



ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT Injury and Illness Prevention Program (IIPP)

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INTRODUCTION

On October 2, 1989, former Governor Deukmejian signed Senate Bill 198 into law. This law mandates that all employers establish and maintain a written Injury and Illness Prevention Program (IIPP). S.B. 198 also required Cal/OSHA Standards Board to develop regulations. These regulations may be found in Section 3203, Title 8, CCR (General Industry Safety Orders—see Appendix A).

The Injury and Illness Prevention Program must:

- Be in writing
- Identify the person or persons with authority and responsibility for implementing the program
- Provide a means for identifying job safety and health hazards
- Establish routine documented inspections and corrective steps taken to eliminate any hazards discovered
- Document training of new and current employees (including supervisors) in general safe work practices and specific hazards related to their job assignment
- Provide a method for assuring compliance with safety requirements, including disciplinary action
- Describe a system for communicating with employees on safety and health matters that assures employee participation.

DISTRICT COMMITMENT TO SAFETY AND HEALTH

A. SAFETY AND HEALTH POLICY

BOARD POLICY 4157
SUBJECT: EMPLOYEE SAFETY

ORIGINATING OFFICE: ASSISTANT SUPERINTENDENT, PERSONNEL SERVICES

EFFECTIVE: OCTOBER 13, 2015

All Personnel

The Board of Trustees is committed to maximizing employee safety and believes that workplace safety is every employee's responsibility. Working conditions and equipment shall comply with standards prescribed by federal, state, and local laws and regulations.

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Board expects all employees to use safe work practices and, to the extent possible, correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the Superintendent or designee.

The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

The Superintendent or designee shall establish and implement a written injury and illness prevention program in accordance with law. (Labor Code 6401.7)

The Superintendent or designee shall ensure the ready availability of first aid materials at district workplaces and shall make effective provisions, in advance, for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

No employee shall be discharged or discriminated against for making complaints, instituting proceedings, or testifying with regard to employee safety or health or for participating in any occupational health and safety committee established pursuant to Labor Code 6401.7. (Labor Code 6310)

B. OBJECTIVES OF THE INJURY AND ILLNESS PREVENTION PROGRAM

The District's Injury and Illness Prevention Program is designed to prevent injuries, illness, and accidents in the workplace. The primary purpose of the program is to ensure the safety and health of the District's employees and to provide a safe and healthful work environment.

C. LOCATION OF THE WRITTEN INJURY AND ILLNESS PREVENTION PROGRAM

A copy of the District's Injury and Illness Prevention Program shall be kept at each site along with documentation of specific elements of the program (i.e., completed inspection checklists, safety training rosters, safety committee meeting minutes, etc.) implemented at that site. A master copy of the District's Injury and Illness Prevention Plan shall be kept by the Assistant Superintendent, Human Resources.

D. RESPONSIBILITY FOR SAFETY AND HEALTH

District employees at every level have a special obligation to work safely and maintain a safe and healthful work environment. Safe job performance is an integral part of overall job performance. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under the employee's jurisdiction.

1. Program Administrators

The persons with overall responsibility and authority for implementing the Injury and Illness Prevention Program are listed below:

Title: Assistant Superintendent, Human Resources
Phone: (916) 782-8663
Responsible for the overall implementation and maintenance of the IIPP

Title: Executive Director, Human Resources
Phone: (916) 782-6565 extension 1042
Responsible for the overall implementation and maintenance of the IIPP

Title: Director, Human Resources - Classified
Phone: (916) 786-6589 extension 1055
Responsible for the overall implementation and maintenance of the IIPP

Title: Director, Maintenance and Operations
Phone: (916) 786-6589 extension 1206
Responsible for the overall implementation and maintenance of the IIPP

The Program Administrator's duties include, but are not limited to:

- a. Maintaining a safety program that will incorporate the current practices and policies adopted by the safety profession and Cal/OSHA as being most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities, and damage to equipment and material.
- b. Consulting directly with management personnel and employees on loss prevention matters, and providing guidance necessary to assure effective administration of this program.
- c. Periodically evaluating compliance with the program within the district and its school sites. Make periodic inspections of worker compliance with Cal/OSHA standards. They should have full authority to stop jobs when safety precautions are not being enforced. The verbal notification to stop a job must be followed by a written report directly to the Superintendent or designee.
- d. Ensuring that managers and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations and District safety rules and policies.
- e. Ensuring that employees are trained in accordance with this program.
- f. Developing methods for abating workplace hazards.
- g. Ensuring that workplace hazards are abated in a timely and effective manner.

The Program Administrators may assign all or some of these tasks to other individuals within the District.

2. Superintendents, Administrative Assistants

Management, at all levels, has the responsibility to provide employees and students with a safe school and work environment by promoting safe practices and maintaining safe facility conditions. Although personnel exposure varies widely from school site to school site, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities and waste of materials at each site.

To meet this goal, management will do the following (to the best of their knowledge and ability):

- a. Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction. Ensure adherence to all safety directives and standards.
- b. Provide the leadership and direction necessary for administering school and/or departmental safety policies, such as rules and regulations.
- c. Devote a portion of staff meetings, as necessary, to review departmental accidents and to discuss plans to reduce losses.
- d. Promote safety training and education.
- e. Establish a policy of regular safety inspections of equipment, facilities and crews to ensure the safe operation and protection of District personnel and assets, and to follow federal, state and local safety standards and regulations.
- f. Ensure the District has an effective Hazard Communication Program in place.
- g. Ensure all accidents are immediately investigated and reported promptly to the site/department Safety Coordinator and/or Principal/Department Head/Supervisor.
- h. Hold each Principal/Department Head/Supervisor fully accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by their employees. An excessive number is an indication that some management policies and practices need re-evaluation.

3. Principals, Department Heads, Supervisors

Each Principal/Department Head/Supervisor shall be fully responsible and accountable to the Superintendent/Assistant Superintendent for compliance with the provisions of the program within their school site/department. They should ensure that:

- a. All personnel are briefed and fully understand work procedures and policies and enforce their use for each job class.
- b. All employees, full-time or part-time, permanent or temporary, are trained upon hire and retrained, when necessary, in the way each job must be accomplished.
- c. All employees are instructed and understand the use and need for protective equipment related to the job.
- d. Necessary safety equipment and protective devices for each job are available and used properly.
- e. Initiative is taken in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect district loss control efforts.
- f. Safety meetings are conducted as necessary to review accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions.

- i. All serious accidents are thoroughly investigated, recorded, and promptly reported to the site/department Safety Coordinator and/or Principal/Department Head/Supervisor.
- g. Prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed. Each Principal/Department Head/Supervisor is accountable for the preventable injuries, collisions, and liabilities incurred by their employees.
- h. Written documentation is available from Human Resources reflecting that each employee is familiar with the published work rules and work duties, and that they have received information indicating that compliance is mandatory.
- i. Employees are properly evaluated by indicating to the employees that: following safe work procedures is required of all district employees; adherence to district safety policies is considered on performance evaluations; and failure to comply with safety rules is grounds for disciplinary action.
- j. Educational training programs are planned at least annually for all employees and that documentation is maintained for all educational activities.
- k. Proper safety procedures are prepared and used for all hazardous operations.
- l. All periodic inspections within jurisdiction of the Principal/Department Head/Supervisor are completed as scheduled.
- m. Chemical hazards are known to employees. Material safety data information can be accessed by calling (866) 724-6650. Employees may also log on to Public School Works and choose Chemical Safety Hotline or Chemical SDS Binder module. Employees are trained on the safe use of such chemicals.

4. Employees

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers, and to be mentally and physically alert to safety issues.

To accomplish this goal, employees will:

- a. Adhere to all safety policies and procedures.
- b. Report potential unsafe conditions to the immediate supervisor.
- c. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.
- d. Wear safety protective devices as necessary (or when instructed to do so).
- e. Report injuries immediately and seek immediate medical attention when required.
- f. Learn to lift and handle materials properly.
- g. Cooperate and take part in the district safety programs, workshops, training, and safety meetings as appropriate.

- h. Operate only machinery or equipment that the employee has been authorized to operate by their supervisor.
- i. Use only the prescribed equipment for the job and utilize it properly.

5. Parents

Parents shall be encouraged to:

- a. Teach safety standards to children in the home.
- b. Support district safety requirements for employees and pupils.
- c. Help the school in its hazard correction activities.
- d. Serve on school safety committees when appointed.

HAZARD IDENTIFICATION, EVALUATION, AND CONTROL

A. INSPECTIONS

See Appendix B for the Facility Inspection Tool form.

1. Purpose

A safety inspection is essential to disclose unsafe acts or conditions, determine reasons for their existence, and to recommend corrective action.

2. Scheduled Inspections

The Maintenance and Operations department will conduct an annual walk through of all facilities to inspect for hazardous conditions. Informal scheduled inspection of District facilities will be conducted as follows:

District Facility	Frequency	Conducted by
School Sites	Check daily during period of use	Principal/Head Custodian
Science Labs	Check daily during period of use	Teacher
School Shops	Check daily during period of use	Teacher
Maintenance Shops	Check daily during period of use	Maintenance Worker
Transportation Shop	Check daily during period of use	Lead Mechanic
Gymnasiums	Check daily during period of use	Athletic Director/Custodian
Athletic Fields	Check daily during period of use	Athletic Director/ Groundskeeper

Kitchens	Check daily during period of use	Food Service Employee
Swimming Pools	Check daily during period of use	Coach/Custodian
Auditorium/Theater	Check immediately prior to use	Custodian
Bleachers	Check immediately prior to use	Custodian
School Bus	Check daily by driver. Yearly report by California Highway Patrol.	Driver/Vehicle Operator

3. Unscheduled Inspections

In addition to scheduled inspections and ongoing review, the Program Administrator will arrange for unscheduled, unannounced inspections as needed. The list of subjects for these inspections will be chosen randomly, but with particular emphasis on:

- General housekeeping
- Storage and handling of hazardous materials
- Use of Personal Protective Equipment
- Proper guarding of equipment and machinery
- Athletic Fields/Fitness Areas

4. Red Tagging of Unsafe Facilities or Equipment

Facilities and equipment noted to be unsafe for use should be tagged on the spot by the inspector. Personnel who continue to use any item that has been so tagged or who willfully removes the tag before the unsafe condition is corrected shall be subject to disciplinary action up to and including dismissal.

5. Documentation of Inspections

Copies of completed formal inspection reports should be filed in the Injury and Illness Prevention Program binder at each site. The original should be forwarded to the Maintenance and Operations department. Electronic work orders should be submitted to services@rjuhsd.us to address any deficiencies.

B. EMPLOYEE HAZARD REPORTING PROCEDURE

Employees should make every effort to correct hazards immediately within their control. Other hazards should be reported immediately to the employee's supervisor. Employees may also use the Employee Hazard Reporting Form to report hazards (anonymously, if they so wish) directly to Maintenance and Operations, or via services@rjuhsd.us. See Appendix C for the Employee Hazard Reporting form.

C. JOB HAZARD ANALYSIS (JHA)

Each supervisor shall maintain and periodically update a Job Hazard Analysis for the job classifications within their jurisdiction. The Job Hazard Analysis will be used to train new employees and provide on-going training for existing employees. See Appendix D for a sample Job Hazard Analysis form.

D. HAZARD EVALUATION AND CONTROL

All inspection reports should be kept onsite, and associated work orders should be sent to the Maintenance and Operations department. Employee Hazard Reporting forms should also be forwarded to Maintenance and Operations. Any work orders dealing with safety issues will be prioritized according to the seriousness of the hazard and completed in a timely manner.

E. IMMINENT HAZARDS

Whenever possible, it is the District's intent to abate immediately any hazard that gives rise to a risk of imminent harm. When such a hazard exists which the District cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment.

SAFETY AND HEALTH 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. The District is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the District will provide training to each employee with regard to general safety procedures and with regard to any hazards or safety procedures specific to that employee's work assignment.

A. WHEN WILL TRAINING OCCUR

Training will be provided as follows:

- 1) Upon hire;
- 2) Whenever an employee is given a new job assignment for which training has not been previously provided;
- 3) Whenever new substances, processes, procedures, or equipment which represent a new hazard are introduced into the workplace;
- 4) Whenever the District is made aware of a new or previously unrecognized hazard; and
- 5) Whenever the District, Program Administrator, or Department Manager believes that additional training is necessary

B. TRAINING OF SUPERVISORS

The District will develop and provide formal safety training in specific areas for supervisors as needed.

C. AREAS OF TRAINING

The District will provide training based on an employee's job classification; below is a list of training courses that may be taken by a District employee.

- Bloodborne Pathogens
- COVID-19 Prevention
- Asbestos Hazard Awareness
- Forklift Operators Safety
- Personal Protective Equipment (PPE)
- Cardiac Pulmonary Resuscitation (CPR) and First Aid
- Accident Investigation for Supervisors
- Other programs as necessary

D. DOCUMENTATION OF TRAINING

Mandated training will occur on an annual basis for all employees. Supplemental training will occur on a regularly scheduled basis (such as every other year) and/or as needed. Documentation of training shall be maintained in the District's online safety training and compliance software, Public School Works. Copies of training documents by employee are available via the Human Resources Department.

COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

A copy of the District Injury and Illness Prevention Program will be provided annually to each employee. New employees will receive a copy at the time of hire. The following are additional ways the District will communicate with employees regarding health and safety issues.

A. EMAIL, TEXT, AND PHONE NOTIFICATIONS

In the event of a site emergency, the District will use the Catapult Emergency Notification system to notify staff of a health or safety issue via email, text, or phone call. Employees must opt-in to receive these notifications; see [Catapult Login & Update Information Instructions](#) for more information.

B. SAFETY MEETINGS

Safety meetings will be conducted by department managers and site administration as often as needed to discuss such issues as:

- 1) New hazards that have been introduced or discovered in the workplace;
- 2) Cause of recent accidents or injuries and the methods adopted by the District to prevent similar incidents in the future; and

- 3) Any health or safety issue deemed by the supervisor to require reinforcement.

C. ANONYMOUS NOTIFICATION PROCEDURES

The District has a system of anonymous notification whereby employees who wish to inform the District of workplace hazards may do so anonymously by sending a written notification to the Maintenance and Operations Department using the Employee Hazard Reporting form.

Staff may also report concerns that may affect the safety of staff and students via the online Public School Works Hazard and Near-Miss Reporting system.

All reports will be investigated and acted on in a timely manner.

D. POSTERS/SIGNS

The District will distribute in a timely manner all safety and health posters to the appropriate facilities and ensure their use. Where appropriate, signs and posters will be utilized to help maintain a high level of safety awareness on the job.

E. TRAINING

The District has training requirements designed to instruct each employee on general safety procedures as well as on safety procedures specific to the employee's job.

F. SCHOOL AND DEPARTMENTAL SAFETY COMMITTEES

School safety committees shall be led by a principal or assistant principal of the school and will include representatives of classified and certificated staff based at the site. The committee should also include department leadership when necessary.

Department safety committees shall be led by a department director or supervisor and should include at least three employees of that department.

These committees should meet monthly to review reports, hazards and safety concerns, new or previously undetected hazards (if any), and updates on previously reported hazards.

G. DISTRICT SAFETY COMMITTEES REVIEW

The Executive Director, Student Engagement will meet routinely throughout the year with site staff regarding the site's Comprehensive Safe School Plan (CSSP). Each December, the Executive Director will meet with staff to review the final CSSP before it is submitted to the Board of Trustees and to Placer County officials.

ACCIDENT INVESTIGATION

All work-related accidents will be investigated by the District in a timely manner. The appropriate principal or supervisor shall conduct the initial investigation of the accident. Minor incidents and "near

misses” will also be investigated. The purpose of accident investigation is to determine the causes of accidents and what can be done to prevent similar accidents from recurring. The objective of any investigation is fact finding, not fault finding. Accident investigations will be documented in writing using the District Accident/Incident Report form (Appendix E).

SAFETY AND EMERGENCY PROCEDURES

Each facility has a Comprehensive School Safety Plan (SB 187 Compliance Document). The plans are updated annually and are kept onsite.

In the event of an emergency, the District will use the Catapult Emergency Notification system. All parents and staff will be notified of the emergency via email, text, and/or phone call. Next steps and instructions will be included in the emergency message.

ENFORCEMENT OF THE SAFETY PROGRAM

Employees failing to follow safety rules or directions will be subject to the disciplinary procedures outlined in the applicable collective bargaining agreement. Safety violations will be cause for disciplinary actions up to and including suspension without pay and/or a recommendation for dismissal.

APPENDIX A – SECTION 3203, TITLE 8, CCR

§3203. Injury and Illness Prevention Program.

(a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (Program). The Program shall be in writing and, shall, at a minimum:

(1) Identify the person or persons with authority and responsibility for implementing the Program.

(2) Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.

(3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

Exception: Employers having fewer than 10 employees shall be permitted to communicate to and instruct employees orally in general safe work practices with specific instructions with respect to hazards unique to the employees' job assignments as compliance with subsection (a)(3).

(4) Include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards:

(A) When the Program is first established;

Exception: Those employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with previously existing section 3203.

(B) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and

(C) Whenever the employer is made aware of a new or previously unrecognized hazard.

(5) Include a procedure to investigate occupational injury or occupational illness.

(6) Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

(A) When observed or discovered; and,

(B) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

(7) Provide training and instruction:

(A) When the program is first established;

Exception: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing Accident Prevention Program in Section 3203.

(B) To all new employees;

(C) To all employees given new job assignments for which training has not previously been received;

(D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

(E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,

(F) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

(8) Allow employee access to the Program.

(A) As used in this subsection:

1. The term "access" means the right and opportunity to examine and receive a copy.

2. The term "designated representative" means any individual or organization to whom an employee gives written authorization to exercise a right of access. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative for the purpose of access to the Program.

3. The term "written authorization" means a request provided to the employer containing the following information:

a. The name and signature of the employee authorizing a designated representative to access the Program on the employee's behalf;

b. The date of the request;

c. The name of the designated representative (individual or organization) authorized to receive the Program on the employee's behalf; and

d. The date upon which the written authorization will expire (if less than one (1) year).

(B) The employer shall provide access to the Program by doing one of the following:

1. Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.

a. Whenever an employee or designated representative requests a copy of the Program, the employer shall provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.

b. One printed copy of the Program shall be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, the employer may charge reasonable, non-discriminatory reproduction costs (per Section 3204(e)(1)(E)) for the additional copies. or,

2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of his or her regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

(C) The Program provided to the employee or designated representative need not include any of the records of the steps taken to implement and maintain the written Program.

(D) If an employer has distinctly different and separate operations with distinctly separate and different Programs, the employer may limit access to the Program (or Programs) applicable to the employee requesting it.

(E) The employer shall communicate the right and procedure to access the Program to all employees.

(F) Nothing in this section is intended to preclude employees and collective bargaining agents from collectively bargaining to obtain access to information in addition to that available under this section.

(b) Records of the steps taken to implement and maintain the Program shall include:

(1) Records of scheduled and periodic inspections required by subsection (a)(4) to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for at least one (1) year; and

Exception: Employers with fewer than 10 employees may elect to maintain the inspection records only until the hazard is corrected.

(2) Documentation of safety and health training required by subsection (a)(7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for at least one (1) year.

EXCEPTION NO. 1: Employers with fewer than 10 employees can substantially comply with the documentation provision by maintaining a log of instructions provided to the employee with respect to the hazards unique to the employees' job assignment when first hired or assigned new duties.

EXCEPTION NO. 2: Training records of employees who have worked for less than one (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon termination of employment.

EXCEPTION NO. 3: For Employers with fewer than 20 employees who are in industries that are not on a designated list of high-hazard industries established by the Department of Industrial Relations (Department) and who have a Workers' Compensation Experience Modification Rate of 1.1 or less, and for any employers with fewer than 20 employees who are in industries on a designated list of low-hazard industries established by the Department, written documentation of the Program may be limited to the following requirements:

A. Written documentation of the identity of the person or persons with authority and responsibility for implementing the program as required by subsection (a)(1).

B. Written documentation of scheduled periodic inspections to identify unsafe conditions and work practices as required by subsection (a)(4).

C. Written documentation of training and instruction as required by subsection (a)(7).

Exception No. 4: Local governmental entities (any county, city, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a member of, or created by, a joint powers agreement) are not required to keep records concerning the steps taken to implement and maintain the Program.

Note1: Employers determined by the Division to have historically utilized seasonal or intermittent employees shall be deemed in compliance with respect to the requirements for a written Program if the employer adopts the Model Program prepared by the Division and complies with the requirements set forth therein.

Note2: Employers in the construction industry who are required to be licensed under Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code may use records relating to employee training provided to the employer in connection with an occupational safety and health training program approved by the Division, and shall only be required to keep records of those steps taken to implement and maintain the program with respect to hazards specific to the employee's job duties.

(c) Employers who elect to use a labor/management safety and health committee to comply with the communication requirements of subsection (a)(3) of this section shall be presumed to be in substantial compliance with subsection (a)(3) if the committee:

(1) Meets regularly, but not less than quarterly;

(2) Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by the Division upon request. The committee meeting records shall be maintained for at least one (1) year;

(3) Reviews results of the periodic, scheduled worksite inspections;

(4) Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;

(5) Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;

(6) Submits recommendations to assist in the evaluation of employee safety suggestions; and

(7) Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.

Note: Authority cited: Sections 142.3 and 6401.7, Labor Code. Reference: Sections 142.3 and 6401.7, Labor Code.

HISTORY

1. New section filed 4-1-77; effective thirtieth day thereafter (Register 77, No. 14). For former history, see Register 74, No. 43.

2. Editorial correction of subsection (a)(1) (Register 77, No. 41).

3. Amendment of subsection (a)(2) filed 4-12-83; effective thirtieth day thereafter (Register 83, No. 16).
4. Amendment filed 1-16-91; operative 2-15-91 (Register 91, No. 8).
5. Editorial correction of subsections (a), (a)(2), (a)(4)(A) and (a)(7) (Register 91, No. 31).
6. Change without regulatory effect amending subsection (a)(7)(F) filed 10-2-92; operative 11-2-92 (Register 92, No. 40).
7. Amendment of subsection (b)(2), ExceptionNo. 1, new ExceptionNo. 3 through ExceptionNo. 4, Note2, and amendment of subsection (c)(2) filed 9-13-94; operative 9-13-94 pursuant to Government Code section 11346.2 (Register 94, No. 37).
8. Editorial correction of subsections (a)(6)(A) and (a)(7)(A) (Register 95, No. 22).
9. Amendment of subsections (b)(1)-(2) and (c)(2) filed 6-1-95; operative 7-3-95 (Register 95, No. 22).
10. Editorial correction of subsection (a)(4) (Register 2002, No. 46).
11. New subsections (a)(8)-(a)(8)(F) filed 3-3-2020; operative 7-1-2020 (Register 2020, No. 10).

APPENDIX B – FACILITIES INSPECTION TOOL FORM

STATE OF CALIFORNIA FACILITY INSPECTION TOOL (FIT) SCHOOL FACILITY CONDITIONS EVALUATION (REV 05/09)		STATE ALLOCATION BOARD OFFICE OF PUBLIC SCHOOL CONSTRUCTION	
SCHOOL/DISTRICT/COUNTY/OFFICE OF EDUCATION		COUNTY	
SCHOOL SITE		SCHOOL TYPE (GRADE LEVELS)	NUMBER OF CLASSROOMS ON SITE
INSPECTOR'S NAME	INSPECTOR'S TITLE	NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE)	
TIME OF INSPECTION	WEATHER CONDITION AT TIME OF INSPECTION		

[illegible]

*Note: An extreme deficiency in any area automatically results in a "poor" ranking for that category and a zero for "Total Percent per Category".

OVERALL RATING:	DETERMINE AVERAGE PERCENTAGE OF 8 CATEGORIES ABOVE →		SCHOOL RATING** →	
-----------------	--	--	-------------------	--

**For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	EXEMPLARY
90%-99.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.	GOOD
75%-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	FAIR
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	POOR

COMMENTS AND RATING EXPLANATION:

STATE OF CALIFORNIA
FACILITY INSPECTION TOOL
SCHOOL FACILITY CONDITIONS EVALUATION
 (REV 05/09)

STATE ALLOCATION BOARD
 OFFICE OF PUBLIC SCHOOL CONSTRUCTION
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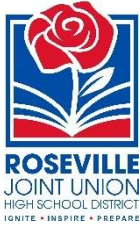
[illegible]

Add New Area Lines

Fill Table and Calculate Rating on
"III Totals and Ranking" sheet

Marks: **OK** = Good Repair; **D** = Deficiency; **X** = Extreme Deficiency; **NA** = Not Applicable
Use additional Area Lines as necessary.

APPENDIX C – EMPLOYEE HAZARD REPORTING FORM



ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT Employee Hazard Reporting Form

Health and Safety legislation requires all employees to report hazards. This form allows employees to report hazardous conditions or practices as they notice them.

Hazards may be reported verbally, by emailing services@rjuhsd.us, or by completing this form and submitting it to the site principal and/or the Director, Maintenance and Operations.

Employee Name: _____ Date: _____

Location: _____

Description of Hazard

Suggested Corrective Action

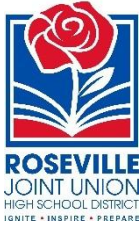
Employee Signature: _____ Date: _____

Supervisor Comments

Corrective Action Taken

Supervisor Signature _____ Date: _____

APPENDIX D – JOB HAZARD ANALYSIS FORM



ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT Job Hazard Analysis Form

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

JOB HAZARD ANALYSIS FORM

TASK:
DEPARTMENT:
JOB TITLES:
ANALYZED BY:
DATE:

REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE):
--

<ul style="list-style-type: none">•

REQUIRED/RECOMMENDED TRAININGS:
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<ul style="list-style-type: none">•

HAZARDS:

<ul style="list-style-type: none">•

CONTROLS:

<ul style="list-style-type: none">•

APPENDIX E – DISTRICT ACCIDENT/INCIDENT REPORT



ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT Accident/Incident Report

☐ **ACCIDENT INVESTIGATION REPORT**

☐ **EMPLOYEE INCIDENT REPORT**

Employee Name: _____

Site/Location: _____ Date/Time of Incident: _____

Task being performed when accident/injury occurred

Describe the accident/incident and body parts affected

Any witnesses? ☐ YES ☐ NO If yes, give names below.

Do you require medical attention now? ☐ YES ☐ NO

If yes, contact AMC CallConnect at 1-844-691-4111.

Employee Signature: _____

Date: _____

Supervisor Comments

Corrective Action Taken

Supervisor Signature: _____

Date: _____

APPENDIX F – COVID-19 ADDENDUM

Injury Illness Prevention Program COVID 19 Addendum

A. EMPLOYEE AND VISITOR SCREENING

Health screening is done to prevent symptomatic individuals from entering a school or workplace. In order to prevent the spread of infection, employees are required to self-screen daily before coming to work. Employees who have symptoms of COVID-19 are required to stay home until cleared to return to work per Placer County's Public Health Guidelines. Decisions about testing and returning to work will be guided in accordance with Placer County Public Health requirements and recommendations. See Appendix C for Daily Screening Email.

B. FACE COVERINGS

Currently masks/face coverings are not required when on a school campus when students are present. Face covering practices will be updated to be in line with state mandates and following CDPH & Cal/OSHA guidance.

Non-school sites and school sites with no students present may follow the [Cal/OSHA COVID-19 guidance](#) for employers in non-school settings.

Neither vaccinated nor unvaccinated employees are required to wear a face covering when indoors or in vehicles per **CDPH and Cal/OSHA** (Updated 3/11/22). When employees are required to wear face coverings, the following exceptions apply:

- When an employee is alone in a room or vehicle;
- While eating or drinking at workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, have been maximized to the extent feasible;
- Employees who cannot wear face coverings due to a verified medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person (alternatives will be considered on a case-by-case basis);
- Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

Employees exempted from wearing face coverings because of a physical or mental condition or disability must wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom if their condition or disability permits it.

The District will not prevent any employee from wearing a face covering when it is not required, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

The Maintenance and Operations department provides an adequate supply of clean, undamaged face coverings to all staff, including both reusable and disposable face coverings, as well as face shields. Disposable gowns and gloves are available to staff working in close physical contact with students who are medically fragile. When face coverings are not required, the District shall provide face coverings to employees upon request, regardless of vaccination status.

c. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The District will evaluate the need for PPE (such as gloves, googles, and face shields) as required by CCR Title 8, section 3380, and as previously mentioned, provide such PPE as needed.

Upon request, the District will provide respirators for voluntary use to all employees regardless of vaccination status and who are working indoors or in vehicles with more than one person. Employees may pick up N95 masks at the M&O office (2 Tiger Way, Roseville CA 95678) from 7:00 am – 3:00 pm, Monday – Friday. Employees provided with N95 masks will be enrolled in COVID-19: How to Put on and Take off an N95 Respirator training through the District's online training system (Public School Works).

We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA. In January 2022, all staff were provided with N-95 masks and all staff were enrolled in the Public Works training for proper use of N-95 masks.

SHARED TOOLS, EQUIPMENT AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment must not be shared. Items that employees come in regular contact with, such as phones, headsets, desks, keyboards, writing materials, instruments, and tools should not be shared, to the extent feasible. When items must be shared, it will be cleaned and disinfected with an EPA approved disinfectant between uses. Sharing of vehicles will be minimized to the extent feasible, and high-touch points (steering wheels, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users.

COVID-19 TESTING

Staff have been provided with free at-home test kits (provided by the state). Antigen testing can be accessed through individual health care providers, Opium Serve, or the use of free at home tests available at all school sites.

D. Return To Work Criteria:

Table 1: Exclusion Requirements for Employees Who Test Positive for COVID-19

<u>Requirements apply to all employees, regardless of vaccination status, previous infection, or lack of symptoms.</u>	<ul style="list-style-type: none">• Employees who test positive for COVID-19 must be excluded from the workplace for at least 5 days after start of symptoms or after date of first positive test if no symptoms.• Isolation can end and employees may return to the workplace after day 5 if symptoms are not present or are resolving, and a diagnostic specimen* collected on day 5 or later tests negative.• If an employee's test on day 5 (or later) is positive, isolation can end and the employee may return to the workplace after day 10 if they are fever-free for 24 hours without the use of fever-reducing medications.
--	--

	<ul style="list-style-type: none"> • If an employee is unable or choosing not to test, isolation can end and the employee may return to the workplace after day 10 if they are fever-free for 24 hours without the use of fever-reducing medications. • If an employee has a fever, isolation must continue and the employee may not return to work until 24 hours after the fever resolves without the use of fever-reducing medications. • If an employee's symptoms other than fever are not resolving, they may not return to work until their symptoms are resolving or until after day 10. • Employees must wear face coverings around others for a total of 10 days. Please refer to the section in this FAQ on face coverings for additional face covering requirements. <p>* Antigen test preferred.</p>
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Close Contacts

Table 2: CDPH Guidance for Close Contacts – Employees Who Are Exposed to Someone with COVID-19

<p><u>For employees who are asymptomatic. Applies to all employees, regardless of vaccination status.</u></p>	<ul style="list-style-type: none"> • Exposed employees must test within three to five days after their last close contact. Persons infected within the prior 90 days do not need to be tested unless symptoms develop. • Employees must wear face coverings around others for a total of 10 days after exposure. Please refer to the section in this FAQ on face coverings for additional face covering requirements. • If an exposed employee develops symptoms, they must be excluded pending the results of a test. • If an exposed employee who develops symptoms is unable to test or choosing not to test, they must be excluded until 10 days after the date of symptom onset. • If an exposed employee tests positive for COVID- 19, they must follow the isolation requirements above in Table 1.
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	<ul style="list-style-type: none"> Employees are strongly encouraged to get vaccinated and boosted.
<p><u>For employees who are symptomatic. Applies to all employees, regardless of vaccination status.</u></p>	<ul style="list-style-type: none"> Symptomatic employees must be excluded and test as soon as possible. Exclusion must continue until test results are obtained. If the employee is unable to test or choosing not to test, exclusion must continue for 10 days. If the employee tests negative and returns to work earlier than 10 days after the close contact, the employee must wear a face covering around others for 10 days following the close contact. CDPH recommends continuing exclusion and retesting in 1-2 days if testing negative with an antigen test, particularly if tested during the first 1-2 days of symptoms. For symptomatic employees who have tested positive within the previous 90 days, using an antigen test is preferred.

High-Risk Exposures:

Certain exposures may be deemed higher risk for transmission, such as with an intimate partner, in a household with longer periods of exposure, or while performing unmasked activities with increased exertion and/or voice projection or during prolonged close face-face contact (e.g., during contact sports like wrestling, during indoor group singing, during crowded events where cheering occurs like games, concerts or rallies, particularly if indoors). In such cases, exposed persons should be extra vigilant in undertaking recommended mitigation measures.

Similarly, if the close contact is more likely to become infected due to being unvaccinated, immunocompromised, or if they are more likely to transmit the virus to those who are at higher risk for severe COVID-19, they should also take greater care in following recommendations to limit spreading the virus to others during the 10 days following their exposure. These close contacts should get tested, and may consider quarantining or self-limiting their exposure to others, and are strongly recommended to follow the testing and mitigation measures outlined in this guidance.

High-Risk Settings**:

A high-risk setting is one in which transmission risk is high (e.g., setting with a large number of persons who may not receive the full protection from vaccination due to coexisting medical conditions), and populations served are at risk of more serious COVID-19 disease consequences including hospitalization, severe illness, and death. As such, CDPH is recommending the following work exclusions for staff working in these settings to protect the populations served, and maintaining quarantine recommendations for patients, residents and clients served in these settings, consistent with CDC recommendations.

INVESTIGATING POSITIVE COVID-19 CASES (CONTACT TRACING)

Once informed of a COVID-19 diagnosis, the District will immediately begin contact tracing to identify students and staff who may have been in close contact with the COVID-19 positive individual. This requires an evaluation of the last day present, as well as the activities of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period. These actions will be recorded on the Reportable Incident Form.

The District will follow up with all individuals identified as a close contact to provide them with important information, including the proper protocol for isolation and self-quarantine. The District will also give written notice to employees which includes:

- Information about steps the District is taking to help prevent the spread of COVID-19;
- Employee responsibilities while they are on quarantine;
- Confirmation that the employee is excluded from physically coming to work during their quarantine;
- Information and notification of sick leave and pay options, including the employee's eligibility for benefits under the District's Workers' Compensation Program; and
- Information on non-retaliation and non-discrimination policies.

The District will investigate whether workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

TRAINING AND INSTRUCTION

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 COVID-19 in the workplace. The District is committed to instructing all employees in safe and healthful work practices.

WHEN WILL TRAINING AND INSTRUCTION OCCUR

While the Covid-19 Prevention Program is in place, training will be provided as follows:

- Upon hire;
- When new workplace guidelines, processes, or procedures are updated;
- When new or previously unforeseeable hazards are identified in the workplace; and
- Whenever the District, Program Administrator, or Department Manager believes that additional training is necessary.

TRAINING CONTENT

The District will provide COVID-19 related training and instruction that includes:

- District policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19 related benefits (including mandated sick and vaccination leave) that employees may be entitled to under applicable federal, state, or local laws.
- The fact that:

- COVID-19 is an infectious disease that can be spread through the air.
- COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
- An infectious person may have no symptoms.
- Particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 but are most effective when used in combination.
- The method for employees to request respirators for voluntary use. Respirators will be supplied by the District at no cost to employees, and employees may use respirators without fear of retaliation. Whenever respirators are provided for voluntary use, training will be provided on who to properly wear the respirator; how to perform a seal check; and the fact that facial hair interferes with a seal.
- The importance of frequent handwashing with soap and water for at least 20 seconds using hand sanitizer when employees do not have immediate access to a sink or handwashing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on the employer's COVID-19 policies; how to access COVID-19 test and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained. Employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

DOCUMENTATION OF TRAINING

Documentation of training shall be maintained in the District's online safety training and compliance software, Keenan. Copies of training documents are available from the Human Resources Department.

HAND HYGIENE

Regular hand hygiene is one of the most effective strategies to prevent the spread of most respiratory viruses including the coronavirus. Hand sanitizer is available in high traffic areas such as lobbies and reception areas as well as in all classrooms.

The following handwashing and hygiene measures will be in place:

- Provide adequate and accessible facilities with running water;
- Teach and reinforce proper hand washing techniques, avoiding contact with one's eyes, nose and mouth, and covering coughs and sneezes;
- Encourage and allow time for employee handwashing;
- Adequate supplies to support healthy hygiene behaviors, including soap, paper towels, no-touch trash cans, and effective hand sanitizer;
- Evaluate handwashing facilities and the need for additional facilities; and

- Minimize student and staff contact with high touch surfaces.

VENTILATION AND ENGINEERING CONTROLS

The District encourages all staff members to open windows (classroom doors are to be locked during instructional time), to ensure airflow from outdoors. Additionally, our well maintained Heating, Ventilation, and Air Conditioner (HVAC) systems are key to ensuring healthy indoor air quality. Research continues to add to the evolving knowledge that environmental conditions and airflow influences the transmissibility of the coronavirus.

The District will maximize the quality of outside air for buildings by:

- Setting HVAC systems to operate at a minimum of 1 hour before occupancy to “flush” rooms;
- Installing Minimum Efficiency Reporting Value (MERV-13) air filters and replacing them as needed; and
- Using outdoor space or environments with windows or other cross ventilation options is encouraged.

CLEANING AND DISINFECTING

Strict cleaning and disinfecting protocols are in place at all worksites. Staff have access to Environmental Protection Agency (EPA) approved materials to maintain the cleanliness of classrooms and workspaces, including EPA approved disinfectant and paper towels. Staff are trained and responsible for the frequent cleaning of high touch surfaces throughout the day.

District Custodians clean classrooms and offices daily. Regular nightly cleaning includes emptying all interior and exterior trash as well as cleaning and disinfecting all restrooms. High use areas such as outdoor lunch tables, restrooms, etc. are cleaned throughout the day, and priority will be given to sanitizing/disinfecting desktops, tabletops, door handles, push plates and light switches in common areas.

In the case of a COVID-19 positive report, sites will work with Maintenance and Operations staff to close the classroom/affected area and schedule a disinfect cleaning to occur 24 hours after last occupation per Centers for Disease Control and Prevention (CDC) recommendation. Custodians will disinfect touch points on hard surfaces such as desks, hard chairs or stools, file cabinets, cabinet doors (around the handle area), sink handles and tables. Technology related items such as phones, keyboards, mice, and printers will be cleaned when possible. Staff are highly encouraged to regularly clean their district provided technology as well as their classroom phone and desk.

Nondiscrimination Statement:

The Roseville Joint Union High School District prohibits discrimination, intimidation, harassment (including sexual harassment) and bullying based on a person’s actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. The RJUHSD Nondiscrimination policy applies to any violations as they relate to school activities or school attendance within a school under the jurisdiction of the superintendent of the RJUHSD. For questions or complaints, contact **Equity Compliance Officer & Title IX Coordinator**: Rob Hasty, Executive Director, Human Resources, 1750

Cirby Way Roseville, CA 95661, 916-782-8663, rhasty@rjuhsd.us. For questions or inquiries related to 504's, please reach out to our **Section 504 Coordinator**: Craig Garabedian, Executive Director of Special Services, 1750 Cirby Way, Roseville, CA. 95661, 916-771-6570 cgarabedian@rjuhsd.us

