note:

Inspections should include:

- Examination of the piping
- Making sure that water is available at the appropriate temperature and quality
- Activation to check that the valves and other hardware work properly
- Checking the water flow rate.

(2) You must make sure plumbed emergency eyewashes and hand-held drench hoses are activated weekly to check the proper functioning of the valves, hardware, and availability of water.

(3) You must make sure all self-contained eyewash equipment and personal eyewash units are inspected and maintained according to manufacturer instructions.

(a) Inspections to check proper operation must be done once a year.

(b) Sealed personal eyewashes must be replaced after the manufacturer's expiration date.

Note:

Most manufacturers recommend replacing fluid in open self-contained eyewashes every six months. The period for sealed containers is typically two years.

4. WAC 296-842-11005(2)

WAC 296-842-11005 Make sure voluntary use of respirators is safe.

Definition:

Voluntary use is respirator use that is requested by the employee AND permitted by the



employer when NO respiratory hazard exists.

IMPORTANT: If you choose to require respirator use, use is NOT voluntary and the required use sections of this chapter apply.

(2) Provide all voluntary respirator users with the advisory information in Table 2 at no cost to them.

Note: If you have provided employees with the advisory information required in the previous rule, WAC 296-62-07117, you do not need to provide the additional information in Table 2 to those employees.

5. WAC 296-842-12005(1)

WAC 296-842-12005 Develop and maintain a written program.

(1) Develop a complete worksite-specific written respiratory protection program that includes the applicable elements listed in Table 3. The program must cover each employee required by this section to use a respirator.

Note:

Pay for respirators, medical evaluations, fit testing, training, maintenance, travel costs, and wages.

6. WAC 296-842-17010(1)

WAC 296-842-17010 Store respirators properly.

(1) Store respirators to protect them from ALL of the following:

- (a) Deformation of the facepiece or exhalation valve
- (b) Sunlight or extreme temperatures or other conditions
- (c) Contamination such as dust or damaging chemicals
- (d) Excessive moisture.

7. WAC 296-901-14010(1)(a)

WAC 296-901-14010 Written hazard communication program.

(1) Employers must develop, implement, and maintain at each workplace, a written hazard



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Consultation Visit #
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communication program which at least describes how the criteria specified in WAC 296-901-14012, 296-901-14014, and 296-901-14016 for labels and other forms of warning, safety data sheets, and employee information and training will be met, and which also includes the following:

(a) A list of the hazardous chemicals known to be present using a product identifier that is referenced on the appropriate safety data sheet (the list may be compiled for the workplace as a whole or for individual work areas);

8. WAC 296-901-14014(1)

WAC 296-901-14014 Safety data sheets

(1) Chemical manufacturers and importers must obtain or develop a safety data sheet for each hazardous chemical they produce or import. Employers must have a safety data sheet in the workplace for each hazardous chemical which they use.