

# INJURY & ILLNESS PREVENTION PROGRAM



**KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT**

**1310 Stroud Avenue**

**Kingsburg, CA 93631**

*Revised: February 2024*

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## Introduction

The Injury & Illness Prevention Program (IIPP) is established to provide a framework for the KINGSBURG ELEMENTARY CHARTER 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 KINGSBURG ELEMENTARY CHARTER 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 Maintenance, Operations and Transportation 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, and Transportation Department is the Districts designated SAFETY OFFICER. The SAFETY OFFICER is the person responsible for implementing the KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT's Injury and Illness Prevention Program.

The SAFETY OFFICER is responsible for occupational safety and health, and will assure that the KINGSBURG ELEMENTARY CHARTER 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 8-25-22

ACCEPTED: Chief Business Officer

  
\_\_\_\_\_ Date 8-25-2022

ACCEPTED: Safety Officer/Director, Maintenance, Operations and Transportation

  
\_\_\_\_\_ Date 8-25-22

## The Safety Officer

The SAFETY OFFICER will serve as the Injury & Illness Prevention Program Coordinator for the KINGSBURG ELEMENTARY CHARTER 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 KINGSBURG ELEMENTARY CHARTER 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 KINGSBURG ELEMENTARY CHARTER 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

KINGSBURG ELEMENTARY CHARTER 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 KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT Schools
2. Wearing appropriate personal protective equipment as required and provided by the KINGSBURG ELEMENTARY CHARTER 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

## Compliance

### **Kingsburg Elementary Charter School District Commitment**

The KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT is committed to providing all employees a safe and healthy work environment.

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

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

*(Board Policy Reference #4157)*

### **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 KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT will utilize appropriate disciplinary action for employees who violate KINGSBURG ELEMENTARY CHARTER 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 KINGSBURG ELEMENTARY CHARTER 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 KINGSBURG ELEMENTARY CHARTER 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 KINGSBURG ELEMENTARY CHARTER 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 the program to The SAFETY OFFICER for consideration.

## **Kingsburg Elementary Charter School District Safety Committee**

The KINGSBURG ELEMENTARY CHARTER 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 KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT Schools' Injury & Illness Prevention Program.

The KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT Safety Committee is KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT -wide and is comprised of both management and staff.

The KINGSBURG ELEMENTARY CHARTER 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 KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT Safety Committee are to provide direct feedback to senior management of organizational and operational issues that are directly affecting injuries and Workers' Compensation costs.

All KINGSBURG ELEMENTARY CHARTER 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 Maintenance, Operations and Transportation Office.

At the end of each school year, the KINGSBURG ELEMENTARY CHARTER 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 KINGSBURG ELEMENTARY CHARTER 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 and Supervisors are encouraged to conduct safety walks quarterly in their area of responsibility. Principals and Supervisors should continuously monitor their areas during the work day for safety hazards and report any safety concerns to the DIRECTOR OF MAINTENANCE, OPERATIONS, AND TRANSPORTATION (MOT).

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 MOT.

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

The DIRECTOR OF MOT and the KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT Safety Committee will also review the safety evaluations and investigate long-term solutions to recurring hazards.

## **Safety Inspections**

The KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT has site safety inspections conducted every three years via an outside consultant. Approximately six months after the conclusion of the inspection, a visit is paid to the district to obtain information regarding the status of priorities 1 and 2.

## **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 MOT. Employees may refer to the district's Equipment Repair & Safety Work Request Procedures on how to report unsafe work conditions or practices.

Employees may use the *Equipment Repair & Safety Work Request Form* to report unsafe work conditions and practices. Employees should forward the completed form to their supervisor for review and appropriate action. The *Equipment Repair & Safety Work Request Form* may be obtained from the School Office Manager or by contacting the DIRECTOR OF MOT, and can be submitted anonymously.

It is the policy of the KINGSBURG ELEMENTARY CHARTER 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 KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT Schools' policy.

The KINGSBURG ELEMENTARY CHARTER 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 KINGSBURG ELEMENTARY CHARTER 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 MOT**

The DIRECTOR OF MOT 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 MOT 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 KINGSBURG ELEMENTARY CHARTER 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 KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT in addition to any internal investigation. Insurance agencies, as well as Cal/OSHA, fire departments, law enforcement agencies, and the KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT attorney may desire to investigate serious accidents and fatalities.

The KINGSBURG ELEMENTARY CHARTER 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 KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT knows or with diligent inquiry would have known of the death, serious injury, or illness. If the KINGSBURG ELEMENTARY CHARTER 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 KINGSBURG ELEMENTARY CHARTER 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 in Fresno  
Phone (559) 445-5302**

2550 Mariposa Street, Ste. 4000 Fresno, CA 93721  
Fax (559) 445-5786

## **Training & Instruction**

### **Training Programs**

The KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT is committed to providing all necessary safety training to its employees. Safety training programs are necessary for the KINGSBURG ELEMENTARY CHARTER 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 or DVDs, 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**

# KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT

## Equipment Repair and Safety Work Request Procedures

The 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) Write the date you are filling out the request form
- 2) Write your name as the requesting party (employees may anonymously report hazards)
- 3) Write the location of the repair or safety hazard (please be specific)
- 4) Write 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) Turn the Equipment Repair and Safety Work Request in to the Director of Maintenance, Operations, and Transportation. If it was reported as an immediate safety issue, please complete and turn in the form within 24 hours.

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.

**Equipment Repair & Safety Work Request Form**

**KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT  
EQUIPMENT REPAIR AND SAFETY WORK REQUEST**

***“Making KINGSBURG ELEMENTARY CHARTER the Safest Environment to Learn and Work!”***

Date of Request: \_\_\_/\_\_\_/\_\_\_      Requesting Party\*: \_\_\_\_\_(Optional)

Work Location: \_\_\_\_\_

Description

Work/repair: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Priority:

(\_\_\_) High – SAFETY ISSUE – Must be done within 24 hours.

(\_\_\_) Medium – Within the Week

(\_\_\_) Low – When you get a chance

---

**For Office Use Only:**

Date Received: \_\_\_/\_\_\_/\_\_\_      Priority Assigned: \_\_\_\_\_

(\_\_\_) Accomplish In-House      Work Request Date: \_\_\_/\_\_\_/\_\_\_  
(Copy of completed work request attached)

(\_\_\_) Contract Out      Company Contacted \_\_\_/\_\_\_/\_\_\_

Company Name: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Work Completed: \_\_\_/\_\_\_/\_\_\_

Authorized By: \_\_\_\_\_

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

**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, whether you go to the doctor or not. Immediately call (Toll-Free) 1-844-752-0415
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 TRISTAR Risk Management. For follow-up information or questions regarding your claim, call (559) 432-1260
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**



# *Kingsburg Elementary Charter School District*

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

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 \_\_\_\_\_

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

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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**



# *Kingsburg Elementary Charter 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:

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

If yes, describe:

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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**



# *Kingsburg Elementary Charter 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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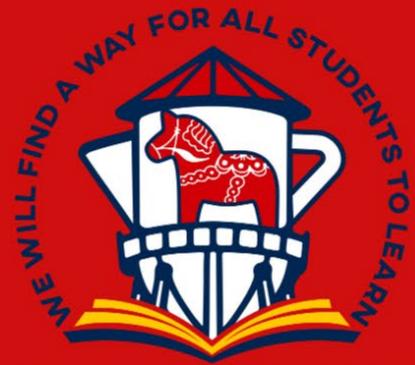
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\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date





**KINGSBURG**  
ELEMENTARY CHARTER SCHOOL DISTRICT



# COVID-19 Safety Plan

Effective: January 28, 2021  
Revised: February 22, 2024

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## INTRODUCTION: PURPOSE, SCOPE AND RESPONSIBILITIES

This Covid Safety Plan is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. Since the outbreak of COVID-19, the Kingsburg Elementary Charter School District (District) Governing Board and staff have taken and continues to take actions to address and respond to its challenges while continuing to provide a quality education for our children.

Throughout the first half of the 2020-2021 school year, the District opened for in-person instruction in accordance with the elementary school waiver, which was approved on October 1, 2020. Seventy percent of the District's enrolled students returned to in-person learning, while observing a hybrid model of instruction. The District further offered parents the opportunity to have their students attend school through distance learning. The District developed a Return-to-Work plan in accordance with state and local county health department guidelines.

As knowledge regarding COVID-19 has developed, the Districts' responses as well as the responses of federal, state, and local governments have evolved. The result has been new laws and regulations, executive orders issued by the Governor, and orders, directives, and guidance by state and local agencies, including state and local public health officers.

On January 14, 2021, the California Department of Public Health (CDPH) issued the COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year (CDPH Guidance). Pursuant to the CDPH Guidance, all school districts in California are required to develop and maintain a COVID-19 Safety Plan.

The Kingsburg Elementary Charter School District (KECSD) is committed to maintaining a safe work environment that reflects guidance from federal, state, and local public health officials to mitigate the spread of COVID-19. For the first time in over 100 years, we find ourselves developing new processes with the goal of protecting staff, students, parents and members of the public. While testing and vaccines are widely available, we must continue to practice strategies to decrease the spread of COVID-19. Together, our actions contribute to the wellness of our schools and community as a whole and protect the most fragile and high-risk individuals around us.

This COVID-19 Safety Plan is designed to set forth standards and protocols for the safety and well-being of KECSD employees, students and any other persons accessing KECSD offices and school settings. Its contents are to be implemented organization-wide.

The KECSD is responsible to provide systems to support compliance and strategies to promote employee safety, including strategies to mitigate the spread of COVID-19.

This document serves as the KECSD COVID-19 Safety Plan (CSP) and Cal/OSHA COVID-19 Prevention Program (CPP). In addition, this document and related site plans serves as the Elementary and Secondary School Emergency Relief Fund (ESSER III) Safe Return to In-person Instruction Local Education Agency (LEA) plan. This document was developed with the most current information known at the time and may be amended as guidance from federal, state and local agencies change.

When you have COVID-19 related questions, contact the following:

### **To Report COVID-19 Related Illness or Ask COVID-19 Testing Related Questions**

*Your immediate supervisor will be your main contact.*

For other COVID-19 Health Related Questions that cannot be answered at your site or department level:

**Carol Bray**, Director, Human Resources, [cbray@kesd.org](mailto:cbray@kesd.org)  
For Time Off from Work/Interactive Process

**Danny McIntyre**, Director, Maintenance & Operations, [dmcintyre@kesd.org](mailto:dmcintyre@kesd.org)  
For Cleaning and Disinfecting Protocols

All employees are expected to adhere to the standards and protocols contained in this document. All supervisors and managers are responsible to implement and enforce all aspects of this document.

## DEFINITIONS

**Close Contact:** A person sharing the same indoor airspace with a positive person for more than 15 minutes (cumulative per day) during the person's infectious period, regardless of whether person(s) is wearing a mask or vaccination status.

**Common Area:** Common areas include all areas of the building accessed by the public or staff members for shared purposes, including lobbies and waiting areas, meeting rooms, hallways, restrooms and break rooms, and elevators.

**Contact Tracing:** Contact tracing is a process used by the public health department to slow the spread of infectious disease. A contact tracer helps identify people who may have had close contact with a COVID-19 positive patient and gives close contacts information on how to get care and treatment, and how to self-isolate, if needed.

**Isolation:** Separates infected people with a contagious disease from people who are not sick.

**Infectious Period:** For the purpose of isolation and exclusion of confirmed cases, infectious period is defined by CDPH as:

- Symptomatic cases: from the day of symptom onset until 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms are mild and improving.
- For asymptomatic confirmed cases - there is no infectious period for the purpose of isolation or exclusion. If symptoms develop, the criteria above will apply.

*\*The potential infectious period is 2 days before the date symptoms began or the positive test date (if no symptoms) through Day 10. (Day 0 is the symptom onset date or positive test date.)*

**Major Outbreak:** Twenty (20) or more COVID-19 cases in an "exposed group" within a 30-day period.

**Outbreak:** According to CalOSHA, three (3) or more COVID-19 cases in an "exposed workplace" within a 14-day period or identified as an outbreak by a local health department.

**Quarantine:** Separates individuals who are close contacts of a confirmed COVID-19 positive case but who are not yet ill. Refer to the "Return to Work/School After illness Protocol: Students and Staff" section of this plan for quarantine/isolation periods.

## PROTECTION GUIDELINES

**Purpose:** To identify the employer and employee responsibilities to maintain a safe work environment for staff and students.

### **Employer Responsibilities:**

- Extend grace and civility to all those you interact with while in the workplace
- Provide face coverings (including N95) to KECSD employees and students, when required and/or requested
- Ensure routine cleaning of frequently touched surfaces (See Disinfecting Protocol)
- Identify and evaluate COVID-19 hazards and investigate, respond, and correct these hazards in the workplace by utilizing the Injury and Illness Prevention Program (IIPP)
- When required, have COVID-19 testing available for staff and students

### **Employee Responsibilities:**

- Extend grace and civility to all those you interact with while in the workplace
- Follow the protocols contained in this COVID-19 Safety Plan Toolkit
- If you are ill, stay home, except to get medical care. Utilize your leave entitlements and return to work when symptom-free

## **COVID-19 TESTING**

**Purpose:** To provide COVID-19 testing to staff and students and to monitor the prevalence of COVID-19 in KECSD schools in accordance with local, state and federal regulatory requirements. This testing plan meets the requirements set forth by SB 1479.

Per CDPH, KECSD will only use Rapid Antigen Testing in its schools. If PCR testing is preferred, please contact your primary care physician.

If required, KECSD will designate staff to report testing numbers and test results to both CDPH and FCDPH as required by local and state guidance.

### **COVID-19 TESTING INFORMATION FOR EMPLOYEES AND STUDENTS**

**Who:** FCSS will offer free over the counter Rapid Antigen COVID-19 test kits to employees/students. Although testing is not mandatory, testing is highly recommended when:

**Scenarios where employee testing is recommended:**

1. Employee/Student is symptomatic;
2. Employee/Student is a high risk for severe disease and deemed a close contact;  
Employee/Student is deemed a close contact and has contact with others who are at a high risk for severe disease.

**What:** FCSS participates in the CDPH Over the Counter/At-Home Rapid Antigen Test Kit Program. All tests are offered to employees/students free of charge.

**Where:** Employees/students can use Over the Counter/At-Home Rapid Antigen Test kits which can be obtained at their school site, Health Services, or Human Resources for use at home.

**When:** Employees/students who self-test may test at their convenience.

Note: employees will not be paid for testing outside of their work hours.

## What is the cost?

There will be no charge to the KECSD employee, unless employee elects to test through a valid healthcare/clinical provider or testing facility (e.g., CVS, Walgreens).

## COVID-19 VACCINATIONS

**Purpose:** KECSD recognizes that vaccination is effective at preventing COVID-19 and protecting against both transmission and serious illness or death. The KECSD strongly encourages employees to stay up to date with COVID-19 vaccinations including all primary series doses and boosters. Vaccinations are free to anyone who would like to receive them. To learn more about the different vaccinations available access the Fresno County Department of Public Health website: <https://www.co.fresno.ca.us/departments/public-health/covid-19/covid-19-vaccine-information>.

## CRITERIA FOR CLASSROOM/SCHOOL CLOSURE

**Purpose:** To provide guidance on the criteria for classroom and school closure.

School administration will consult with the Fresno County Department of Public Health (FCDPH) about potential classroom and/or school closures. Decisions to close a classroom or school will be made in conjunction with the Fresno County Department of Public Health on a case-by-case basis.

## HEALTH MINDFULNESS FOR EMPLOYEES & STUDENTS

**Purpose:** To maintain a healthy and safe, work or school environment, when employees or students are ill, stay home and return when symptoms are improving.

On a daily basis, all KECSD employees should be mindful of the following symptoms prior to entering their assigned work location:

1. Fever and/or chills (100.4 degrees or higher)
2. A new or worsening cough
3. Shortness of breath
4. Loss of taste and/or smell
5. Congestion and/or runny nose
6. Sore throat
7. Fatigue
8. Muscle and/or body aches
9. Headache
10. Nausea/vomiting and/or diarrhea
11. Exposure to COVID-19

- **EMPLOYEE:** If you have new or worsening symptoms, stay home and contact your supervisor immediately.
- **STUDENT:** If the parent/guardian confirms the student is experiencing symptoms, the student should stay home and consult with their doctor and report illness to the school office. When the

**student does not appear to be well or states they do not feel well during the school day, the student will be evaluated by the health aide/school nurse/designated staff member.**

## **ROLE OF SCHOOL ADMINISTRATION**

For students subject to COVID-19 quarantines, isolations, and school closures, the KECSD will maintain continuity of instruction and services to support the student's educational program while unable to attend school in person through Independent Study Programs, as appropriate. Site leaders will contact the student's parent/guardian regarding continuity of services.

## **FACE COVERING PROTOCOL**

**Purpose:** The following shall be the protocol for face coverings for employees, students, and visitors at KECSD facilities.

Masking is recommended when:

1. Person is symptomatic
2. Person is asymptomatic and tests positive for COVID-19

Note: Refer to the FCSS COVID-19 Illness And Quarantine Guidelines located in this COVID-19 Safety Plan Toolkit.

Masking may still be mandatory per CalOSHA Guidelines, employees will be instructed by their supervisor depending on their individual situation.

## **PHYSICAL DISTANCING PROTOCOL**

**Purpose:** To provide guidance to staff on best practices for physical distancing.

There are specific instances where CalOSHA requires physical distancing:

- When providing aerosolized treatments  
During a major outbreak (20 or more employees in an exposed group)

## **CLEANING AND DISINFECTING PROTOCOL**

**Purpose:** To provide information on cleaning and disinfecting efforts to reduce the spread of COVID-19.

Per CDC guidelines, cleaning with soap and water at least once a day is generally sufficient. More frequent cleaning may be needed when a COVID-19 case has been reported in the space.

## **ENGINEERING CONTROLS AND VENTILATION**

In order to maintain adequate ventilation and air quality in schools and offices, the KECSD has taken the following actions:

- Encouraged staff to open windows and doors as appropriate and safe

- Contracted with a qualified heating ventilation and air conditioning (HVAC) company to ensure that all units are operating optimally and provide adequate fresh air ventilation
- Changed HVAC system filters to minimum efficiency rating value (MERV) 13 wherever possible

## PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDELINES

**Purpose:** To provide staff with certain PPE applicable to their job duties in response to COVID-19.

PPE specific to COVID-19 response shall be procured in bulk quantities by the MOT Department and distributed as needed. Departments with PPE needs not specifically related to COVID-19 response shall continue to purchase and provide the needed PPE.

### FACE MASKS

**Who may use:** KECSD employees and students.

**When to use:** When required by state or local health order and/or CalOSHA regulations.

### N95 RESPIRATORS

**Who may use:** KECSD employees and students.

**When to use:** For KECSD employees: When performing aerosolizing medical procedures, when using products that would require respiratory protection according to the Safety Data Sheet. For students: when extra protection against COVID-19 is preferred.

### FACE SHIELDS/EYE PROTECTION

**Who should use:** Custodians, teachers, paraeducators, school nurses or anyone trained to do specialized healthcare procedures and any employee in accordance with the Face Covering Protocol.

**When to use:** When splash protection is required or in accordance with the Face Covering Protocol.

### LEVEL 3 MEDICAL-GRADE PROTECTIVE GOWNS

**Who should use:** School Nurses, health aides.

**When to use:** Aerosol generating procedures, working in isolation rooms.

**Typical tasks necessitating use:** tracheostomy suctioning or nebulizer treatments.

## KECSD EMPLOYEE AND STUDENT COVID-19 EXPOSURE RESPONSE PLAN

**Purpose:** The KECSD recognizes the importance of responding quickly and appropriately to possible or confirmed COVID-19 exposure to an KECSD employee or student. Therefore, the KECSD has created the following employee and student exposure response plan and flowcharts:

- Process For Employees to Report COVID-19 Related Illness
- COVID-19 Screening Flowchart of KECSD Students
- KECSD Students COVID-19 Illness and Quarantine Guidelines
- KECSD Employees COVID-19 Illness and Quarantine Guidelines

Note: severely immunocompromised individuals should consult with their primary care physician.

## PROCESS FOR EMPLOYEES TO REPORT COVID-19 RELATED ILLNESS

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**Purpose:** The KECSD has established a *First Notice Reporting* process to ensure all employees report a COVID-19 Related Illness in a consistent, timely manner.

### **Employees are expected to report a COVID-19 Related Illness to KECSD when:**

- You have experienced COVID-19 related symptoms, **OR**
- You were alerted that you are considered a close contact to a positive COVID-19 case, **OR**  
You have tested positive for COVID-19 after being identified as a close contact

### **Employees are expected to follow the steps as indicated below:**

1. **Immediately** report all COVID-19 Related Illnesses as indicated above to your immediate supervisor or site designee.
2. Provide the following information when you email or call to ensure timely reporting:
  - a. First and Last Name
  - b. Your Email and Phone Number
  - c. Reason for Report (e.g., *experiencing COVID-19 symptoms, close contact, tested positive for COVID-19, or awaiting COVID-19 test results*)
  - d. Department and actual Work Location (e.g., worksite and room number, if applicable)
  - e. Actual date you last worked (specify whether in-person or telework)
3. Your supervisor/designee will assist in determining appropriate next steps.
4. **Thank you!** We rely on your action to help mitigate the spread of COVID-19.

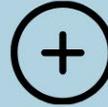
# KESD STUDENT ILLNESS PROTOCOL 2023-2024

## STUDENTS WHO TEST POSITIVE FOR COVID-19

Stay home

May Return:

- Symptoms are mild or improving AND
- No fever for at least 24 hours without use of fever reducing medication



## SYMPTOMATIC AT SCHOOL



If the child has a fever (100.4 or higher), the student will be sent home and should not return until it is clear that the symptoms are mild and improving and the student has been fever free for 24 hours without fever reducing medication

## SYMPTOMATIC AT HOME

May return when:

- The student has been fever-free for 24 hours without fever-reducing medication AND
  - Symptoms are mild and improving OR
  - Symptoms are due to a non-infectious cause (e.g., allergies)



## CLOSE CONTACT WITH COVID-19

Students may come to school as long as they remain symptom free.

\*This protocol is subject to change and will be kept up to date in accordance with CDPH and FCDPH recommendations.  
For questions, please contact the Health Aide at your child's school.

Updated 2/22/2024

## COVID Protocol Winter 2024

	Staff	Students
<b>Positive</b>	<ul style="list-style-type: none"> <li>- Stay home.</li> <li>- Provide positive test results.                             <ul style="list-style-type: none"> <li>- Print out test results from facility OR</li> <li>- Home test results: write initials and start time on test. Take a picture of test and send to Principal/designee. Must be date/time stamped.</li> </ul> </li> <li>- Principal or designee will review protocol, test/return dates with employee, and complete COVID intake forms and send to Director- HR with proof of positive test.</li> <li>-Can return after 24 hours if fever free for 24 hours, off fever reducing medication for 24 hours, <b>and</b> if symptoms are mild or improving.</li> </ul>	<ul style="list-style-type: none"> <li>-Stay home.</li> <li>May return:                             <ul style="list-style-type: none"> <li>-After 24 hours if fever free for 24 hours, off fever reducing medication for 24 hours, <b>and</b> if symptoms are mild or improving.</li> </ul> </li> </ul>
<b>Symptomatic</b>	<ul style="list-style-type: none"> <li>- Stay home if you have symptoms that are new or not typical for you.</li> <li>If positive, follow 'Positive' protocol</li> <li>Return:                             <ul style="list-style-type: none"> <li>- If symptoms are improving with no fever or taking fever-reducing medicine for 24 hours.</li> </ul> </li> </ul>	<p>AT SCHOOL:</p> <p>If the child has a fever (100.4 or higher), the student will be sent home and should not return until it is clear that the symptoms are mild and improving and the student has been fever free for 24 hours without fever reducing medication</p> <p>AT HOME:</p> <ul style="list-style-type: none"> <li>- May return when the student has been fever-free for 24 hours without fever-reducing medication <b>AND</b> symptoms are mild and improving or are due to a non-infectious cause (e.g., allergies).</li> </ul>
<b>Close contact</b>	<ul style="list-style-type: none"> <li>- May continue working as long as symptom free</li> <li>- If symptoms develop, test and stay home (see earlier section 'Symptomatic')</li> </ul>	<ul style="list-style-type: none"> <li>- May continue to come to school as long as symptom free</li> <li>- If symptoms develop, see earlier section 'Symptomatic'</li> </ul>

# EMPLOYEE COVID-19 Illness and Quarantine Guidelines

## KECSD Employees COVID-19 Illness and Quarantine Guidelines

Report all positive cases to your site designee as soon as possible.

### PERSON A



Any person who has tested positive for COVID-19 regardless of vaccination status, previous infection, or lack of symptoms

✓ YOU MUST CONTINUE TO REPORT POSITIVE COVID-19 RESULTS TO YOUR SITE DESIGNEE.

#### Isolation:

- ✓ Stay home if you are sick.
- ✓ Isolation can end after 24 hours with no fever, without the use of fever-reducing medications, AND if symptoms are mild and improving
- ✓ If fever is present, isolation must be continued until fever resolves for 24 hours without the use of fever-reducing medications.

### PERSON B



Any person who is solely symptomatic or who has tested for COVID-19 due to symptoms and waiting for lab results

#### With Symptoms:

Isolation until the following requirements have been met:

- ✓ 24 hours\* (1 day) with no fever (without the use of fever-reducing medicine) **and**
- ✓ [Symptoms](#) have improved

### PERSON C



A person sharing the same indoor airspace with a positive person for more than 15 minutes (cumulative per day) during the person's infectious period, regardless of whether person(s) is wearing a mask or vaccination status.

- Person C may continue to report to work
- If an exposed employee tests positive for COVID-19, follow isolation instructions for Person A.
- If an exposed employee becomes symptomatic, follow instructions for Person B.

Updated 02/9/2024

## SYSTEMS FOR COMMUNICATION

**Purpose:** To ensure KECSD has effective two-way communication with employees, and parents/guardians regarding COVID-19 related issues.

KECSD uses the COVID-19 Safety Plan as a vehicle to communicate the following to employees and community partners:

- Reporting of COVID-19 symptoms
- How to identify and report symptoms and hazards that employees may be exposed to within the workplace without fear of reprisal using the procedure outlined in the IIPP
- KECSD procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness
- KECSD procedures on access to COVID-19 testing including asymptomatic, symptomatic or response testing

In compliance with AB685, the KECSD is required to provide timely employee notification when:

- a) positive COVID-19 test or medical diagnosis from licensed medical provider;
- b) ordered quarantine from public health official; or
- c) death from COVID-19.

If a positive case is identified in the workplace, employees will be notified without disclosing the name of the individual or any personally identifiable information about the person to ensure compliance with privacy laws. For more information on this subject, please visit the U.S. Department of Health and Human Services [here](#).

- Employee notification will be sent to department/program employees by site designee.

## SAMPLE EMPLOYEE NOTIFICATION EMAIL

**From:** Principal/Supervisor  
**To:** Work Location/Department Staff  
**Subject:** IMPORTANT NOTIFICATION

Hello Staff Members,

You are receiving this notification because a fellow colleague at your work location has been impacted by COVID-19.

Due to a rise in cases among school and community members, there is an increased potential of being exposed to COVID-19. Please remember to monitor for symptoms, and **stay home when you are sick**.

You must report any symptoms or positive COVID-19 test to your site designee immediately. In addition, if you are experiencing symptoms, we suggest that you test for COVID-19 or otherwise consult with a health care provider.

To ensure a safe working and learning environment, KESD quickly responds to reports of COVID-19. The work location will be disinfected in accordance with existing protocols. Thank you for following the guidance and protocols outlined in the KESD COVID-19 Prevention Plan. It is your diligence adhering to the COVID-19 protocols that will help to mitigate the spread of COVID-19.

Our district continues to work in full cooperation with FCDPH to minimize potential risks to employees, students, and members of the public.

Thank you again for your dedication during this time.

*KESD is an equal opportunity employer and does not discriminate against employees on the basis of medical conditions, disabilities, or any other protected classifications. You may use available leave entitlements. You may also file a worker's compensation claim if you contract COVID-19 through your employment. Likewise, KESD does not retaliate against employees for using protected leave rights, filing worker's compensation claims, or for pursuing internal or external complaints. If you believe you have suffered an adverse employment action for any protected activities, please contact your immediate supervisor or Human Resources.*

## FREQUENTLY ASKED QUESTIONS

### 1. If I test positive for COVID-19, what do I do?

Promptly notify your immediate supervisor or designee.

### 2. I am considered a close contact and was told to wear a mask, but I have a note from my doctor that states I cannot wear a mask. What should I do?

Contact Carol Bray, Director, Human Resources at [cbray@kesd.org](mailto:cbray@kesd.org). Carol will initiate the Interactive Process to address work restriction in an effort to determine if there is a reasonable accommodation.

### 3. How will KECSD ensure continuity of instruction while a student is quarantining, isolating or school closures?

Each school has developed a site-specific plan. Contact the student's school principal for more information.

**4. How will KECSD protect my HIPAA rights and confidentiality should I test positive for COVID-19?**

By following the steps outlined on the *KECSD Process for Employees to Report COVID-19 Related Illness* flow chart, only those persons who need to know will be informed. These individuals are trained to respond quickly and confidentially to protect you and those who may have been in contact with you.

**5. I recovered from a COVID-19 infection and was recently exposed to another COVID-19 positive person, do I need to quarantine?**

Follow Person C on the "KECSD Employees COVID-19 Illness and Quarantine Guidelines" chart.

**6. As a supervisor, how can I encourage my team to engage in good infection-control practices?**

Lead by example.

**7. If I am anxious about possible exposure, what should I do?**

Contact Carol Bray, Director, Human Resources, at [cbray@kesd.org](mailto:cbray@kesd.org) and/or the District Office at 559-897-2331.

**8. Do the KECSD COVID-19 Safety Plan protocols need to be followed when working off site?**

Yes, when working on behalf of the KECSD, regardless of the employee's work location (office, school setting, and/or home visits), employees are to comply with the protocols as set forth in the KECSD COVID-19 Safety Plan. However, employees must be mindful when they are at a location where the COVID-19 protocols are determined by partnering entities, the KECSD employees must follow the COVID-19 protocols as determined by the entity having jurisdiction to set the COVID-19 protocols for the location.

**9. I am exhibiting signs and symptoms of COVID-19. I went to my doctor for a COVID-19 test and it is negative. When can I return to work?**

You can return to work 24 hours after your symptoms improve or resolve without the use of fever-reducing medications.

**10. I have a fever and flu-like symptoms. How long must I isolate?**

If you have symptoms, you may return to work once the following criteria is met:

- a) At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
  - b) Other symptoms have improved; and
- It is recommended to test for COVID-19.

**11. A person living in my household tests positive for COVID-19 and we are unable to isolate from each other. How long must I quarantine?**

Follow Person C on the "KECSD Employees COVID-19 Illness and Quarantine Guidelines" chart.

## COVID-19 INFORMATION

**Purpose:** The KECSD will provide effective training and instruction to protect employees from COVID-19 hazards. Below are applicable COVID-19 training videos and additional resources.

### COVID-19 ADDITIONAL RESOURCES

[Centers for Disease Control and Prevention \(CDC\)](#)

[Fresno County Department of Public Health](#)

[California Department of Education](#)

[California Department of Public Health](#)

### COVID-19 KECSD POLICIES AND SITE-SPECIFIC PLANS

[Illness Injury & Prevention Program \(IIPP\)](#)

## STAY INFORMED: MONITORING COVID-19 IN FRESNO COUNTY

[Tracking COVID-19 in California](#)

## COVID-19 SAFETY PLAN DEVELOPMENT AND ASSURANCES

The KECSD is committed to maintaining a safe working environment for all staff, students and visitors. The KECSD is also committed to following additional health measures, including necessary orders, regulations and guidance from the California Department of Public Health (CDPH), the Fresno County Department of Public Health (FCDPH), and the California State Occupational Safety and Health Act (CalOSHA) during the COVID-19 pandemic to ensure compliance with local and state mandates.

The COVID-19 Safety Plan was initially developed and is regularly updated to comply with changing guidance and requirements from federal, state, and local health officials as well as educational agencies. The team responsible for the upkeep and revision of this document consists of representatives from the KECSD Superintendent's Office, Facilities & Operations and Human Resources Departments. Input is sought from various stakeholders through surveys, safety committee meetings and Board meetings. The contents of this document are regularly reviewed and approved by the Superintendent and implemented district wide.

All KECSD employees have access to the KECSD COVID-19 Safety Plan and are informed when revisions and/or updates are implemented to remain in compliance with changes to health and safety provisions. All KECSD employees are expected to adhere to the standards and protocols contained in this document in their entirety for the purpose of providing a safe and conducive work environment.

Together, we can offer an emotionally and physically safe school/workplace for everyone during these challenging times. If you have any questions regarding the contents of the KECSD COVID-19 Safety Plan, please contact your immediate supervisor or Human Resources.

Thank you.