

# INJURY & ILLNESS PREVENTION PROGRAM



**3150 Education Drive  
Santa Rosa, CA 95407**

*Revised: January 2024*

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## Introduction

The Injury & Illness Prevention Program (IIPP) is established to provide a framework for the Bellevue Union School District to ensure a safe and healthy work environment for all of its employees. The purpose of this manual is to provide information necessary to communicate the elements of the Injury and Illness Prevention Program. All employees of the Bellevue Union School District are governed by the procedures outlined in this manual, unless otherwise stipulated.

The goal of the program is to eliminate occupational injuries and illnesses. This program has been developed and implemented as required under the California Code of Regulations, Title 8, Chapter 4, Subchapter 7, Section 3203.

The SAFETY OFFICER is responsible for the implementation and coordination of the Injury and Illness Prevention Program. This plan will be reviewed annually and revised as necessary. The master copy of this IIPP can be found in the SAFETY OFFICER's office at the District Office. Copies of the IIPP will be available at each district site and school location. The plan will also be available in the Risk Management section of the district's staff website.

The IIPP will include the following topics: Responsibilities, Compliance, Communication, Hazard Assessment, Hazard Correction, Accident/Injury Investigation, Training/Instruction, and Recordkeeping.

## Responsibility

### The Safety Officer Designation Form

The Director, Maintenance & Operations Department is the District's designated SAFETY OFFICER. The SAFETY OFFICER is the person responsible for implementing the Bellevue Union School District's Injury and Illness Prevention Program.

The SAFETY OFFICER is responsible for occupational safety and health, and will assure that the Bellevue Union School District provides employees with a safe and healthy workplace, which complies with all Cal/OSHA and other applicable health and safety standards and regulations.

Approved: Superintendent

\_\_\_\_\_ Date \_\_\_\_\_

Accepted: Chief Business Official

\_\_\_\_\_ Date \_\_\_\_\_

Accepted: Director Maintenance & Operations

\_\_\_\_\_ Date \_\_\_\_\_

### The Safety Officer

The SAFETY OFFICER will serve as the Injury & Illness Prevention Program Coordinator for the Bellevue Union School District Schools. The Injury & Illness Prevention Program Coordinator/Safety Officer is responsible for implementing and maintaining the following aspects of the safety program:

1. Coordinating all risk control activities
2. Maintaining, evaluating, and revising the Injury & Illness Prevention Program
3. Providing advice guidance to Bellevue Union School District management and supervisors
4. Communicating safety objectives
5. Developing and/or assisting in the development of employee training programs
6. Presiding over the Bellevue Union School District's Safety Committee
7. Reviewing all accident reports and investigations
8. Serving as liaison between management and outside safety agencies
9. Maintaining records as prescribed by the Recordkeeping Section of the Injury & Illness Prevention Program

## Principal and Supervisor Responsibilities

Bellevue Union School District's Principals and Supervisors are responsible, where appropriate, for specific elements of the Injury & Illness Prevention Program. Principals and Supervisors play an integral role within the Injury & Illness Prevention Program. Principals and Supervisors are in constant and direct contact with their employees and can greatly influence safety attitudes and practices. It is essential that the Principals and Supervisors set the example for employees in regards to safety responsibilities. There are several specific responsibilities for Principals and Supervisors:

1. Managing the injury prevention efforts in their area of responsibility
2. Providing the necessary means of ensuring a safe and healthy work environment for their staff
3. Providing employees with safety training and job instruction
4. Providing written documentation of employee training and instruction for employees in their area of responsibility
5. Providing a planned safety meeting or "safety talk" program
6. Ensuring compliance with applicable federal, state, and local safety codes. Cal/OSHA safety regulations can be found in the California Code of Regulations, Title 8, by applicable topic. These regulations can be accessed via the Internet at [www.ccr.oal.ca.gov](http://www.ccr.oal.ca.gov) or [www.dir.ca.gov](http://www.dir.ca.gov). The JPA Risk Manager may be contacted as a resource for compliance based inquiries
7. Conducting Accident/Injury Investigations
8. Taking reasonable action necessary to prevent injuries when an immediate danger exists
9. Taking responsibility for the safety of all employees under their supervision and for any employee not under their supervision but in the supervisor's work area
10. Providing and maintaining a clean and hazard-free work area
11. Providing safety orientation and job instruction to supervised employees
12. Planning, conducting, and documenting safety evaluations in assigned areas of responsibility
13. Conducting safety observations of employee safe work practices
14. Developing and maintaining cooperative safety attitudes in employees through the application of approved methods or preventive and corrective discipline
15. Maintaining emergency readiness
16. Ensuring employees receive prompt medical treatment for all injuries
17. Ensuring employees are fit to work

## **Employee Responsibilities**

Employees are charged with adhering to the Injury & Illness Prevention Program as directed by management.

Employee responsibilities are listed below:

1. Adhering to all safety rules and operating procedures established by the BELLEVUE UNION SCHOOL DISTRICT Schools
2. Wearing appropriate personal protective equipment as required and provided by the BELLEVUE UNION SCHOOL DISTRICT Schools
3. Inspecting and maintaining equipment for proper and safe operation
4. Reporting all injuries immediately, including first aid only injuries
5. Encouraging other workers to work in a safe manner
6. Reporting all observed unsafe acts and conditions to their supervisor
7. Reporting to work in an acceptable condition and not under the influence of alcohol or drugs

## **Accident/Exposure Reporting and Investigation** **If You are injured on the job:**

**● Notify your supervisor**

**● Call RESIG's nurse at 707-836-7457 (the nurse is available to take your call 24 hours a day, 7 days a week)**

**● The nurse will direct you for the appropriate medical treatment**

**● Complete and return all paperwork you receive from RESIG**

## **Compliance**

### **BELLEVUE UNION SCHOOL DISTRICT Commitment**

The BELLEVUE UNION SCHOOL DISTRICT is committed to providing all employees a safe and healthy work environment.

The BELLEVUE UNION SCHOOL DISTRICT maintains an open door policy, allowing all employees to communicate any safety concerns without fear of repercussion.

Furthermore, the BELLEVUE UNION SCHOOL DISTRICT is committed to providing full cooperation with any outside safety agency during the course of any inspection or audit.

### **Employee Compliance**

Occupational safety and health regulations and workplace practices are designed to reduce or eliminate occupational injuries and illnesses of employees. Employee compliance with all rules and regulations is essential to maintaining a safe and healthy workplace.

Employees that have displayed an outstanding commitment to safety may be recognized through an employee recognition program. Conversely, employees that violate any safety policy, procedure, rule and/or regulation may be subject to disciplinary action.

### **Disciplinary Action**

The BELLEVUE UNION SCHOOL DISTRICT will utilize appropriate disciplinary action for employees who violate BELLEVUE UNION SCHOOL DISTRICT's safety policies, rules, and procedures, or for employees who require any counseling as a result of unsafe work practices.



## Communication

### General Information

The BELLEVUE UNION SCHOOL DISTRICT recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The system of communication regarding safety and health at the BELLEVUE UNION SCHOOL DISTRICT consists of many facets designed to facilitate a continuous flow of safety and health information between management and staff.

Managers and supervisors are responsible for communication with all employees about occupational safety and health issues in a manner or form readily understandable by all employees. Likewise, employees are encouraged to inform their managers and supervisors about workplace hazards without fear of reprisal.

### Review of Injury & Illness Prevention Program

The Injury & Illness Prevention Program is to be used as a reference source for safety information pertaining to the BELLEVUE UNION SCHOOL DISTRICT Schools. All employees are entitled to review the contents of the Injury & Illness Prevention Program. Each site should have a copy of the program. The program should be kept at a location readily accessible to all employees.

All new employees will be informed of the program during orientation and where copies of the written plan are located. All employees will be notified of any revisions to the program as the revisions are made.

The Injury & Illness Prevention Program will be reviewed annually and revised as necessary.

Any employee who may have comments and/or suggestions is encouraged to provide feedback regarding to the program to The SAFETY OFFICER for consideration.

## **BELLEVUE UNION SCHOOL DISTRICT Safety Committee**

The BELLEVUE UNION SCHOOL DISTRICT Safety Committee has two primary functions. The first is communication between employees and management; the second function is the monitoring of the effectiveness of the BELLEVUE UNION SCHOOL DISTRICT Schools' Injury & Illness Prevention Program.

The BELLEVUE UNION SCHOOL DISTRICT Safety Committee is districtwide and is comprised of both management and staff.

The BELLEVUE UNION SCHOOL DISTRICT Safety Committee will meet regularly. The format of the meeting is to be decided by the members of the committee, but will always include a review of all injuries/accidents, a review of accident investigations, review of investigations pertaining to reports of hazardous conditions, a review of scheduled safety evaluations, and a round table session.

The employees on the BELLEVUE UNION SCHOOL DISTRICT Safety Committee are to provide direct feedback to Superintendent and Directors of organizational and operational issues that are directly affecting injuries and Workers' Compensation costs.

All BELLEVUE UNION SCHOOL DISTRICT Safety Committee meetings are to be documented in the form of written meeting minutes. Original meeting minutes will be kept in the SAFETY OFFICER'S office at the District Office.

At the end of each school year, the BELLEVUE UNION SCHOOL DISTRICT Safety Committee should review its accomplishments to ensure its effectiveness in accomplishing safety goals and objectives.

# Hazard Assessment

## General Information

The detection of hazards in the workplace is essential in ensuring a safe work environment. Undetected and uncorrected safety hazards may cause accidents resulting in serious injury to employees. There are two major sources of unsafe conditions – normal wear and tear of equipment and employee actions.

Normal wear and tear is the constant process in which equipment and facilities deteriorate. Routine evaluations of equipment and areas can detect hazardous conditions before they cause injury.

Employee actions can contribute to unsafe conditions in several ways. Misused and abused equipment can be dangerous. Additionally, employees may leave their work area untidy, which can contribute to a dangerous environment.

Regular hazard identification and assessment can minimize the quantity and severity of hazards to which employees may become exposed. Safety Evaluations and Hazard Analysis are tools utilized by the BELLEVUE UNION SCHOOL DISTRICT to identify hazards.

Periodic inspections are always performed according to the following schedule:

- When we initially established our IIPP.
- Whenever new substance, processes, procedures or equipment which present potential new hazards are introduced into our workplace.
- Whenever new, previously unidentified hazards are recognized.

## Safety Walks

Principals, Supervisors and Custodians are encouraged to conduct safety walks quarterly in their area of responsibility. Principals, Supervisors and Custodians should continuously monitor their areas during the work day for safety hazards and report any safety concerns to the DIRECTOR OF MAINTENANCE & OPERATIONS

The Principal and/or Supervisor, along with site staff will review all safety walks and initiate corrective action via the district's work order system.

## **Safety Evaluations**

Principals and/or Supervisors shall conduct safety evaluations annually in areas where they are knowledgeable.

Safety evaluations must be documented. All documentation shall be forwarded to the DIRECTOR OF M&O.

The Principal and/or Supervisor, along with site staff will review all safety evaluations and initiate corrective action via the district's online work order system.

The DIRECTOR OF M&O and the BELLEVUE UNION SCHOOL DISTRICT Safety Committee will also review the safety evaluations and investigate long-term solutions to recurring hazards.

## **Safety Inspections**

The BELLEVUE UNION SCHOOL DISTRICT has site safety inspections conducted annually by RESIG - Redwood Empire School Insurance Group. Approximately 30 days after the conclusion of the inspection, a report is provided with findings. Findings are addressed in a timely matter and signed off.

## **Hazard Reporting System**

It is the responsibility of all employees to report unsafe work conditions and practices to their appropriate supervisor or the DIRECTOR OF M&O. Employees may utilize the District's Online Work Order System to report unsafe work conditions or practices.

Employees may use the [\*BUSD Online Equipment Repair & Safety Work Order System\*](#) to report unsafe work conditions and practices. Compose an email to [\*MOHELP@BUSD.ORG\*](mailto:MOHELP@BUSD.ORG), the system will automatically create the Work Order (WO).

It is the policy of the BELLEVUE UNION SCHOOL DISTRICT to prohibit employee reprisal for reporting unsafe/unhealthy work conditions and practices. Management personnel who are found in violation of this policy shall be held accountable.

Conversely, employees who have knowledge of an unsafe/unhealthy work condition or practice and who intentionally conceal this information will be in violation of BELLEVUE UNION SCHOOL DISTRICT Schools' policy.

The BELLEVUE UNION SCHOOL DISTRICT is committed to conducting complete and thorough investigations of all reports of hazardous conditions. If conditions are determined to be hazardous, appropriate measures will be taken by the BELLEVUE UNION SCHOOL DISTRICT to correct those conditions.

# Hazard Correction

## Hazard Correction Responsibilities

The correction of any identified hazards should be conducted immediately. Personnel at all levels of employment have responsibilities in hazard correction. All personnel should have an understanding of their role in hazard correction to effectively eliminate identified hazards.

### **The Chief Business Official**

The CHIEF BUSINESS OFFICIAL is responsible for allocating appropriate resources and funding for the correction of unsafe/unhealthy work conditions or practices.

### **The Director of M**

The DIRECTOR OF M&O is responsible for immediately initiating corrections to any hazard that has come to his/her attention.

Any safety-related work requests should be given the highest priority to ensure prompt correction.

The DIRECTOR OF M&O will follow up on corrective activity for all reports of unsafe or unhealthy conditions.

### **The Safety Officer**

The SAFETY OFFICER will review all reports of unsafe/unhealthy work conditions on a monthly basis to determine the development of any patterns.

### **Principals and Supervisors**

Upon the identification of an unsafe/unhealthy work condition or practice, the Principals and/or Supervisors will initiate the appropriate corrective action by way of a work order or communication with the appropriate department.

Principals and Supervisors are responsible for identifying and controlling access to a hazard and to prevent further danger to employees and the public, as well as notifying the necessary persons responsible for taking required action to correct the hazard.

Principals and Supervisors have the responsibility of investigating and determining the root cause of any unsafe condition. Any source of hazard that is beyond the ability of the Principals and/or Supervisor to correct should be immediately reported to the SAFETY OFFICER.

Principals and Supervisors are also responsible for taking temporary precautions until corrections can be made. Principals and Supervisors shall provide a status report to the SAFETY OFFICER when a temporary correction has been made.

### **Employees**

All Employees are responsible for taking appropriate action to correct unsafe and unhealthy working conditions by immediately notifying appropriate management personnel of the conditions.

## **Hazard Correction Follow-Up**

Whenever any report of an unsafe or unhealthy condition has been made, follow-up is essential to ensure that proper corrections are being or have been made. Persons of responsibility should conduct the necessary follow-up. Persons initiating a Report of Unsafe Condition or Hazard should follow up with their supervisors regarding the status of corrections.

Any unnecessary delays in hazard correction should be investigated by Principals and Supervisors and reported to the SAFETY OFFICER.

In the event an unreasonable delay in correcting safety hazards occurs, the SAFETY OFFICER should inquire with the necessary personnel the status of the work and report any pertinent information back to the Principal and/or Supervisor.

Once a reported hazard has been corrected, Principals and Supervisors should conduct a safety evaluation to ensure that the hazard has been completely eliminated.

Access should only be permitted upon the approval of the persons responsible for the area.

## **COVID-19**

Refer to the Districts "COVID-19 SAFETY PLAN" located in the Appendix

# Accident Investigation

## Supervisor Accident Investigation

It is the responsibility of the immediate supervisor to investigate all injuries (or near misses) and report on the BELLEVUE UNION SCHOOL DISTRICT Schools' *Supervisor's Report of Injury or Illness*. Supervisors will retain a copy and supply a separate copy to the appropriate department. These reports are subject to review by the SAFETY OFFICER.

Written reports of investigations should be as complete as possible. The most accurate, thorough reports record the sequence of events, noting each event in the order in which it occurred.

A complete, factual report includes information based on these questions:

- WHO was injured and/or WHAT was damaged?
- HOW did the accident happen?
- WHERE and WHEN did it happen?
- WHO saw it happen?
- WHAT persons and/or equipment were involved?
- WHY did the accident happen?
- WHAT could and should have been done to prevent it?
- HOW can similar accidents be avoided in the future?

Procedures for investigating employee injuries include:

1. **Visiting the accident scene as soon as possible.** This will allow the supervisor to see the scene of the accident before any alterations to the scene can be made. It also allows the supervisor to be visible and available to Employees in the area.
2. **Interviewing injured workers and witnesses.** Several points of view may be helpful in determining the actual cause of an accident. Always include statements in the accident investigation report.
3. **Examining the workplace for factors associated with the accident.** It is essential to inspect the scene of the accident to determine if any hazards are present that may cause future accidents.
4. **Determining the cause of the accident.** Understanding the root cause of an accident will allow management to develop measures to prevent similar accidents from recurring. Determining the root cause of an incident may be a difficult or arduous task. A diligent investigation will allow management to understand the root cause.
5. **Taking corrective action to prevent the accident from recurring.** Immediate and complete corrective action is essential.
6. **Documenting the findings and corrective actions taken by completing the Supervisor's Accident Investigation Report.** Attach all necessary information to the investigation report.



## Outside Agency Investigation

Serious injuries and fatalities may be investigated by agencies outside of the BELLEVUE UNION SCHOOL DISTRICT in addition to any internal investigation. Insurance agencies, as well as Cal/OSHA, fire departments, law enforcement agencies, and the BELLEVUE UNION SCHOOL DISTRICT attorney may desire to investigate serious accidents and fatalities.

The BELLEVUE UNION SCHOOL DISTRICT will cooperate with and assist outside agencies during the course of these investigations.

## Reports to Cal-OSHA

Serious and fatal injuries are to be immediately reported to Cal/OSHA by the SAFETY OFFICER or designee. Immediately means as soon as practically possible but not longer than 8 hours after the BELLEVUE UNION SCHOOL DISTRICT knows or with diligent inquiry would have known of the death, serious injury, or illness. If the BELLEVUE UNION SCHOOL DISTRICT can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident.

“Serious injury or illness” warranting Cal/OSHA notification means any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization, for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

When making such report, the SAFETY OFFICER or designee shall include the following information, if available:

- 1) The time and date of the accident
- 2) The BELLEVUE UNION SCHOOL DISTRICT School’s name, address, and telephone number
- 3) The name and job title of the person reporting the accident
- 4) The address of the site of the accident
- 5) The name of person to contact at the site of the accident
- 6) The name(s) and address(es) of any injured employee(s)
- 7) The nature of the injury
- 8) The location where injured employee(s) was/were moved to
- 9) The list and identity of other law enforcement agencies present at the site of the accident
- 10) A description of the accident and whether the accident scene instrumentality has been altered

**California Division of Occupational Safety and Health Enforcement Office -  
American Canyon**

**3419 Broadway Street, Suite H8  
American Canyon, CA 94503 phone:(707) 649-3700 fax:(707) 649-3712**

# Training & Instruction

## Training Programs

### BUSD HPP Training Schedule attached to Appedix A

The BELLEVUE UNION SCHOOL DISTRICT is committed to providing all necessary safety training to its employees. Safety training programs are necessary for the BELLEVUE UNION SCHOOL DISTRICT to communicate to employees the hazards associated with their positions and safe work practices necessary to mitigate those hazards.

Training will be communicated through a number of ways: dialog between trainer and trainee, online courses, safety videos, safety literature, hands-on examples, on-the-job training, seminars, and workshops.

Communication during training sessions should be two-way to ensure that employees understand their training and are afforded the opportunity to ask questions to clarify any information they may not understand initially.

The SAFETY OFFICER will periodically review the effectiveness of specific training programs and recommendations will be communicated to the necessary personnel or agencies conducting the training.

## Initial Job Instruction

Initial job instruction (or job position safety orientation) refers to the on-the-job training given to new employees to prepare them to do a specific job. It covers such topics as general hazards, cleanliness and housekeeping responsibilities, and appropriate general safety rules. This type of safety training is an initial effort to generally acquaint employees with what they will need to know to perform their new positions safely.

Whether the employee is a new hire or a transfer from area position, safety training is essential.

When Employees move to new occupations, they are confronted with an entirely new workstation and a new set of safety hazards.

## **Pre-Job Safety Instructions for Hazardous Jobs**

For hazardous jobs, it is advisable to cover the major job hazards with pre-job safety instructions. These are overviewed in an employee-specific orientation for hazardous operations. During this orientation, the employee's supervisor will cover specific hazards of the job and necessary precautions.

Information to be included during this type of training should include, but not be limited to:

- Safety equipment and personal protective equipment requirements
- Potential exposure to toxic materials
- Emergency procedures
- Physical hazards associated with the work area

## **Safety Talks**

### **Planned Safety Talks**

Planned safety talks are one of several supervision tools for ongoing safety instructions designed to increase awareness of hazards, safe job procedures, and critical safety rules. These are designed to be short five to ten minute instructional talks between the first line supervisor and one or more employees. The subject of each talk is a specific topic like a safety rule or a particular hazard that is in need of emphasis. Supervisors should conduct these safety talks.

Planned safety talks should be used whenever a new substance, process, procedure, or piece of equipment presenting a new hazard is introduced and whenever a supervisor becomes aware of a new or previously unrecognized hazard. If a new substance, process, procedure or piece of equipment presenting a new hazard is not introduced, supervisors may schedule regular safety talks at a frequency that best suits the operations of the department or affected employees.

### **Correctional Safety Talks**

When an employee is observed working in an unsafe manner, it is the responsibility of the supervisor to correct the employee in a manner appropriate to the facts of the case.

## Recordkeeping

There are several forms of documentation that must be retained for recordkeeping purposes:

### **Safety Evaluation Documentation**

- Safety evaluation documentation will be maintained by the SAFETY OFFICER and/or Supervisor
- Safety evaluation documentation should include the name(s) of the person(s) conducting the evaluation
- Safety evaluation documentation should include any unsafe conditions or work practices
- Safety evaluation documentation should include corrective actions
- Safety evaluation documentation should be maintained for less than three (3) years

### **Safety Training Documentation**

- Human Resources or designee and the employee's supervisor will maintain safety training documentation for a period of no less than three (3) years
- Safety training documentation should include the employee's name, training dates, type of training, and training providers
- Safety training documentation should be maintained in the employee's personnel file for the duration of his or her employment

### **Employee Injury Reports/Supervisor Accident Investigation Reports**

- The SAFETY OFFICER will maintain Employee Injury Reports and Supervisor Accident Investigation Reports
- Copies of Employee Injury Reports and Supervisor Accident Investigation Reports will be maintained in the injured employee's workers' compensation file
- Copies of Employee Injury Reports and Supervisor Accident Investigation Reports shall remain in the injured employee's workers' compensation file for the duration of his or her employment

## Appendix

## **Equipment Repair & Safety Work Request Procedures**

## Online Equipment Repair Safety Work Request Procedures

### Work Orders

The Online Work Order System for Equipment Repair and Safety Work Request is to be filled out if there is equipment/buildings needing repair or a safety hazard that is noticed while on the job. We all have a duty to report any concerns immediately. In order to keep the safest shop and district possible, it is vital that you call your supervisor immediately to report any safety concern and complete the Equipment Repair and Safety Work Request form within 24 hours.

The following steps will explain how to complete the Equipment Repair and Safety Work Request:

- 1) Email **MOHELP@BUSD.ORG** with your Equipment Repair and/or Safety Work Request
- 2) In **SUBJECT LINE** enter: **School Site / Room or Location / Issue** example TM/room22/HVAC not working
- 3) Provide information describing the issue any any corrective actions already tried.
- 4) Select the priority of your request
  - a. **High** would be marked if the request is for an immediate safety issue and needs to be completed within 24 hours
  - b. **Medium** would be marked if the request needs to be completed within the week
  - c. **Low** would be marked if the request is a concern but not immediate and can be done as soon as time allows
- 5) Complete the online Work Order Request and submit. The Director of M&O, Principal, custodians and District maintenance employees will be notified of the issue.

A copy of the completed request will be sent back to the original requestor.

*If there is an immediate concern or you feel another employee or student might be harmed, call your supervisor immediately so they can limit access to the area or equipment. Do not leave an area or piece of equipment unsupervised if an immediate danger for a student, employee, or community member. Wait until your supervisor or the site principal gives you instructions to clear the area and or take the equipment out of operation.*

## **Employee First Notice Reporting Process**



## Employee First Notice Reporting Process

The District will be implementing a new process for reporting work related injuries. Please follow the new process below for all work related injuries or illnesses.

1. Report all on-the-job injuries or illnesses. **Immediately Call RESIG's nurse at 707-836-7457 (the nurse is available to take your call 24 hours a day, 7 days a week)**
2. A Registered Nurse will answer the call, initiate the claim and assist with determining the appropriate medical provider
3. Notify your supervisor immediately. Follow your department procedures
4. You must submit a work status report to your supervisor after you go to a Medical Provider Network (MPN) Clinic or Physician
5. After the initial medical appointment, future appointments should be scheduled not to conflict with your work schedule
6. The Worker's Compensation Claims Administrator is Redwood Empire Schools Insurance Group - RESIG. For follow-up information or questions regarding your claim, call (707) 836-0779
7. LIFE- OR LIMB-THREATENING EMERGENCIES and AFTER HOURS CARE, go to the closest hospital. Follow-up care must be provided by one of the designated providers

## **Supervisor's Report of Injury or Illness**



# ***Bellevue Union School District***

## **SUPERVISOR'S REPORT OF INJURY OR ILLNESS**

Return this form and Employee's Report of Injury or Illness to the safety officer

Employee's name \_\_\_\_\_ Supervisor's name \_\_\_\_\_

Job Position/Title \_\_\_\_\_

Date and time of injury or illness \_\_\_\_\_ Location \_\_\_\_\_

Task being performed when injury occurred \_\_\_\_\_

Date and time injury was reported to you \_\_\_\_\_

Name(s) of witness(es) \_\_\_\_\_

Accident resulted in: Injury \_\_\_\_\_ Fatality \_\_\_\_\_ Property damage \_\_\_\_\_

First aid given? \_\_\_\_\_ Medical treatment required? \_\_\_\_\_ Workdays lost \_\_\_\_\_

Describe how the injury or illness occurred:

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---

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What actions, events, or conditions contributed most directly to this injury or illness?

---

---

---

Could anything be done to prevent occurrence of this type? If so, what?

---

---

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\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Safety Officer

\_\_\_\_\_  
Date

Comments:

---

---

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## **Supervisor's Injury Follow Up Report**



## *Bellevue Union School District*

### **SUPERVISOR'S INJURY FOLLOW-UP REPORT**

Return this form and Employee's Report of Injury or Illness to the departmental safety officer

Employee's name \_\_\_\_\_ Supervisor's name \_\_\_\_\_

Job Position/Title \_\_\_\_\_

Date and time of injury or illness \_\_\_\_\_ Location \_\_\_\_\_

Follow-up Action Taken:

Work request submitted? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, Date \_\_\_\_\_

If yes, describe:

---

---

Other follow-up action taken? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe:

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---

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#### **\*District Office Only**

Online training assigned? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, Title of Course \_\_\_\_\_

Site Evaluation Needed? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, Date Completed \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Safety Officer

\_\_\_\_\_  
Date

Comments:

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## **Employee's Report of Injury or Illness**



## ***Bellevue Union School District***

### **EMPLOYEE'S REPORT OF INJURY OR ILLNESS**

Return this form to your supervisor

Employee's name \_\_\_\_\_

Job Position/Title \_\_\_\_\_

Shift Start Time \_\_\_\_\_ Shift End Time \_\_\_\_\_ Supervisor's name \_\_\_\_\_

Date and time of injury or illness \_\_\_\_\_ Location \_\_\_\_\_

Task being performed when injury occurred \_\_\_\_\_

Date and time injury or illness reported \_\_\_\_\_ To whom? \_\_\_\_\_

Name(s) of witness(es) \_\_\_\_\_

Describe how the injury or illness occurred:

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What part of the body was affected?

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Describe the injuries or illness in detail:

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Date and time you first sought medical attention:

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Name of doctor and/or hospital:

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Could anything be done to prevent occurrences of this type? If so, what?

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\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



# **Heat Illness Prevention Program**



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# **1 Introduction**

## **1.1 Background**

California employers with outdoor places of employment must comply with the Heat Illness Prevention Standard - Title 8 California Code of Regulations (T8 CCR) Section 3395. T8 CCR Section 3395 is not intended to supersede or replace the application of T8 CCR 3203 that mandates employers to develop, implement, and maintain an Injury and Illness Prevention Program (IIPP) but rather expand safety measures required to prevent injury due to heat exposure.

## **1.2 Purpose**

This Heat Illness Prevention Program (HIPP) is intended to prevent heat related illness from occurring through education and proper work practices. This program also teaches employees how to recognize the signs and symptoms of heat illness, and how to respond should heat related illness occur. Heat related illness is a serious medical condition that results when the body is unable to cool itself sufficiently through sweating. Both personal and environmental factors can contribute to the likelihood of developing heat related illness which include heat stress, heat exhaustion and ultimately, heat stroke. Heat stroke can be fatal, especially if medical treatment is delayed.

This HIPP is written to comply with California Code of Regulations, Title 8, section 3395, Heat Illness Prevention and applies to all employees who work outdoors, including:

- Grounds staff
- Maintenance staff
- Custodial staff
- Campus supervisors and yard duty staff
- Physical education staff

## **1.3 Definitions**

**Acclimatization:** means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

**Heat Illness:** means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

**Heat:** means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

**Environmental Risk Factors for Heat Illness:** means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant

heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

**Personal Risk Factors for Heat Illness:** means factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

**Shade:** means blockage of direct sunlight. Shade is considered sufficient when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. Shade may be provided by any natural or artificial means as long as it does not expose employees to unsafe or unhealthy conditions, or deter or discourage access or use.

**Temperature:** means the dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer to measure the outdoor temperature in an area where there is no shade. While the temperature measurement must be taken in an area with full sunlight, the bulb or sensor of the thermometer should be shielded while taking the measurement, e.g., with the hand or some other object, from direct contact by sunlight.

## **2 Management Commitment and Responsibilities**

### **2.1 Management Commitment and Support**

The District accepts the responsibility to establish an effective HIPP and to provide safeguards required to ensure safe work conditions for all of its employees. Furthermore, the District will act in the best interest of all employees and respond to unsafe conditions.

All District employees are expected to comply with the District adopted HIPP. Employees must work safely and maintain a safe work environment at all times.

### **2.2 Program Administrator**

The Superintendent or his Designee is the HIPP Administrator. He/she is responsible for the overall implementation and maintenance of the District's HIPP. The Superintendent may assign all or some of the District's HIPP tasks to other District personnel. Nevertheless, the Superintendent remains ultimately responsible for the implementation and maintenance of the District's HIPP.

### **2.3 Administrators, Managers, Supervisors and Principals**

Supervisors of employees who perform outdoor work are responsible for:

- 2.3.1 Providing the necessary resources to ensure the health and safety of their employees;
- 2.3.2 Encourage employees to drink water frequently;

- 2.3.3 Ensure that adequate water and shade are available at the job site when the environmental risk factors for heat illness are present;
- 2.3.4 Ensure employee compliance with health and safety policies and procedures;
- 2.3.5 Ensure workplace hazards are identified and controlled;
- 2.3.6 Ensure employees understand and comply with the requirements of this program;
- 2.3.7 Develop and implement procedures to comply with the requirement of this program as needed;
- 2.3.8 Ensure employees have completed documented Heat Illness Prevention training;
- 2.3.9 Be aware of risk factors that contribute to heat illness;
- 2.3.10 Reduce the risk of heat illness by taking special precautions when necessary;
- 2.3.11 Being alert for the signs and symptoms of heat illness in employees;
- 2.3.12 Allowing employees acclimate to working in hot conditions;
- 2.3.13 Make sure employees working in hot conditions are accounted for at the end of the work shift.

## **2.4 Employees**

As a condition of employment, employees must exercise due care in the course of their work to prevent heat related injuries to themselves and to their fellow workers and actively contribute to the success of the overall safety program. At minimum, employees must:

- 2.4.1 Understand and complying with the District health and safety policies and procedures;
- 2.4.2 Notify their supervisor if they do not fully understand District and/or departmental safety policies and procedures and/or the hazards associated with their job;
- 2.4.3 Notify their supervisor about any hazardous conditions observed on the worksite;
- 2.4.4 Inform their supervisors of any factors that may increase their risk of heat related illness;
- 2.4.5 Report the signs or symptoms of heat illness in themselves, or others, to their supervisor immediately.
- 2.4.6 Attend all safety training session.

## **3 Heat Illness & the Types of Heat Stress**

There are several types of heat-related illness. The following sections will explain the symptoms, causes and first aid procedures for each type of heat-related illness. All signs or symptoms of heat illness should be reported to a supervisor immediately. If a supervisor observes, or any employee reports, any signs or symptoms of heat illness in an employee, the supervisor shall take immediate action commensurate with the severity of the illness. If the signs or symptoms are indicators of severe heat illness (such as, but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior or

convulsions), emergency response procedures shall be implemented. An employee exhibiting signs or symptoms of heat illness shall be monitored and shall not be left alone or sent home without being offered onsite first aid and/or being provided with emergency medical services.

### **3.1 Heat Stroke**

Heat stroke is the most serious heat-related disorder. It occurs when the body becomes unable to control its temperature; the body's temperature rises rapidly, the sweating mechanism fails, and the body is unable to cool down. When heat stroke occurs, the body temperature can rise to 106 degrees Fahrenheit or higher within 10 to 15 minutes. Heat stroke can cause death or permanent disability if emergency treatment is not given.

#### **3.1.1 Heat Stroke Symptoms:**

- Hot, dry skin or profuse sweating
- Reddening of skin
- Altered behavior, person becomes confused, agitated, irritable, etc.
- Rapid and shallow breathing
- Increased heart rate
- Chills
- Throbbing headache
- High body temperature (104 degrees or higher)
- Confusion/dizziness
- Nausea and Vomiting
- Slurred speech

#### **3.1.2 Heat Stroke First Aid:**

- Contact emergency medical services and notify supervisor;
- Move the individual to a cool, shaded or air conditioned area;
- Cool the individual using methods such as;
  - Loosening or removing clothing;
  - Soaking their clothes with water;
  - Spraying, sponging, or showering them with water;
  - Fanning their body.

### **3.2 Heat Exhaustion**

Heat exhaustion is the body's response to an excessive loss of water and salt, usually through excessive sweating. Workers most prone to heat exhaustion are those that are elderly, have high blood pressure, and those working in a hot environment.

#### **3.2.1 Heat Exhaustion Symptoms:**

- Heavy sweating
- Extreme weakness or fatigue
- Dizziness, confusion

- Nausea
- Clammy, moist skin
- Pale or flushed complexion
- Muscle cramps
- Slightly elevated body temperature
- Fast and shallow breathing

#### 3.2.2 Heat Exhaustion First Aid:

- Move individual to a cool, shaded or air conditioned area and allow them to rest;
- Encourage individual to drink water or other cool, nonalcoholic and non-caffeinated beverages;
- Lie the person down and elevate the legs;
- Cool the individual using methods such as:
  - Loosening or removing clothing;
  - Soaking their clothes with water;
  - Spraying, sponging, or showering them with water;
  - Fanning their body.
- Be prepared to call 911 if no improvement

### 3.3 Heat Syncope

Heat syncope is a fainting (syncope) episode or dizziness that usually occurs with prolonged standing or sudden rising from a sitting or lying position. Factors that may contribute to heat syncope include dehydration and lack of acclimatization.

#### 3.3.1 Heat Syncope Symptoms:

- Light-headedness
- Dizziness
- Fainting

#### 3.3.2 Heat Syncope First Aid:

- Contact emergency medical services and notify supervisor;
- Have individual sit or lie down in a cool, shaded or air conditioned area and allow them to rest;
- Encourage individual to drink water or other cool, nonalcoholic and non-caffeinated beverages

### 3.4 Heat Cramps

Heat cramps usually affect workers who sweat a lot during strenuous activity. This sweating depletes the body's salt and moisture levels. Low salt levels in muscles causes painful cramps. Heat cramps may also be a symptom of heat exhaustion.

#### 3.4.1 Heat Cram Symptoms

- Muscle pain or spasms usually in the abdomen, arms, or legs.

### 3.4.2 Heat Cramp First Aid

- Stop all activity, and sit in a cool place;
- Drink clear juice or a sports beverage;
- Do not return to strenuous work for a few hours after the cramps subside because further exertion may lead to heat exhaustion or heat stroke;
- Seek medical attention if any of the following apply:
  - The worker has heart problems;
  - The worker is on a low-sodium diet;
  - The cramps do not subside within one hour

### 3.5 Heat Rash

Heat rash occurs when sweat ducts become clogged and the sweat can't get to the surface of the skin. Instead, it becomes trapped beneath the skin's surface causing a mild inflammation or rash.

#### 3.5.1 Heat Rash Symptoms:

- Heat rash looks like a red cluster of pimples or small blisters;
- It is more likely to occur on the neck and upper chest, in the groin, under the breasts, and in elbow creases.

#### 3.5.2 Heat Rash First Aid:

- Work in a cooler, less humid environment when possible;
- Keep the affected area dry;
- Dusting powder may be used to increase comfort.

## 4 **Personal and Environmental Risk Factors**

There are a number of factors that can increase the likelihood of an individual experiencing heat related illness. Often heat illness is a result of a combination of environmental and personal risk factors.

### 4.1 Environmental Risk Factors

Environmental risk factors are working conditions that increase the likelihood of a person experiencing heat related illness. They include:

- Warm temperatures
- High humidity
- Direct exposure to the sun or other heat sources
- Limited air movement

### 4.2 Personal Risk Factors

Personal factors affect how well an individual responds to heat. They include:

- Age, weight, and physical condition
- Degree of acclimatization

- Consumption of water, alcohol, drugs and caffeine
- Use of medications that affect tolerance to heat

#### **4.3 Job Related Risk Factors**

An individual's job duties may increase the likelihood of experiencing heat related illness, such as:

- Physical exertion and duration
- Protective clothing and protective equipment worn by employees

## **5 Heat Illness Prevention Procedures**

The following elements of the BUSD program for heat illness prevention provide specific information for departments and supervisors complying with the program:

### **5.1 Monitor Weather Conditions**

Department and site supervisors are responsible for monitoring weather conditions and scheduling work appropriately. All employees shall be closely observed by a supervisor or designee during a heat wave. Make sure to monitor the weather at the specific location(s) where work activities are occurring. Prior to each workday, have a designated person check the weather forecast in the areas of work activities. The weather can be monitored by using local radio and television stations, websites, and electronic or other devices. The National Weather Service forecasts the temperature in various locations in California. Weather forecasts and information are broadcast on NOAA Weather radio and can be accessed at <https://forecast.weather.gov/MapClick.php?lat=38.4127&lon=-122.7412> Weather information can also be accessed at: [www.weather.com](http://www.weather.com).

The United States Department of Labor, Occupational Safety and Health Administration (OSHA) provides a Heat Safety Tool that is available for smart phones. The OSHA Heat Safety Tool allows supervisors and workers to calculate the heat index for their worksite, and, based on the heat index, displays a risk level to outdoor workers. Then, supervisors and workers can get reminders about the protective measures that should be taken at that risk level to protect workers from heat-related illness. Supervisors will monitor predicted weather temperatures in advance to know when the temperature is likely to exceed 80 degrees.

### **5.2 Provisions of Water**

Supervisors shall ensure employees have access to potable drinking water at all times. Drinking water shall be fresh, pure, suitably cool, and provided to employees free of charge. The water shall be located as close as practicable to the areas where employees are working.

Where drinking water is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift.

Custodians and other employees at workers at school sites are encouraged to drink from drinking fountains or water provided in offices. Grounds and Maintenance vehicles will be



equipped with insulated containers to keep water cool and disposable cups for drinking. Employees are encouraged to report to supervisor/designated person low levels or dirty water.

The frequent drinking of water shall be encouraged. The supervisor will provide frequent reminders to employees to drink frequently, and more water breaks will be provided. Water is a key preventive measure to minimize the risk of heat related illnesses. Drinking water is available at no cost to the employees.

Outlets for non-potable water, such as water for landscaping irrigation purposes, are posted in a manner understandable to all employees to indicate that the water is unsafe and is not to be used for drinking.

Drinking water and water dispensers shall meet the following requirements:

- All sources of drinking water shall be maintained in a clean and sanitary condition.
- Potable drinking water dispensers used to provide water to more than one person shall be equipped with a spigot or faucet.
- Any container used to store or dispense drinking water shall be clearly marked as to the nature of its contents and shall not be used for any other purpose.
- Dipping or pouring drinking water from containers, such as barrels, pails or tanks, is prohibited regardless of whether or not the containers are fitted with covers.
- The use of shared cups, glasses or other vessels for drinking purposes is prohibited.
- Non-potable water shall not be used for drinking.
- Outlets for non-potable water shall be posted in a manner understandable to all employees that the water is unsafe for drinking.

### **5.3 Shade Access and Rest Periods**

Employees shall be allowed and encouraged to take a preventative cool-down rest in the shade for a period of no less than five minutes at a time when they feel the need to do so to protect themselves from overheating. An individual employee who takes a preventative cool-down rest (A) shall be monitored and asked if he or she is experiencing symptoms of heat illness; (B) shall be encouraged to remain in the shade; and (C) shall not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access the shade.

#### **5.3.1 Shade**

Supervisors shall ensure shade is available to their employees when the temperature exceeds 80°F, and upon employee request when temperatures are below 80°F. When the outdoor temperature in the work area exceeds 80°F, the employer shall have and maintain one or more areas with shade at all times while employees are present that are either open to the air or provided with ventilation or cooling. The amount of shade present shall be at least enough to accommodate the number of employees on recovery or rest periods, so that they can sit in a normal posture fully in the shade without having to be in physical contact with each other. The shade shall be located as close as practicable to the areas where employees are working.

Subject to the same specifications, the amount of shade present during meal periods shall be at least enough to accommodate the number of employees on the meal period who remain onsite.

Shade means blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not deter or discourage access or use. Shade is available at all district sites. Employees are encouraged to take breaks in areas of shade and open to the air.

5.3.1.1 Areas of shade include:

- Sides of buildings under roof eaves;
- Inside buildings;
- Permanent lunch shade structures;
- Fully-leaved trees (worker makes no shadow)
- Vehicles with air conditioning operating.

Employees are allowed and encouraged to take a preventative cool-down rest in the shade when they feel the need to do so to protect themselves from overheating. Such access to shade is permitted at all times.

5.3.1.2 An individual employee who takes a preventative cool-down rest:

- Will be monitored and asked if he or she is experiencing symptoms of heat illness;
- Will be encouraged to remain in the shade; and
- Will not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access the shade.

If an employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest or during a preventative cool-down rest period, the supervisor will provide appropriate first aid or emergency response according to the Emergency Response section below.

## **5.4 Acclimatization**

Acclimatization is a process by which the body adjusts to increased heat exposure. Employees are more likely to develop heat related illness if they not allowed or encouraged to take it easy when a heat wave strikes, or when they start a new job that exposes them to heat.

Supervisors are required to acclimatize employees and allow time to adapt when temperatures rise suddenly and employee risk for heat illness increase. Acclimatization may also be required for new employees, employees working at temperatures to which they haven't been exposed for several weeks or longer, or employees assigned to new jobs in hot environments.

Generally, about four to fourteen days of daily heat exposure is needed for acclimatization. Heat acclimatization requires a minimum daily heat exposure of about two hours of work. Gradually increase the length of work each day until an appropriate schedule adapted to the required activity level for the work environment is achieved. This will allow the employee to acclimate to conditions of heat while reducing the risk of heat illness.

It should be noted that new employees are among those most at risk of suffering the consequences of inadequate acclimatization. Supervisors with new employees should be extra-vigilant during the acclimatization period, and respond immediately to signs and symptoms of possible heat illness.

### **5.5 Emergency Procedures**

If an employee has any symptoms of heat illness, first-aid procedures should be initiated without delay. Common early signs and symptoms of heat illness include headache, muscle cramps, and unusual fatigue. However, progression to more serious illness can be rapid, and can include loss of consciousness, seizures, mental confusion, unusual behavior, nausea or vomiting, hot dry skin, or unusually profuse sweating.

Any employee exhibiting any of the above-mentioned symptoms requires immediate attention. Even the initial symptoms may indicate serious heat exposure. If medical personnel are not immediately available onsite and serious heat illness is suspected, emergency medical personnel should be immediately contacted and on-site first aid undertaken. No employee with symptoms of possible serious heat illness should be left unattended or sent home without medical assessment and authorization.

If any employee exhibits signs or symptoms of heat stroke emergency medical services must be contacted. Supervisors must be able to provide clear and precise directions to the worksite and should carry cell phones or other means of communication to ensure that emergency services can be called.

### **5.6 High Heat Procedures**

High heat procedures are additional preventative measures that the District will take when the temperature equals or exceeds 95 degrees Fahrenheit. These procedures will include the following to the extent practicable:

- 5.6.1 Ensuring that effective communication by voice, observation, or electronic means is maintained so that employees at the work site or area can contact a supervisor when necessary. An electronic device, such as a cell phone or radio may be used for the purpose only if reception in the area is reliable.
- 5.6.2 Observing employees for alertness and signs or symptoms of heat illness. The employer shall ensure effective employee observation/monitoring by implementing one or more of the following:
  - Mandatory buddy system
  - Regular communication with supervisor such as by radio or cellular phone
  - Other effective means of observation

- 5.6.3 Designating one or more employees on each worksite as authorized to call for emergency medical services and allowing other employees to call for emergency services when no designated employee is available.
- 5.6.4 Reminding employees throughout the work shift to drink plenty of water.
- 5.6.5 Pre-shift meetings before the commencement of work to review the high heat procedures, encourage employees to drink plenty of water and remind employees of their right to take a cool-down rest when necessary.

## **5.7 Training**

The District shall provide training for all potentially impacted employees, and their supervisors, working where environmental risk factors for heat illness are present. Training information shall include, but not be limited to:

- 5.7.1 Environmental and personal risk factors for heat illness.
- 5.7.2 Procedures for identifying, evaluating, and controlling exposure to environmental risk factors for heat illness.
- 5.7.3 The importance of frequent consumption of hydrating fluids, up to 1 quart (4 cups of water) per hour, when environmental risk factors for heat illness are present; particularly when employee is excessively sweating during the exposure.
- 5.7.4 The importance of acclimatization.
- 5.7.5 Different types of heat illness and the common signs and symptoms of heat illness.
- 5.7.6 The importance of immediately reporting symptoms or signs of heat illness, in themselves or in co-workers, to their supervisor.
- 5.7.7 Understanding the procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by emergency medical service.
- 5.7.8 Procedures for ensuring that, in the event of an emergency, clear and precise direction to the work site can and will be provided to emergency responders.

Supervisors shall receive training on the following topics prior to being assigned to supervise outdoor employees:

- 5.7.9 The training information required of the employees, detailed above
- 5.7.10 Procedures supervisors are to follow to implement the provisions of this program
- 5.7.11 Procedures the supervisor shall follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures

Retraining will be required under any of the following conditions:

- 5.7.12 Changes in the workplace render previous training obsolete.
- 5.7.13 Inadequacies in an employee's knowledge of heat illness prevention indicate that the employee has not received the required training.

## **6 Safety Program Compliance**

### **6.1 Disciplinary System**

Failure to comply with the guidelines of the District's HIPP will result in disciplinary actions.

6.1.1 Classified employees – Article 14 of the “California School Employees Association Agreement.”

6.1.2 Certificated employees - Administrative Regulation Section 4118.

## **7 References and Resources**

**Cal/OSHA Heat Illness Prevention Standard** - California Code of Regulations, Title 8, Section 3395, California Department of Industrial Relations (<http://www.dir.ca.gov/title8/3395.html>)

**Cal/OSHA Heat-Related Illness Prevention and Information**

(<http://www.dir.ca.gov/dosh/heatillnessinfo.html>)

**Heat Illness Prevention enforcement Q&A**

<http://www.dir.ca.gov/DOSH/heatIllnessQA.html>

**Protect Yourself from Heat Illness**

[http://www.dir.ca.gov/dosh/dosh\\_publications/HeatIllnessEmployeeEngSpan.pdf](http://www.dir.ca.gov/dosh/dosh_publications/HeatIllnessEmployeeEngSpan.pdf)

**NOAA Heat Wave Resources**

(<http://www.nws.noaa.gov/om/heat/index.shtml>)

**NOAA Heat Index Chart**

([http://www.nws.noaa.gov/om/heat/heat\\_index.shtml](http://www.nws.noaa.gov/om/heat/heat_index.shtml))

**NOAA Weather Information and Forecasting**

(<http://www.noaa.gov/wx.html>)

## **8 Program Maintenance**

The Heat Illness Prevention Program Administrator will periodically review this plan. This person shall verify effective implementation of each element of the Program, make any changes needed and communicate program status and changes made to management and to affected employees.



# Bellevue Union School District

## COVID-19 Safety Plan (CSP) revised 01/11/23

Board Approved - 01/17/2023

### 1. Facial Coverings/Other PPE

**Policy for Face Coverings:** BUSD provides clean, undamaged face coverings and ***strongly recommends*** they are properly worn by employees and students over the nose and mouth when indoors regardless of vaccination status.

The District will follow current state and county guidelines regarding the use of face coverings. Employees and students are encouraged to supply their own masks, however, the District will have disposable face-coverings available if needed for both staff and students.

Face-covering may be removed during breaks, at designated times and in designated areas. Face coverings will not be required while students and staff are actively engaged in eating or drinking. Training will be provided for students and staff in the proper use and etiquette of all face coverings. BUSD will continue to monitor and update requirements for face coverings based on guidance from the County Department of Public Health.

In the event that employees are required to wear face coverings in the workplace they may remove them under the following conditions:

- When an employee is alone in a room or a vehicle
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- Employees/students who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

**Types of face coverings allowed (ie: no valves,  $\geq 2$  ply, no bandanas, no gaiters, etc):** **In the event that face masks become required**, the specific types of face coverings allowed include N95, KN95, cloth masks, and 2 ply surgical masks. N95 and KN95 masks are recommended. Masks with valves, gaiters, and bandanas will not be allowed.

**Availability of Extra Masks:** BUSD has acquired many facial coverings including N95, KN95, cloth, and 2 ply disposable surgical masks and maintains a stock on hand. The District has both adult and child sizes of facial covering available. Each site has additional supplies available in each school office. Each classroom will have some child sized disposable masks on hand as well if students need to change masks.

#### **Plan for refusal to wear face coverings:**

Should the local health department implement a new mask mandate during the school year, the following is a plan for students who refuse to wear a mask.

If a student refuses to wear a face covering, the following steps will be taken:

- 1) The teacher will remind the student to put the mask on.
- 2) The teacher will ask the student to put the mask on and explain reasons for wearing a mask. The teacher will remind the student of the BUSD Agreement.
- 3) The site administrator/office staff will be notified and work with the student.
- 4) The parent/caregiver will be contacted to collect their child.
- 5) Site administrator will work with the student and family about next steps if offenses continue.

[See also BUSD Parent/Student Agreement English Updated 08/08/21.](#)

## 2.Ventilation

Ventilation systems have been checked to be in working order and will be monitored for proper operation. BUSD will continue to replace all Heating, Ventilation & Air Conditioning (HVAC) filters on the regular replacement cycle with MERV-13 filters where applicable. Replacement cycles will be adjusted accordingly based on guidance or need. In addition to HVAC, best practices for classroom and office ventilation are to have windows and doors open to allow air flow to provide as much fresh air as possible.

Air purification systems were purchased and distributed throughout the district in offices, classrooms, and common areas.

## 3.Healthy Hygiene Practices

Demonstrations **may** be used to teach and reinforce handwashing with soap and water for at least 20 seconds. Supervision of students may be utilized to reinforce health and safety protocols. Hand hygiene is one of the most simple yet effective actions to prevent the spread of most respiratory viruses. Practicing frequent and proper hand hygiene, which includes the use of alcohol-based hand sanitizer or handwashing with soap and water is a critical practice to reduce the spread of pathogens and prevent infections, including the COVID-19 virus.

A sink with soap and water is available in every classroom, student bathrooms, the staff break room, and staff bathrooms. Students will be encouraged to rub sanitizer into their hands until completely dry. The District provides unscented, ethyl alcohol based hand sanitizers.

Handwashing and hand sanitation will be taught as a priority.

- Teachers and staff will model hand washing for students.
- Students will have access to hand sanitizer and/or sinks with soap and water.
- Hand sanitizer is available at the entry point of each classroom.
- Age-appropriate signage is displayed to remind students to wash their hands.
- A schedule for hand hygiene will be in place. Students will clean/sanitize their hands upon entry to the classroom. Frequent reminders to wash or sanitize hands will be given throughout the day.
- Hand hygiene will be performed prior to and after snack and recess breaks.
- Students will be taught about respiratory etiquette. Students will be reminded to sneeze or cough into their elbow, even while wearing a face covering.
- Students will be encouraged to avoid touching their face, eyes, nose, and mouth.

## 4. Routine Cleaning and Disinfection

**General high-touch surfaces:** Disinfecting of high frequency used surfaces and all surfaces are regularly disinfected by our custodial and other staff members with a solution manufactured by Buckeye International, E-23 Disinfectant which has the active ingredients of Quaternary ammonium [EPA](#) Registration Number 47371-129 which is confirmed by EPA as a product that meets criteria for use against SARS-CoV-2, the virus that causes COVID-19. When performing this work it is encouraged to use appropriate PPE. Concentrate dilution dispensers with this cleaning solution are installed in every custodial closet throughout our BUSD Campuses. Spray bottles **are available** for each room throughout our BUSD Campuses.

**Classrooms, Bathrooms, & Offices:** At a minimum cleaning and disinfecting will be performed within these spaces once per day by the night custodian. It is recommended that if an additional group is scheduled to make use of the room an additional disinfecting of the room occurs before use.

**Cafeteria:** Tables will be cleaned daily.

**Playgrounds:** Hand hygiene will be emphasized with all groups to ensure good hygiene.

**Hallways:** For sites that have indoor hallways, handles and frequently touched surfaces will be cleaned and disinfected

daily.

## 5.Vaccination & Testing Requirements

District may provide testing to students and staff when symptomatic, as a response to an on-site exposure or outbreak, or upon request. The district accesses testing resources through CDPH and has antigen testing kits on school sites.

There is currently no requirement to test students participating in extracurricular activities. The District may implement testing for extracurricular activities if it is deemed necessary by the local public health agency. Should it become a requirement, students may utilize the testing provided by the District or seek out resources from the county or their healthcare provider. See county testing [calendar](#) for dates and locations.

## 6.Visitors/Volunteers/Vendors

**Essential visitor / vendor policy - log-in/out list:** Visitors will be asked to follow current protocols established by the District. All visitors must self-screen prior to entering the facility. They should not enter the campus if they have symptoms consistent with COVID-19.

**Policy for limiting non-essential visitors:** BUSD will continue to offer virtual meeting options for families. Attendance at IEPs, attendance meetings, parent/teacher conferences, 504 meetings, and SST meetings may be held in person or remotely.

**Volunteers:** Volunteers will need to fill out the volunteer packet and submit all requirements including a COVID-19 vaccination card. Volunteers will be required to self-screen prior to entering the school campus. They should not enter the campus if they have symptoms consistent with COVID-19.

## 7.Health Screening/Symptom Monitoring/Sick Protocol

**Self-Screen Procedure for Staff & Students:** Students, staff, visitors, and volunteers will be expected to self-screen at home prior to coming to school or work. Individuals should stay home and call the office or supervisor if they are symptomatic. Symptomatic individuals should test for COVID-19.

**Support available for individuals staying home:** School site office staff will follow up with families when a student is out sick to determine what support may be necessary. A student or employee who needs to stay home due to illness/isolation requirements will not experience repercussions to employment or his/her grade.

**Immediate protocol in case of a sick staff/faculty member:** If a staff member becomes ill with symptoms consistent with COVID-19, they will be sent home and recommended they be tested for COVID-19. The site administrator will plan for staff coverage. If a staff member is unable to drive due to illness, the emergency contact is unavailable, and the symptoms are severe, 911 will be called. Severe symptoms include, but are not limited to, trouble breathing, persistent pain, chest pressure, or confusion. The work area or classroom of the COVID-19 positive staff member will be disinfected. Students and/or staff who are in the impacted area will be moved outside or to another location while the area is being disinfected. The staff member will be recommended for testing. For staff who test positive for COVID-19, yet feel well enough to work from home, may work from home if the position/type of work allows and it is approved by both the employee's direct supervisor and the district superintendent.

**Screening criteria/procedure onsite for students:** Parents will be required to keep symptomatic students with COVID-19 at home. Anyone, staff or student, who shows symptoms of COVID-19 should not enter a BUSD facility.

**Immediate protocol in case of a sick student:** If a student becomes ill they will be removed from the classroom and sent to the health office. Any students exhibiting symptoms will remain in a care area until they can be picked up by a responsible adult on their emergency contact for or be transported to a healthcare facility if symptoms are severe. If a student becomes sick, the emergency contact is unavailable and the symptoms are severe, 911 will be called. Severe symptoms include, but are not limited to, trouble breathing, persistent pain, chest pressure, or confusion.



Once the sick student has been removed from the classroom, the remaining students and staff will relocate to an outdoor area or the multipurpose room during inclement weather while the impacted classroom is disinfected by custodial staff. Once the room has been aired and disinfected the remainder the students and staff may return to class.

Students will have the opportunity to make up assignments, tests, etcetera. They may be provided classwork through a digital platform or teacher made packet of assignments.

**Symptom monitoring procedures throughout the day:** Students should self-monitor throughout the day for symptoms of illness. If a student reports feeling ill or exhibits signs and/or symptoms of COVID-19, classroom staff will complete a hall pass with a checklist of symptoms for the office staff, school nurse, or other member of the District medical team to review. Staff will screen the student for symptoms consistent with COVID-19. If the student is symptomatic they will **be sent home.**

## 8. Handling of a COVID-19/Symptomatic Individual

Students may be sent to the health office or sit outside if weather permits. PPE is available and includes: N95/KN95 masks, gloves, face shields, additional disposable masks, and disposable gowns. Site staff will ensure the individual is cared for, and call an emergency contact to pick up the student. If a staff member is sick, the site administrator will arrange for coverage and the employee will be sent home.

**Protocol for disinfection of contaminated areas:** After an individual has been picked up from the office/outdoor area. The area will be ventilated/aired out (if an indoor area) and the custodian will disinfect the isolation area. After the room is disinfected, the room will be aired out again to allow for clearance of any chemicals used in cleaning and disinfecting the space.

**Instructions to give ill staff / family of ill child (re: follow-up with PCP, testing guidance):** Site based staff may provide follow-up information regarding testing locations/options, recommend they contact their primary care physician, and the return to school criteria.

**Plan for testing symptomatic individuals:** The District may provide an antigen test that the parent can use to test their child. Parents may also test their child at a clinic, public health testing site or through their primary care physician.

## 9. Case Reporting, Contact Tracing, & Investigation

**Case Reporting:** School site staff will report any positive cases who were onsite to the COVID-19 Coordinator or designee. The site staff will collect all pertinent information and submit information to the Coordinator or designee. The case will be reviewed and then reported to public health.

**Contact Tracing & Investigation:** The District will utilize the “group contact tracing” method available for schools recommended by CDPH and make notifications when needed. The guidance is scenario based and varies depending on factors in each situation. See charts below. These charts were updated on June 9, 2022. The District will make adjustments in protocol as state and local guidance is adjusted.

## 10. Plans for After an Exposure Event

*When someone is confirmed positive for COVID-19 and individuals were exposed onsite.*

### **Designated COVID Coordinator(s) and corresponding duties:**

BUSD COVID-19 Coordinator-Tracy Whitaker, M.A., (707) 388-8540, [twhitaker@busd.org](mailto:twhitaker@busd.org)

Duties include but are not limited to:

- Oversee tasks, requirements, and guidance related to COVID-19
- Support campuses when questions arise regarding protocols, procedures, exposures, etc.
- Coordinate training for staff (such as hygiene, contact tracing, FIT testing, etc.)
- Provide routine reminders of expectations and safe health practices
- Maintain a current knowledge and understanding of CDC, CDPH, and LHD guidelines
- Act as the district liaison to the Sonoma County Public Health Department
- **Provide guidance,** and follow CDC/LHO recommendations
- Update the Superintendent and School Board as needed

**Plan for confirmed COVID-19 case reporting:** The COVID-19 Coordinator, School Nurse, or designee will report positive cases to Public Health including name, date of birth, symptoms, date of symptom onset, date of positive test, last days onsite, and which school site. COVID-19 Coordinator, School Nurse, or designee will work collaboratively to provide materials to sites that will support the student/family, provide information, and determine appropriate next steps if needed.

**Plan for “Close Contact” identification:** The District will use the “group contact tracing” method designed for schools which identifies who shared airspace in a classroom environment.

**Plan for Exposure testing for staff:** Staff may be tested onsite or seek out testing through the county or physician. Vaccinated staff are not required to be tested, however it will be available to all staff.

**Plan for Exposure testing for students:** The District will maintain testing supplies on hand to test symptomatic and/or exposed students.

**Support for staff in Isolation:** Staff will be provided guidance on how to isolate and the importance of it. Staff who have tested positive for COVID-19 and feel well enough to work may do so remotely **with approval by both the employee’s direct supervisor and the district superintendent.** Otherwise, sick leave will be applied.

**Support for students in Isolation:** Students/families will be provided guidance on how to isolate and the importance of it. Students in isolation may be provided work packets or access to their online class assignment. Otherwise, they will be out sick. Students will be able to make up assignments, tests, etc.

**Return to school criteria for COVID-19 positive individual:**

COVID-19 cases with COVID-19 symptoms will not return to work/school until all the following have occurred:

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
- COVID-19 symptoms have improved.
- At least 10 days have passed since COVID-19 symptoms first appeared.
- May return on day 6 or later with a negative antigen test.

COVID-19 cases who tested positive but never developed COVID-19 symptoms may return after day 5 before day 11 with a negative antigen test. COVID-19 tests may be self-administered and self-read only if the following independent verification of the results can be provided by providing a time-stamped photograph of the results. Staff may self-attest using an over the counter antigen test by writing their name and date on test and sending a timestamped, dated photograph to their supervisor.

A negative COVID-19 test will not be required for an employee or student to return to work or school past the 10 day isolation period. A negative test will be required to return prior to the 10 day isolation period.

If an order to isolate or quarantine an employee or student is issued by a local or state health official, the employee or student will not return to campus until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be once 10 days have passed from the time the order to isolate was effective.

See Isolation and Quarantine Protocols and the Sonoma County Department of Health Services Scenario-based COVID-19 Guidance below updated **11/09/2022.**

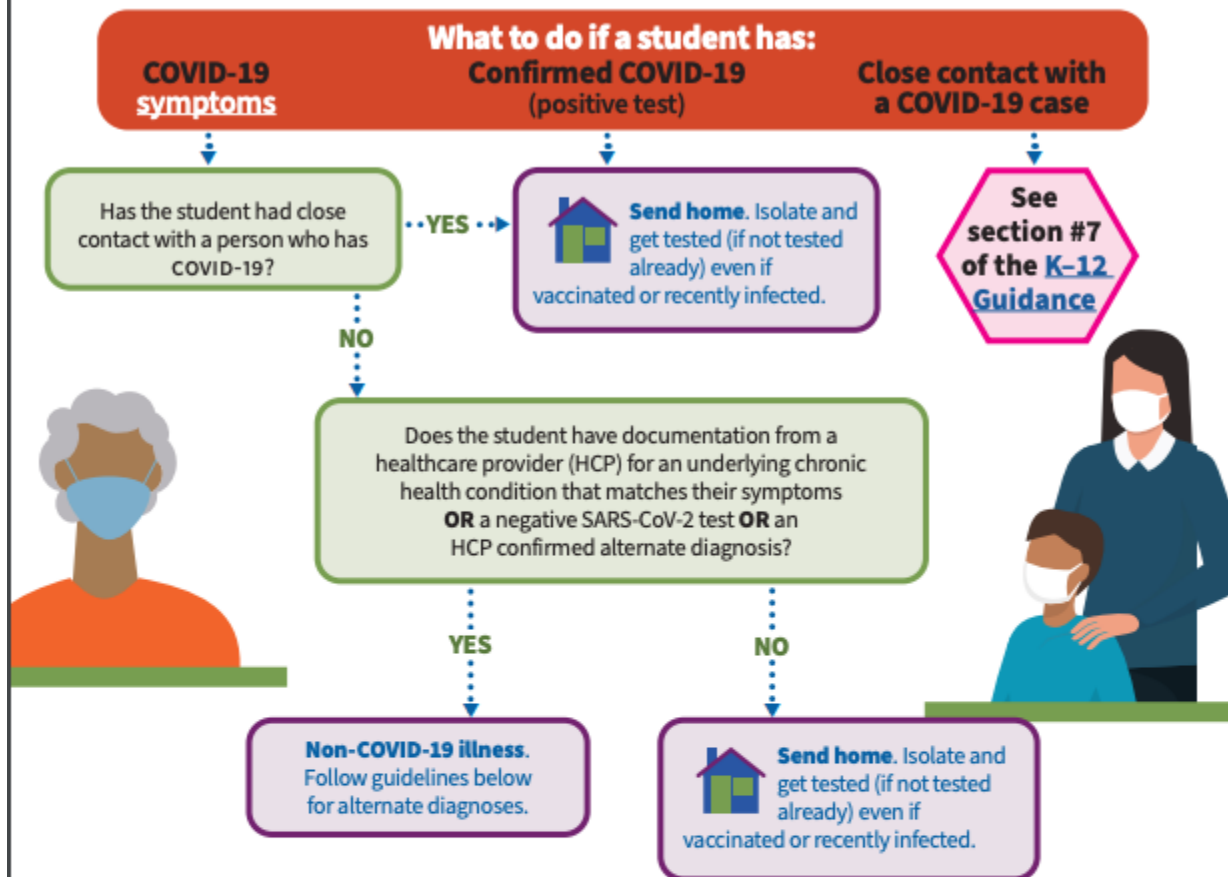
**Table 1: Persons Who Should Isolate**

Persons Who Test Positive for COVID-19 (Isolation)	Recommended Action
<p><b>Everyone, regardless of vaccination status, previous infection or lack of symptoms.</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Stay home</a> (PDF) for at least 5 days after start of symptoms (or after date of first positive test if there are no symptoms).</li> <li>• Isolation can end after day 5 if symptoms are not present or are resolving AND a diagnostic specimen* collected on day 5 or later tests negative.</li> <li>• If unable to test or choosing not to test, and symptoms are not present or are resolving, isolation can end after day 10.</li> <li>• If fever is present, isolation should be continued until fever resolves.</li> <li>• If symptoms, other than fever, are not resolving, continue to isolate until symptoms are resolving or until after day 10. If symptoms are severe, or if the infected person is at high risk of serious disease, or if they have questions concerning care, infected persons should contact their healthcare provider for available treatments</li> <li>• Per CDPH masking guidance, infected persons should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings.</li> </ul> <p>*Antigen test preferred.</p>

**Table 2: Close Contacts (No Quarantine)**

Persons Who are Exposed to Someone with COVID-19	Recommended Action
<p>Everyone, regardless of vaccination status</p> <p>Persons infected within the prior 30 days do not need to be tested, quarantined, or excluded from work unless symptoms develop.</p>	<ul style="list-style-type: none"> <li>• Test within 3-5 days after last exposure.</li> <li>• Per CDPH masking guidance, close contacts should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings and when near those at higher risk for severe COVID-19 disease (see masking section below for additional information).</li> <li>• Strongly encouraged to get vaccinated or boosted.</li> <li>• If symptoms develop, test and stay home (see earlier section on symptomatic persons), AND</li> <li>• If test result is positive, follow isolation recommendations above (Table 1).</li> </ul>

# Managing confirmed or suspected COVID-19 at K-12 schools



**Positive or no test:** Stay home for at least 5 days after symptoms start (or after positive test if no symptoms). Isolation can end after day 5 **IF** fever-free with no (or resolving) symptoms **AND** a test (antigen preferred) on day 5 or later is negative. If no test or a positive test on day 5 or later, or symptoms not resolving, isolate through day 10, continuing until fever-free.

**Negative test or alternate diagnosis** (with no previous positive test): May return to in-person instruction if fever-free (no fever for previous 24 hours, without using fever-reducing medication) **AND** other symptoms improving.

For more detailed information and guidelines, see [CDPH Schools Guidance](#) and [CDPH Isolation & Quarantine Guidance](#).

Staff and employers are subject to Cal/OSHA [COVID-19 ETS](#) or [Aerosol Transmissible Diseases](#) standard and should review those requirements.



Visit the interactive version of this document

## Outbreak Response Plan

1. BUSD will work closely with SCDHS when an outbreak occurs and follow guidance regarding necessary levels of quarantine/isolation.
2. Notify impacted parents/guardians and school staff if they are considered a close contact or were in a group with a positive case (group contact tracing method) via notification letter specific to the situation and phone call.
3. COVID-19 Coordinator or School Nurse will liaise with (SCDHS) as needed regarding the cluster/outbreak investigation by confirming which sites or classes are impacted and include confirmed cases or symptomatic students and staff members, and if recent events or gatherings involved any cases or symptomatic persons.
4. Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.
5. Provide notifications to the school community as needed.
6. Review mitigation measures and determine if any additional measures need to be implemented or if reeducation to staff and students is needed.

## 11.Communication Plans

**Provide plan for communications with families and staff after an onsite exposure:** In the event of an outbreak, students and families will be notified through BUSD's Blackboard messaging system. Employees impacted by the outbreak will be notified with an exposure notification letter provided by the site administrator. Union representation will be notified Google spreadsheet/email with specific employee exposure information when required by OSHA guidelines. Specific student test results and family situations will be kept confidential.

[Link to Notification Templates](#)

## 12.Staff Training

**Provide plan for training staff on new COVID-19 Safety plan:** All staff will have an opportunity to review the approved safety plan and participate in an online training module. Information and training will include:

- A. The COVID-19 Safety Plan
- B. COVID-19, how it spreads, and how to protect themselves and students
- C. Hygiene practices, hand washing, hand sanitizing
- D. Proper use of face coverings
- E. COVID-19 symptoms, and the importance of obtaining a COVID-19 test, and not coming to work if the employee has COVID-19 symptoms. Employees have already received this information, but it will be reviewed by the district prior to students returning to campus.
- F. Additionally, all staff will complete a COVID-19 training through Target Solutions online platform. Tracking of the completed training will be done through the district office and the Target Solutions platform.

**Provide plan for enforcing COVID-19 Safety plan with staff:** Staff will be expected to follow all COVID-19 related safety protocols. The district will utilize HR processes and enforce all established collective bargaining discipline agreements and/or progressive discipline if needed.

**Provide a plan to remain current on guidelines and best practices:** COVID-19 Coordinator and Superintendent will monitor CDPH, SCDHS, and CDC websites, press releases, new guidance, attend events/webinars provided by SCDHS/SCOE, and update staff as needed. Staff updates tend to occur through email and the district newsletter. In addition, the COVID-19 Coordinator will send out periodic reminders regarding updates, best practices, health and safety, etc.

## 13.Family Education

**Provide plan for educating families on new COVID-19 Safety plan:**

The COVID-19 Safety Plan will be posted on the school district website in both English & Spanish. Each parent/guardian will receive the BUSD Parent/Student Agreement outlining expectations and the mask policy for review and signature along with a list of symptoms for pre screening at home before school each day.

**Provide plan for enforcing COVID-19 Safety plan with students/families:** If students refused to follow the masking protocols (when required by public health), they will be reminded of the BUSD Parent/Student Agreement. If students continue to be disruptive by not following the protocols, progressive discipline and restorative practices will be utilized to help students understand why it's important everyone follows these guidelines. However, if ultimately the student continues to refuse to follow the guidelines, the school will have no choice but to call home and ask a parent or guardian to come pick up the student. If that happens, the student will still be allowed to come back to school the following days; however, if the student continues to violate the Agreement, the site administrator will work with the student and family on next steps if offenses continue. Administration, the student and the parent will meet to discuss this before that happens.

**Provide a plan for continuing communication/education as guidelines change:** Families are updated via the district newsletter, the Blackboard all call system, and notifications sent home with students.

## 14.Consultation

**Labor organization(s) and date(s) consulted:**

*(If no labor organization represents staff at the school, please describe the process for consultation with school staff)*

**For the original CSP board approved on March 9, 2021** the following input from both labor organizations, Bellevue Education Association (BEA) and California School Employees Association, Chapter 501 (CSEA) had been provided in various meetings including; Employee-Employer Relations Committee meetings, The District Strategic Planning Team meetings, COVID-19 MOU and negotiation meetings. In addition, various site level staff meetings have provided input for this plan.

### Employee-Employer Relations Committee Meetings

Bellevue Employee Association (BEA):

- October 7, 2020
- November 12, 2020
- December 10, 2020
- January 14, 2021
- February 18, 2021

California School Employees Association (CSEA):

- November 18, 2020
- January 20, 2021
- February 17, 2021

### District Strategic Planning Team 2.0 & 2.1 Meetings:

- June 2, 2020
- June 16, 2020
- June 23, 2020
- July 7, 2020
- November 2, 2020
- November 18, 2020

### COVID-19 meetings and MOU meetings:

BEA:

- July 8, 2020
- July 17, 2020
- August 3, 2020
- August 19, 2020
- October 29, 2020
- December 7, 2020
- January 15, 2021
- February 18, 2021

CSEA:

- July 6, 2020
- July 15, 2020
- August 13, 2020

- September 18, 2020

Site Level Input:

Bellevue Elementary: Staff Input on Reopening; February 11, 2021  
 Kawana Springs Elementary: PBIS Committee; February 4, 2021, Classified Staff Input; February 12, 2021, Faculty Input; February 17, 2021  
 Meadow View: Site Leadership, January 20, 2021, Staff meeting, February 17, 2021  
 Taylor Mountain Elementary: Site Leadership Meeting: January 21, 2021, Staff Meeting, January 27, 2021, Staff Meeting, February 3, 2021, Staff Meeting, February 17, 2021  
 Coffee with the Principal, Friday January 8th, 2021  
 Coffee with the Principal, Friday February 5, 2021

**Parent / Community Organization(s) and date(s) consulted:**

Input from our parents and community have been provided in various meetings including:

District Strategic Planning Team 2.0 & 2.1 Meetings:

- June 2, 2020
- June 16, 2020
- June 23, 2020
- July 7, 2020
- November 2, 2020
- November 18, 2020

Monthly Regular and Special Board meetings

Site Level Input:

Bellevue Elementary: Parent Club Meeting; February 12, 2021  
 Kawana Springs Elementary: ELAC; February February 11, 2021, School Site Council; February 18, 2021  
 Meadow View: Coffee with the Principal, January 8th, 2021, Coffee with the Principal, February 5, 2021

**Other:**

In addition, input from other other stakeholders (including mentioned above) have been provided in various meetings including:

Educational Sub-Committee, Tuesday, December 08, 2020  
 Curriculum Collaborative Committee, Wednesday, December 9, 2020  
 District-wide Teacher Meeting Thursday, January 14, 2021  
 Regularly scheduled weekly and special scheduled principal meetings and leadership meetings.

Communication through Weekly District Newsletter and established accordion communication process.

**Consultation on revisions for the 2021-2022 School Year:**

Revisions to the CSP have been made primarily due to changes in guidance from the California Department of Public Health and Sonoma County Department of Health Services. The District leadership met with BEA on Tuesday, August 31, 2021 to address concerns around COVID and guidance. There has not yet been an opportunity to meet with CSEA.

A COVID-19 update was presented at a Regular Board meeting on August 17, 2021. A Special Board meeting was held on September 2, 2021 to address concerns and review current guidelines.

This document is subject to change as guidance from CDPH and SCDHS adjust to changing conditions.

**Consultation on revisions for the 2022-2023 School Year:**

A draft of this document was sent to union leadership for both BEA and CSEA for review. District leadership will continue to meet with EERC for both BEA and CSEA and discuss considerations related to COVID-19 as needed.



# BUSD IIPP Training Schedule

Schedule		Hosted by		Training Topic
January		Director of Maint. & Ops.		Safe Lifting Practices
February		Director of Maint. & Ops.		Ladder Safety
March		Director of Maint. & Ops.		Maintenance Staff: Knowing your Role in District Safety Plan
		All BUSD Supervisors		Explanation of our Injury Illness Prevention Plan
April		Director of Maint. & Ops.		Personal Protective Equipment use and management
		Director of Maint. & Ops.		Safety Data Sheet Management and Understanding
May		Director of Maint. & Ops.		Electrical Safe Work Practices
June		Director of Maint. & Ops.		Safe Pressure Washing Practices
		Director of Maint. & Ops.		Safe Lifting Practices
July		Director of Maint. & Ops.		Fire Extinguisher Maintenance and Use
		Director of Maint. & Ops.		AED use and Maintenance
August		HR/Target Solutions		Anti-Harassment (Prevention of Sexual Harassment training for staff and supervisors)
		HR/Target Solutions		Child Abuse Mandated Reporter
		HR/Target Solutions		Bloodborne Pathogens Awareness
September		Director of Maint. & Ops.		Asbestos and Lead Safe Work Practices
October		Director of Maint. & Ops.		Ladder Safety
November		Director of Maint. & Ops.		Integrated Pest Management
December		Director of Maint. & Ops.		Natural Gas Leak Detection Investigation and Response