



ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

Injury and Illness Prevention Plan

**ADOPTED MARCH 7, 2007
UPDATED AUGUST 1, 2026**

**ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT INJURY AND
ILLNESS PREVENTION PROGRAM**

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INTRODUCTION

The Alum Rock Union Elementary School District ['ARUSD'] has developed this formal Injury and Illness Prevention Program to ensure safe and healthful working conditions for all District employees. The Injury and Illness Prevention Program ['IIPP'] is intended to standardize various occupational safety plans and procedures into one effective, uniform program and to ensure compliance with State occupational health and safety regulations.

The IIPP identifies District responsibilities and also defines responsibilities of the District Program Coordinators, site managers, supervisors and all other employees.

All District employees are required to adhere to the policies and procedures set forth under this program.

Periodic modifications of the IIPP may be made to improve it. All administrators, managers and employees are encouraged to provide constructive criticism in support of this.

1.0 INJURY AND ILLNESS PREVENTION PROGRAM

The Alum Rock Union Elementary School District is committed to providing a safe and healthful workplace for all of its employees. To fulfill its obligation, the District will incorporate an Injury and Illness Prevention Program. The District, its' Trustees and its' management pledges to support this program to ensure that it remains a viable method of protecting all employees.

The District policy promotes an active and aggressive IIPP with the reduction and/or control of safety and health risks. Effective implementation of the IIPP is a priority in all District plans and budgets.

2.0 PROGRAM COORDINATOR

The District hereby assigns responsibility for implementing and maintaining its Injury and Illness Prevention Program to:

Cari Vaeth

Interim Assistant Superintendent, Human Resources

Eric Wasinger

Senior Executive of Bonds, Maintenance, Operations, Transportation

Juan Mendoza

Manager of Operations/Security

The Program Coordinators are responsible for ensuring that the District provides all employees with a safe and healthful workplace and that the District is in compliance with California Code of Regulations, Title 8, Section 3203, Injury and Illness Prevention Plan [See: <http://www.dir.ca.gov/title8/3203.html> and other applicable Federal, State, and local safety and health standards.

In order that the Program Coordinators may fulfill their responsibilities, the District grants appropriate authority to the Coordinators so that all District and program obligations are met.

The District offers its full support to the Program Coordinators and pledges to provide them with the time and resources necessary to fulfill their responsibility.

3.0 OCCUPATIONAL SAFETY & HEALTH WORKS PRACTICES - COMPLIANCE

The District is aware that occupational safety and health regulations and workplace practices are designed to reduce or eliminate employee occupational injuries and illnesses. However, the regulations and work practices are only effective if all employees faithfully abide by them.

Therefore, the District, through the Program Coordinators will implement a system or systems to ensure that all employees comply with workplace safety and health practices.

The system or combinations of systems will include any one or a combination of the following:

- ✓ Training
- ✓ Newsletters
- ✓ Intranet
- ✓ Board policies and procedures
- ✓ Disciplinary letters for non-compliant employees

3.1 TRAINING AND RETRAINING PROGRAMS

These are fully addressed on pages 10 and 11.

3.2 EMPLOYEE INCENTIVE PROGRAM

An incentive program has been developed at the department head or manager level and has been approved by the program coordinators and incorporated as part of this program.

3.3 EMPLOYEE RECOGNITION PROGRAM

A recognition program has been developed that rewards employees. The program coordinators will determine the number of employees to be recognized and/or rewarded, the type of reward and the frequency of such actions.

3.4 DISCIPLINARY ACTION

The District prefers positive incentives as a better way to support employee compliance with workplace practices. However, there may be instances where employees are found to blatantly disregard known safety rules, regulations or workplace practices.

Employees found violating workplace safety practices or jeopardizing the safety of any other employee, student or visitor will be subject to disciplinary action in accordance with existing District and union policies. Any action taken will not violate employee rights under CAL/OSHA regulations and will be enforced in a nondiscriminatory fashion.

Disciplinary action will follow normal Alum Rock Union Elementary School District Human Resources department action.

4.0 COMMUNICATION

Communication to employees and between employees and the District on matters relating to occupational safety and health is an important aspect of assuring the success of the District's Injury and Illness Prevention Program.

Therefore, through the Program Coordinators, the District will implement a system or combination of systems intended to accomplish the following:

Provide a means for the District to readily communicate to employees, in an understandable form, on matters relating to occupational safety and health; and,
Provide encouragement for employees to inform the District of workplace hazards without fear of reprisal.

Communication will consist of any one or combination of the following:

- ✓ Newsletters
- ✓ Employee Handbook
- ✓ District Board Policies and Procedures
- ✓ Intranet
- ✓ Annual and monthly trainings

4.1 TRAINING AND REFRESHER PROGRAMS

Training programs are considered a key component of the communication system. These programs are fully addressed on pages 10 and 11.

4.2 MEETINGS

Meetings will be a part of the District's safety functions. The site meetings are intended to be brief sessions to discuss one or more safety items and encourage open discussions between employees and management. The District monthly safety committee meetings cover a main topic each month. Materials are provided for management to use at site staff meetings. The safety committee is responsible for ensuring that the District provides all students and staff with a safe and healthful workplace. The safety committee is intended to standardize various safety programs and procedures into an effective, uniform program and to ensure compliance with State and Federal Safety regulations.

4.3 DOCUMENTATION WILL BE KEPT OF EACH DISTRICT SAFETY MEETING

Documentation will include at minimum, the following:

- ✓ meeting topic(s)
- ✓ recommendations which may improve workplace safety
- ✓ list of attendees
- ✓ date of meeting
- ✓ time and length of meeting

4.4 ANONYMOUS NOTIFICATIONS

To further encourage employees to report unsafe conditions, the District has a system which promotes anonymous notifications. The anonymous Employee Safety Information form is on-line in the ARUSD Safety and Risk Management folder. Forms are also in the Risk Management Reference Guide at each site.

4.5 NEW EMPLOYEES

Materials are provided to new employees at New Employee Orientation informing them of the OSHA safety regulations, reporting procedures, and responsibilities.

4.6 MISCELLANEOUS

When appropriate, the District may use written communications such as inter-district memos, newsletters, and workplace postings to supplement the previously described systems and further communicate to employees on matters relating to workplace safety and health. It is the responsibility of the employee to use the tools provided to stay informed of policies, procedures and changes.

5.0 IDENTIFICATION & EVALUATION OF WORKPLACE HAZARDS

A major component in the effectiveness of the Injury and Illness Prevention Program depends on the ability to properly identify and evaluate workplace hazards.

Employee communication with the District is the most important way to identify and evaluate workplace hazards and exposures. In addition, a formal system to identify and evaluate workplace hazards is planned. Periodic scheduled inspections will be completed. The purpose of these inspections will be to identify unsafe conditions and work practices.

Workplace inspections will be scheduled to meet the following minimum requirements:

- ✓ An initial inspection was conducted when the program was established.
- ✓ An inspection of affected areas whenever new substances, processes, procedures or equipment are introduced to the workplace or that represent a new occupational safety and/or health hazard; and
- ✓ An inspection of affected areas whenever the District is made aware of a new or previously unrecognized hazard.

To meet the minimum workplace inspection requirements, periodic inspections will be scheduled as follows:

5.1 MONTHLY

Periodic workplace inspections are an important part of the overall inspection program. District personnel may have time and expertise limitations in regard to quarterly inspections; however, the District site personnel bring a unique perspective to their workplace hazards. Therefore, monthly inspections of the workplace will be conducted by District site personnel, if time permits.

5.2 ANNUALLY

The District will conduct annual walk-around inspections of the buildings and grounds.

5.3 WORKPLACE EVALUATION

Job Safety Analysis or ergonomic studies may be used to supplement the scheduled periodic workplace inspections. The Program Coordinators shall be responsible for reviewing and analyzing accident reports and “loss runs” to identify trends, high frequency and high severity exposures. The analysis, with supporting data from safety/risk management experts, shall be used to determine when job safety analysis or studies would be appropriate to aid in identifying and evaluating workplace hazards.

Inspection forms are located on the ARUSD intranet [www.arusd.org]. Forms are in the Human Resources/Risk Management folder.

5.4 CORRECTION OF UNSAFE OR UNHEALTHFUL CONDITIONS

The District’s Injury and Illness Prevention Program, through the use of systems of communication and workplace inspections, is designed to identify unsafe or unhealthful

conditions, procedures and work practices. Each identified unsafe or unhealthful condition, procedure or work practice will be addressed in a timely manner.

The Program Coordinators along with experts including site managers, district office management, employee contractor and an outside safety expert shall determine the appropriate corrective action to abate, eliminate or correct the identified condition.

Priorities for correction will be based on the severity of the hazard when observed or discovered. Priorities will always be given to safeguarding employees from serious injury or illness. If a hazard is discovered which poses an imminent danger to employees or building occupants and the hazard cannot be immediately abated, mitigated or corrected without endangering personnel and/or property, then all exposed personnel will be evacuated from the area. Employees remaining to correct the identified hazardous conditions may do so only if they are properly trained and safeguarded and are fully aware of the condition and precautions necessary to protect themselves.

Management and employees must notify the Program Coordinators as soon as possible after the discovery of a concealed danger. If immediate corrective action cannot be implemented to abate, mitigate or correct the concealed danger, then notification about the hazard must be given to all employees having the potential for exposure to the concealed hazard.

All work orders generated to correct unsafe or unhealthful conditions shall be given the highest priority.

Advise mandatory use of a general safety inspection checklist. A copy of this checklist is located in the Appendix of the Injury and Illness Prevention plan.

Where department-specific checklists exist or are developed their use should be supported in the written text in this section of the IIPP.

6.0 INVESTIGATION OF OCCUPATIONAL INJURY, ILLNESS OR EXPOSURE TO HAZARDOUS SUBSTANCES

Investigation of occupational injury, illness or exposure to hazardous substances may be necessary to:

- ✓ provide an effective technique for the prevention of recurring or future accidents
- ✓ meet requirements of the Workers' Compensation Program
- ✓ meet legal obligations to the State or comply with California Occupational Safety and Health regulations
- ✓ Procedures for investigations of occupational injury, illness or exposure to hazardous substances will cover the following:
 - ✓ what should be reported
 - ✓ who does the initial investigation
 - ✓ who does the follow-up investigation
 - ✓ who receives copies of the report(s)
 - ✓ when legally required reports must be completed

The procedures will be applied as necessary depending on the nature of the accident situation.

6.1 WHAT SHOULD BE REPORTED

Employees are required to report to their immediate supervisor any accident or incident as soon as possible. Reporting should be done regardless of the extent of injuries or even in the absence of injuries. "Near-accidents" should also be reported as they are an indication that something is wrong.

6.2 INITIAL INVESTIGATIONS

The immediate or department supervisor or department head will be responsible for conducting the initial accident or incident investigation. The initial investigation must include written documentation that includes, at a minimum, the following information:

- ✓ Name of the injured or involved employee(s)
- ✓ Employee age and gender
- ✓ Employee occupation
- ✓ Length of time at occupation
- ✓ Date and time of incident or accident
- ✓ Location of the incident or accident
- ✓ Description of the accident
- ✓ Acts or conditions contributing to the accident or incident
- ✓ Nature and description of any personal injuries
- ✓ Recommended corrective action

- ✓ Additional remarks, sketches or photos as appropriate
- ✓ Advise including a copy of the general accident investigation form used by the school district in the Appendix of the IIPP.

6.3 FOLLOW-UP INVESTIGATION

The Program Coordinators shall review all initial investigation reports. The Program Coordinators will assign the responsibility of follow-up investigations when the review suggests that one is appropriate. At the very least, follow-up investigations will be required for accidents which require reporting to CAL/OSHA.

There are a number of accident situations which may require investigative action. Each situation may call for varying degrees of investigation procedures. Following are the most probable accident scenarios with the appropriate District procedures to implement.

6.4 COPIES OF INVESTIGATIVE REPORTS

The supervisor completing the report shall keep a copy in his or her department files. The supervisor completing the report shall also provide copies of the report to the following:

- ✓ Appropriate department manager or chairperson
- ✓ Program coordinators

6.5 LEGALLY REQUIRED REPORTS

A serious injury or illness is one that occurs in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours, or in which an employee suffers dismemberment or a serious degree of permanent disfigurement.

For any occupational injury or illness which results in lost work time of at least a full day or shift beyond the date of occurrence, or which requires medical treatment beyond first aid, the supervisor will complete "Employer's Report of Occupational Injury or Illness" Form 5020.

6.6 INCIDENT REPORTING

Even when there are no injuries and no report is required to CAL/OSHA, if an accident with the potential for injuries has occurred an accident investigation report should be completed and submitted to the IIPP Coordinators.

6.7 ACCIDENT REPORTING

When the accident results in injuries which require medical attention beyond first aid or result in the employee(s) missing at least a full day of work beyond the date of occurrence; this is considered a recordable injury and the following action is required:

- ✓ The incident is reported to the supervisor
- ✓ Completion of "Employer's Report of Occupational Injury or Illness" form 5020, and submission of the completed report to the Division of Labor Statistics and Research within 5 days of the occurrence.

- ✓ The supervisor shall conduct an initial investigation and distribute reports according to procedure.
- ✓ The injured employee shall be provided with a copy of “Employee’s Claim for Workers’ Compensation Benefits” within 24 hours of notification.

6.8 SERIOUS INJURY OR DEATH

The following action is required:

- ✓ The incident is reported to the supervisor.
- ✓ CAL/OSHA must be notified immediately or within 8 hours by telephone. Serious injuries or fatalities must be report to the local Cal-OSHA area office.
<http://www.dir.ca.gov/title8/342.html>
- ✓ Completion of “Employer’s Report of Occupational Injury or Illness” form 5020.
- ✓ The supervisor shall conduct an initial investigation and distribute reports according to procedure.

6.9 EMPLOYEE TRAINING

The District will implement and maintain an Occupational Safety and Health Training Program for all employees. The training program is intended to train and instruct employees in general safety and health work practices and to provide instruction with regards to hazards specific or unique to each employee’s job.

The Program Coordinators shall ensure that all supervisors are knowledgeable of the safety and health hazards to which employees under their immediate direction and control may be exposed.

To ensure that all employees receive effective safety training, the training program will include the following elements:

- ✓ All employees will receive training and instruction as required by local, state and federal laws.
- ✓ All employees given new job assignments will receive training applicable to new exposures for which training had not been previously provided.
- ✓ All employees exposed to new hazards due to the introduction of new substances, processes, procedures or equipment to the workplace will receive training and instruction applicable to the new hazards.
- ✓ Employees will receive refresher training whenever the District Program Coordinators, a District manager or supervisor is made aware of new or previously unrecognized hazards and/or when the District feels it is appropriate.

Training and instruction will be provided in any format or media which is readily understandable to all employees. Training formats and/or media may include but are not limited to:

- ✓ Seminars

- ✓ Workshops
- ✓ Manuals
- ✓ Booklets
- ✓ Video, film or other visual media
- ✓ Meetings
- ✓ Newsletters and inter-district memos

District management will ensure that all training and instruction provided under the Injury and Illness Program is documented. Employees attending or receiving training mandated by this program may be requested to sign an attendance sheet.

To ensure that employees receive complete training and instruction, general safety and health training will include but not necessarily be limited to the following:

- ✓ General safe work practices
- ✓ Respiratory Protection
- ✓ Emergency Action Plan
- ✓ Fire Prevention Plan
- ✓ Portable fire extinguishers
- ✓ Employee/Building Occupant alarm system

Examples of information and training which may cover hazards unique or specific to individual jobs may include but not be limited to the following:

- ✓ Standard operating procedures for specific equipment or jobs
- ✓ Personal safety devices and safeguards
- ✓ Industrial trucks including forklifts
- ✓ Power operated presses
- ✓ Gas systems for welding and cutting
- ✓ Noise-when noise levels are at or exceed 85dBA over an 8 hr. TWA (Time Weighted Average)
- ✓ Respiratory protective equipment
- ✓ Airborne contaminants
- ✓ Confined spaces
- ✓ Changing and charging storage batteries
- ✓ Occupational exposure to hazardous chemicals
- ✓ Hazard Communication
- ✓ Asbestos
- ✓ Regulated Carcinogens

- ✓ Lead exposures
- ✓ Lockout/tagout procedures
- ✓ Excavation and trenching
- ✓ Self-propelled aerial work platforms or devices
- ✓ Emergency Planning - Hazardous Waste Operations & Emergency Response
- ✓ Bloodborne Pathogens
- ✓ First Aid and Emergency response

6.10 RECORD KEEPING

Record keeping of essential data is important as it documents critical activity taking place as part of the Injury and Illness Prevention Program. Record keeping will be mandatory for the following:

- ✓ Workplace Inspections
- ✓ Employee Occupational Safety & Health Training
- ✓ Occupational Injuries and Illness

The Program Coordinator will be responsible for ensuring that all relevant records are completed and kept as required by this program and/or CAL/OSHA. The record keeping activities may require the involvement of other departments, especially Risk Management.

Workplace inspection records shall be kept for all scheduled, periodic inspections. These records will include at minimum:

- ✓ Date of inspection
- ✓ Work areas inspected
- ✓ Name of person(s) conducting the inspection
- ✓ The unsafe conditions and work practices which have been identified
- ✓ Action taken to correct the identified unsafe condition

Records of all recordable occupational injuries and illnesses for a site shall be maintained at the District Office. Recordable losses are losses that result in lost work time of at least a full day or shift beyond the date of occurrence, or which require medical treatment beyond first aid.

The records or log will meet the following requirements:

- ✓ Each recordable loss will be entered as soon as possible, but in no case later than six (6) working days later than discovery that a recordable loss has occurred.
- ✓ Records will be kept on a calendar year basis
- ✓ OSHA logs will be submitted to Risk Management at the end of each calendar year. A copy will be kept on site.

- ✓ Supplementary records may be kept with any of the following at the discretion of the Program Coordinators:
- ✓ California Division of Labor Statistics and Research form
- ✓ An Employers Report of Occupational Injury or Illness form 5020

BE ADVISED

ANY INDUSTRIAL ACCIDENT/INJURY DOCTOR AND/OR PHYSICAL THERAPY APPOINTMENTS AN EMPLOYEE MAY HAVE WILL NEED TO BE ON THEIR OWN TIME. THESE APPOINTMENTS ARE NOT COMPENSABLE UNDER WORKERS' COMPENSATION. THE EMPLOYEE MAY MAKE APPOINTMENTS

BEFORE OR AFTER WORK OR IF PREFERRED THEY CAN USE SICK LEAVE TIME TO COVER THE TIME AWAY FROM THE REGULAR WORK SCHEDULE TO TEND TO THESE APPOINTMENTS. PLEASE CONTACT MELODY TODD IN BUSINESS SERVICES AT EXT. 6505 IF SPECIAL ARRANGEMENTS NEED TO BE MADE DUE TO DOCTOR'S AVAILABILITY.

7.0 INJURY AND ILLNESS PREVENTION (SAFETY) PROGRAM

7.1 COORDINATOR RESPONSIBILITIES

The District's Injury and Illness Prevention Program coordinator is responsible for implementing and maintaining all aspects of the District's Injury and Illness Prevention Program including:

- ✓ Coordinate all risk control activities
- ✓ Act as liaison between management and outside safety agencies
- ✓ Establish minimum safety standards, rules and regulations, and ensure that employees are aware of these regulations
- ✓ Ensure that safe practices and conditions are established
- ✓ Review all supervisors' reports of accidents, and see that recommendations are acted upon. Use the reports for analysis of accident trend. Follow up concerning recommendations that result from accident investigations critical.
- ✓ Work with District management to establish training programs for all employees and supervisors
- ✓ Ensure that all employees comply with all identified safety and health work practices
- ✓ Establish and preside over a safety committee comprised of department managers, and key employees. The Safety Committee also has a part in meeting the IIPP safety communication burden.
- ✓ Verify and post emergency phone numbers for police, fire and medical
- ✓ Maintain bulletin boards in clearly visible areas with required safety information such as accident reporting and how to get medical help
- ✓ Determine when first-aid training is necessary and coordinate such training
- ✓ Follow-up on the completion of safety recommendations of the safety committee, District personnel or other safety consultants
- ✓ Follow all CAL-OSHA record keeping and accident reporting requirements

8.0 SITE MANAGERS

Principals, Department Managers and Supervisors in charge of District sites/areas are considered an integral part of the successful Injury and Illness Prevention Program. Each site manager assumes the responsibility for staff, student and visitor safety and welfare at his or her site.

The site manager safety and health responsibilities include:

- ✓ Coordinating all required Injury and Illness Prevention Policies and procedures with the District program coordinators
- ✓ Ensuring that appropriate records are maintained and posted at the site
- ✓ Ensuring that designated personnel complete assigned monthly inspections
- ✓ Ensuring that all employees attend District scheduled training sessions
- ✓ Ensuring that the appropriate supervisor completes the initial report following an accident at the site
- ✓ Ensuring that staff meetings address safety issues, concerns and training

9.0 DEPARTMENT MANAGERS / SUPERVISORS

Principals, Department Managers and Supervisors are considered the key links between the Program Coordinators and District employees. The duties and actions of these leaders are critical in assuring that the overall Injury and Illness Prevention Program works. Each Principal, Department Manager and Supervisor is responsible for employee health and safety in his or her department or section and thereby has the authority to enforce appropriate parts of the Injury and Illness Prevention Program.

The Principals', Department Managers' and Supervisors' duties and responsibilities include:

- ✓ Instruction of employees in general safe work practices and on hazards unique to specific job assignments
- ✓ Supervision of employees to ensure that safety policies, rules and regulations are not violated
- ✓ Supervision to ensure that employees use appropriate personal protective and safety equipment when required and that such use is in accordance with operating instructions
- ✓ Ensure that unsafe acts or conditions are brought to the attention of the program coordinators, or the authorized person in charge of facilities
- ✓ Attend specialized training programs for supervisors and key employees when offered by the District
- ✓ Complete the "Supervisor's Report of Accident" when appropriate
- ✓ Follow-up accident investigations by providing department employees with a synopsis of the accident and what precautions are necessary to prevent a reoccurrence
- ✓ Conduct periodic inspections of the workplace when directed by the program coordinator and complete the appropriate inspection check-off forms
- ✓ Attend monthly safety meetings. Supervisor will conduct trainings with staff.

10.0 EMPLOYEE RESPONSIBILITIES

The District is taking action to ensure a safe and healthful work place. To assure that the District's program works, each employee should act in a manner which protects his or her health and welfare as well as that of coworkers, other District employees, students, visitors and the general public (when job duties extend beyond a District site.)

Each District employee's safety responsibilities include:

- ✓ Attending or participating in District provided training and information programs.
- ✓ Following all District safety rules and regulations and applying safe work practices to all jobs.
- ✓ Reporting safety hazards to his or her supervisor.
- ✓ Providing recommendations on how to eliminate or reduce a discovered safety hazard.

Each employee has personal responsibility for the cleanliness and safety of the employee's entire work area. All work shall be performed in a safe manner, including wearing appropriate safety attire. Should an employee identify a work condition which appears to be unsafe, he/she shall attempt to restore safety if it is within his/her capabilities. Then, the employee shall immediately notify his/her supervisor. The condition shall be investigated by qualified personnel and the condition corrected.

Use all District forms of communication to stay informed of all local, state and federal laws and regulations.

11.0 WORKPLACE VIOLENCE IN CALIFORNIA

The circumstances associated with workplace violence in California can be divided into three major types. TYPE I - fatal workplace assaults involving a person entering a small late-night retail establishment; TYPE II - workplace violence events involving an assault or threat by someone who is either the recipient of or the object of a service provided by the affected workplace or the victim; and TYPE III - workplace violence event consists of an assault by an individual who has some employment-related involvement with the workplace. It is important to keep in mind that a particular occupation or workplace may be subject to more than one type.

Type I - Fatal workplace assaults involving a person entering a small late-night retail business. In California, the majority of fatal workplace assaults involve a person entering a small late-night retail establishment, e.g., liquor store, gas station or a convenience food store, to commit a robbery. During the commission of the robbery, a worker, or more likely, the proprietor, is killed or injured.

Workers or proprietors who have face-to-face contact and exchange money with the public, who work late at night and into the early morning hours, and who often work alone or in very small numbers are at greatest risk of a Type I event. While the assailant may feign being a customer as a pretext to enter the establishment, he or she has no legitimate relationship to the workplace.

Type II - A Type II workplace violence event involves an assault or threat by someone who is either the recipient or the object of a service provided by the affected workplace or the victim.

Type II events involve fatal or nonfatal injuries to individuals who provide services to the public. These events chiefly involve assaults on public safety and correctional personnel, municipal bus or railway drivers, health care and social service providers, teachers, sales personnel, and other public or private service sector workers who provide professional, public safety, administrative or business services to the public.

Of increasing concern are Type II events involving assaults to the following types of service providers:

- ✓ Medical care providers in acute care hospitals, long-term care facilities, outpatient clinics and home health agencies;
- ✓ Mental health and psychiatric care providers in inpatient facilities, outpatient clinics, residential sites and home health agencies;
- ✓ Alcohol and drug treatment providers;
- ✓ Social welfare providers in unemployment offices, welfare eligibility offices, homeless shelters, probation offices and child welfare agencies;
- ✓ Teaching, administrative and support staff in schools where students have a history of violent behavior; and

- ✓ Other types of service providers, e.g., justice system personnel, customer service representatives and delivery personnel.

Unlike Type I events which often represent irregular occurrences in the life of any particular at-risk establishment, Type II events occur on a daily basis in many service establishments, and therefore represent a more pervasive risk for many service providers.

Type III - A Type III workplace violence event consists of an assault by an individual who has some employment-related involvement with the workplace. A Type III event usually involves a threat of violence, or a physical act of violence resulting in a fatal or nonfatal injury, by a current or former worker, supervisor or manager; a current or former spouse or lover; a relative or friend; or some other person who has a dispute involving a worker of the workplace.

Available data indicates that a Type III event is not associated with a specific type of workplace or occupation. Any workplace can be at risk of a Type III event. However, Type III events account for a much smaller proportion of fatal workplace injuries than Types I and II. Nevertheless, Type III fatalities often attract significant media attention and are perceived as more common than they actually are.

12.0 INJURY AND ILLNESS PREVENTION PROGRAM FOR WORKPLACE SECURITY

Alum Rock Union Elementary School District's Injury and Illness Prevention (IIP) Program for Workplace Security addresses the hazards known to be associated with the three major types of workplace violence. Type I workplace violence involves a violent act by an assailant with no legitimate relationship to the workplace who enters the workplace to commit a robbery or other criminal act.

12.1 RESPONSIBILITY

We have decided to assign responsibility for security in our workplace. The IIP Program administrator for workplace security is Eric Wasinger, Senior Executive of Bonds, Maintenance, Operations and Transportation and has the authority and responsibility for implementing the provisions of this program for Alum Rock Union Elementary School District.

All administrators are responsible for implementing and maintaining this IIP Program in their work areas and for answering worker questions about the IIP Program. A copy of this IIP Program is available in the Injury and Illness Prevention binder in the main office and is available on the intranet in the Safety and Risk Management folder.

All initial reports regarding a workplace violence concern will be reported immediately to Cari Vaeth who will notify the Superintendent.

12.2 COMPLIANCE

We have established the following policy to ensure compliance with our rules on workplace security.

Management of our establishment is committed to ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all workers.

All workers are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment. Our system of ensuring that all workers, including supervisors and administrators, comply with work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include:

- ✓ Informing workers, supervisors and administrators of the provisions of our IIP Program for Workplace Security.
- ✓ Evaluating the performance of all workers in complying with our establishment's workplace security measures.
- ✓ Recognizing workers who perform work practices which promote security in the workplace.

- ✓ Providing training and/or counseling to workers whose performance is deficient in complying with work practices designed to ensure workplace security.
- ✓ Disciplining workers for failure to comply with workplace security practices.

12.3 COMMUNICATION

At Alum Rock Union Elementary School District, we recognize that to maintain a safe, healthy and secure workplace we must have open, two-way communication between all workers, including administrators and supervisors, on all workplace safety, health and security issues. Our establishment has a communication system designed to encourage a continuous flow of safety, health and security information between management and our workers without fear of reprisal and in a form that is readily understandable.

Our communication system consists of the following items:

- ✓ Periodic review of our IIP Program for Workplace Security with all personnel.
- ✓ Training programs designed to address specific aspects of workplace security unique to our establishment.
- ✓ Regularly scheduled safety meetings with all District personnel that include workplace security discussions.
- ✓ A system to ensure that all workers, including managers and supervisors, understand the workplace security policies.
- ✓ Posted or distributed workplace security information.
- ✓ A system for workers to inform management about workplace security hazards or threats of violence.
- ✓ Procedures for protecting workers who report threats from retaliation by the person making the threats.
- ✓ Addressing security issues at our workplace security team meetings.

12.4 HAZARD ASSESSMENT

District personnel will be performing workplace hazard assessment for workplace security in the form of periodic inspections. Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence are performed by the following observer(s) in the following areas of our workplace:

Cari Vaeth	Interim Assistant Superintendent, Human Resources
Eric Wasinger	Senior Executive of Bonds, MOT
Juan Mendoza	Manager of Operations/Security

Periodic inspections are performed according to the following schedule:

- ✓ When the IIP Program for Workplace Security was initiated
- ✓ When new, previously unidentified security hazards are recognized
- ✓ When occupational injuries or threats of injury occur
- ✓ Whenever workplace security conditions warrant an inspection
- ✓ Monitor inspection daily

Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards. Inspections for each type of workplace violence are made using the methods specified below to identify and evaluate workplace security hazards.

Inspections for Type I workplace security hazards include:

- ✓ Assessing the exterior and interior of the workplace for its attractiveness to robbers.
- ✓ Assessing the need for security surveillance measures, such as mirrors or cameras.
- ✓ Posting of signs notifying the public that limited cash is kept on the premises.
- ✓ Assessing procedures for worker response during a robbery or other criminal act.
- ✓ Assessing procedures for reporting suspicious persons or activities.
- ✓ Posting of emergency telephone numbers for law enforcement, fire & medical services where workers have access to a telephone w/ an outside line.
- ✓ Limiting the amount of cash on hand and using time access safes for large bills.

Inspections for Type II workplace security hazards include assessing:

- ✓ Access to, and freedom of movement within, the workplace.
- ✓ Adequacy of workplace security systems, such as door locks, security windows, security alarm system, physical barriers and restraint systems.
- ✓ Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- ✓ Workers' skill in safely handling threatening or hostile service recipients.
- ✓ Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
- ✓ The availability of worker escape routes.

Inspections for Type III workplace security hazards include assessing:

- ✓ How well Alum Rock Union Elementary School District's anti-violence policy has been communicated to workers, supervisors or managers.
- ✓ How well Alum Rock Union Elementary School District's management and workers communicate with each other.

- ✓ Our workers', supervisors' and managers' knowledge of the warning signs of potential workplace violence.
- ✓ Access to, and freedom of movement within, the workplace by non-workers, including recently discharged workers or persons with whom one of our worker's is having a dispute.
- ✓ Frequency and severity of worker reports of threats of physical or verbal abuse by managers, supervisors or other workers.
- ✓ Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
- ✓ Worker disciplinary and discharge procedures.

13.0 INCIDENT INVESTIGATIONS

Alum Rock Union Elementary School District has established the following policy for investigating incidents of workplace violence. Our procedures for investigating incidents of workplace violence, which includes threats and physical injury, include:

- ✓ Reviewing all previous incidents.
- ✓ Reporting the incident to the San Jose Police Department.
- ✓ Reporting the incident as a Major Incident Report.
- ✓ Visiting the scene of an incident as soon as possible.
- ✓ Interviewing threatened or injured workers and witnesses.
- ✓ Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- ✓ Determining the cause of the incident.
- ✓ Taking corrective action to prevent the incident from recurring.
- ✓ Recording the findings and corrective actions taken.

13.1 HAZARD CORRECTION

Hazards which threaten the security of workers shall be corrected in a timely manner based on severity when they are first observed or discovered.

Corrective measures for Type II workplace security hazards include:

- ✓ Controlling access to the workplace and freedom of movement within it, consistent with business necessity.
- ✓ Ensuring the adequacy of workplace security systems, such as door locks, security windows, physical barriers and restraint systems.
- ✓ Providing worker training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- ✓ Ensuring adequate worker escape routes.

Corrective measures for Type III workplace security hazards include:

- ✓ Effectively communicating our District's anti-violence policy to all employees, supervisors or managers.
- ✓ Improving communication between our District's management and employees.
- ✓ Increasing employees', supervisors' and managers' awareness of the warning signs of potential workplace violence.
- ✓ Controlling access to, and freedom of movement within, the workplace by non-workers, including recently discharged workers or persons with whom one of our worker's is having a dispute.
- ✓ Ensure that all reports of violent acts, threats of physical violence, verbal abuse,

property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.

- ✓ Ensure that worker disciplinary and discharge procedures address the potential for workplace violence.
- ✓ Ensure that worker's placed on administrative leave turn in their keys and other Alum Rock Union Elementary School District property at time of action taken.
- ✓ Ensure that workers' on extended leave turn in their keys and other Alum Rock Union Elementary School District property at time of leave.

13.2 TRAINING AND INSTRUCTION

Alum Rock Union Elementary School District has established the following policy on training all workers with respect to workplace security.

All workers, including administrators and supervisors, shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when the IIP Program for Workplace Security is first established and periodically thereafter. Training shall also be provided to all new workers and to other workers for whom training has not previously been provided and to all workers, supervisors and administrators given new job assignments for which specific workplace security training for that job assignment has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

General workplace security training and instruction includes, but is not limited to, the following:

Explanation of the IIP Program for Workplace Security including measures for reporting any violent acts or threats of violence.

- ✓ Recognition of workplace security hazards including the risk factors associated with the three types of workplace violence.
- ✓ Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors.
- ✓ Measures to summon others for assistance.
- ✓ Worker routes of escape.
- ✓ Notification of law enforcement authorities when a criminal act may have occurred.
- ✓ Emergency medical care in the event of any violent act upon a worker.

Alum Rock Union Elementary School District has chosen the following items for Type II

training and instruction for managers, supervisors and employees:

- ✓ Dealing with angry, hostile or threatening individuals.
- ✓ Location, operation, care, and maintenance of alarm systems and other protective devices.
- ✓ Communication procedures.
- ✓ Awareness of indicators that lead to violent acts by service recipients.

Alum Rock Union Elementary School District has chosen the following items for Type III training and instruction for administrators, supervisors and employees:

- ✓ Pre-employment screening practices.
- ✓ Awareness of situational indicators that lead to violent acts.
- ✓ Managing with respect and consideration for employee well-being.
- ✓ Review of anti-violence policy and procedures.

14.0 CAL / OSHA CONSULTATION - AREA OFFICES

San Francisco Bay Area
1515 Clay Street, Suite 1103
Oakland, CA 94612
Telephone: (510) 622-2891

Northern California
2424 Arden Way, Suite 410
Sacramento, CA 95825
Telephone: (916) 263-0704

Central Valley
2550 Mariposa Mall, Room 2005
Fresno, CA 93721
Telephone: (559) 445-6800

San Fernando Valley
6150 Van Nuys Boulevard, Suite 307
Van Nuys, CA 91401
Telephone: (818) 901-5754

Los Angeles, Orange
1 Centerpointe Drive, Suite 150
La Palma, CA 90623
Telephone: (714) 562-5525

San Bernardino
464 W. 4th Street, Suite 339
San Bernardino, CA 92401
Telephone: (909) 383-4567

San Diego
7575 Metropolitan Drive, Suite 204
San Diego, CA 92108
Telephone: (619) 767-2060

Injury and Illness Report forms are available on the intranet found in the Human Resources/Risk Management folder at www.arusd.org.

15.0 PUBLIC HEALTH GUIDELINES FOR K-12 SCHOOLS

State of California—Health and Human Services Agency
California Department of Public Health

March 10, 2025

TO:

All Californians

SUBJECT:

Public Health Guidance for K-12 Schools and Child Care Settings to Support Safe In-Person Services and Mitigate the Spread of Communicable Diseases

RELATED MATERIALS: [Office of School Health Hub](#) | [CDPH Shots for School](#) | [When and Why to Wear a Mask](#) | [Considerations when a Child has Symptoms of Illness in Child Care or School](#)

FROM:

California Department of Public Health (CDPH), with consultation from California Department of Social Services (CDSS) and California Department of Education (CDE)

PREAMBLE

This guidance is intended to support safe, in-person learning and care by mitigating the spread of communicable diseases in childcare settings and TK–12 schools. The following strategies form a general prevention framework to reduce the spread of communicable diseases, including but not limited to, COVID-19, influenza, respiratory syncytial virus (RSV), and norovirus.

Additionally, many of these strategies also protect against harmful effects of environmental triggers. These may include allergens, pollutants, wildfire smoke, and other external cause of illness.

This guidance provides considerations for various settings where children spend time, including but not limited to the following:

- Licensed child care centers and family child care homes
- License-exempt child care providers
- Early childhood education sites, including preschools
- TK–12 schools (public and private)
- Before/after-school programs
- Summer school/intersession programs

For ease of reference, these settings are collectively referred to as “schools and child care” throughout this document.

This guidance is based on best current available scientific and epidemiological knowledge. It is subject to change. In addition to the CDPH information provided below, schools and child care are encouraged to use [CDC guidance on Preventing Spread of Infections in K–12 schools](#) as a resource.

GENERAL CONSIDERATIONS

1. This guidance provides general recommendations, and the provided references are not intended to be comprehensive. Information about certain relevant requirements may be found throughout this guidance but other relevant requirements may also exist.
 - This guidance does not replace or revise applicable laws or other requirements that apply to school or licensed child care settings, including but not limited to their authority to exclude individuals on the basis of health and safety. See the California Health and Safety Code (e.g., § [120230](#)), Education Code (e.g., § 48213, § 49451), California Code of Regulations (e.g., Titles 17 and 22), and child care center licensing requirements such as daily inspection for illness.
2. CDPH supports the authority of local health departments and local educational agencies to maintain or establish additional school health guidance. Licensed child care providers may continue to maintain or establish additional guidance for their licensed facility as long as the guidance does not conflict with licensing laws.
3. In some workplaces, employers are subject to the [Cal/OSHA Aerosol Transmissible Diseases Standard](#) (PDF, 2.6MB).
4. Local health departments or state agencies may implement additional requirements that go beyond this statewide guidance based on local circumstances. If there are differing requirements between the most current CDPH, Community Care Licensing (CCL), Cal/OSHA, and local health department guidance or health orders, providers should follow the strictest requirements.
5. When applying this guidance, consult with local health officials and consider the factors listed below. An assessment of the complete situation, rather than any one single factor, is recommended
 - Vaccination coverage in the community and among children, teachers, and staff;
 - Local disease outbreaks or transmission patterns;
 - Facility-specific indoor air quality;
 - Availability and accessibility of resources, including health education materials, [masks](#) and tests;
 - Availability and capacity of school and child care;
 - Population served, with attention to individuals at high risk for severe disease and immunocompromised populations;
 - Community input, including from children, families, and staff; and
 - Socioeconomic, cultural and linguistic barriers that may disproportionately impact populations and that increase the risk of infection, limit access to health care services and reduce the adoption of recommendations.
6. Provide clear and concise communication. It is recommended that school administrators and child care providers communicate implemented health and safety strategies to children, parents/guardians, and staff, utilizing multiple methods, including direct parent/guardian communications and on-site reminders of policy. Communication materials should be appropriately translated to the languages and literacy levels of community members.
7. This document updates and replaces the following guidance documents:
 - Public Health Guidance for K–12 Schools and Child Care Settings to Support Safe In-Person Services and Mitigate the Spread of Communicable Diseases, 2024–2025 School Year.

- Preliminary Testing Framework for K–12 Schools for the 2022–2023 School Year, pursuant to California Education Code section 32096.

MITIGATION STRATEGIES

Staying Up to Date on Vaccinations

Vaccines (also referred to as “immunizations”) can help protect against [certain diseases](#) by working with the body's natural defenses to safely build immunity to disease. Vaccinations protect the person who receives the vaccination. In addition, if many people are vaccinated, it may reduce the burden of disease in communities and protect individuals who are not or cannot be vaccinated and individuals who may not develop a strong immune response from vaccination.

Recommended Actions:

1. Encourage children, families, and staff to stay [up-to-date](#) on recommended vaccinations.
2. Review vaccine requirements for entry into [pre-K/child care settings](#) and [TK–12 schools](#), as well as for [child care staff](#). Visit the CDPH [Shots for School site](#) for resources related to child care or school vaccine requirements and to see how well-vaccinated your school or child care facility is.
3. Both COVID-19 and influenza vaccination can reduce the risk of serious illness and assist in minimizing outbreaks, absences, and school disruptions. Because of this, COVID-19 and influenza vaccinations are strongly recommended for all eligible people in California, including children, providers, teachers, staff and individuals sharing homes with child care community members. More information can be found at [CDPH's Respiratory Viruses webpage](#).
4. Work with local health departments and community partners to conduct [school-located vaccination events](#). This includes hosting events in the fall to protect against winter respiratory viruses, and events in the spring or summer to meet new school admission and grade advancement vaccination requirements.

Optimizing Indoor Air Quality

The risk of getting and spreading respiratory infections is greater in indoor settings with poor air quality. Effective ventilation and filtration can reduce the spread of these infections and may also protect students, children, and staff from exposure to wildfire smoke, airborne allergens, and other pollutants.

Recommended Actions:

1. Consult CDPH guidance on [improving indoor air quality](#) and [reducing the health risks from indoor transmission of airborne infections](#). Facility maintenance staff may also review the [Environmental Protection Agency's Indoor Air Quality Tools for Schools](#) materials and the [indoor air quality video training modules](#) produced by UC Davis and CDPH for more guidance.
2. Improve ventilation in transport vehicles, such as buses or vans. Open windows to increase airflow from outside when feasible and safe to do so.
3. In circumstances where outdoor air quality is poor (e.g., wildfire smoke), consult with the local health department. They can determine the best approach moving forward. Considerations include using:
 - Air filtration strategies that do not rely on outdoor air sources, such as [portable air cleaners](#);
 - Alternative spaces with better air quality;
 - Keeping windows and doors closed to not introduce outdoor air;
 - Use of higher quality face masks (e.g., N95s, KN95s, or KF94s) as detailed in the [CDPH When and Why to Wear a Mask](#) guidance; and
 - Use of alternative ways to commute to/from school.
4. Upgrades to facility HVAC systems can improve indoor air quality. These upgrades should follow relevant laws.

For more information, see resources from the CDC [Ventilation Mitigation Strategies](#), the [California Department of Education](#) and the [California Air Resources Board](#).

Using Face Masks

High quality and well-fitted face masks are tools that are effective and easy to implement to protect oneself and others.

Unless it would pose a safety hazard, no person can be prevented from wearing a mask as a condition for participation in an activity or entry into a school or childcare setting.

Recommended Actions:

1. Support access to face masks.
 - Develop and implement local protocols to provide appropriately sized, high-quality masks to children who do not have one and desire to use one.
2. Unless otherwise directed by local health departments that have more protective requirements, follow and provide recommendations from the [CDPH guidance on When and Why to Wear a Mask](#).
 - Encourage and [promote](#) health education on when to mask, such as when around others if you have respiratory symptoms (e.g., cough, runny nose, and/or sore throat) or when around those who are at higher risk of getting sick.
3. The following individuals should not wear face masks:
 - Infants and children younger than 2 years old because of the risk of suffocation;
 - All persons when they are eating or sleeping; and
 - Persons with a medical condition, mental health condition, or disability that precludes wearing a mask safely and effectively or are otherwise unable to remove a mask without assistance.

Maintaining Good Hygiene

Keeping hands clean with frequent hand washing can help [prevent the spread of communicable diseases](#). Other general good hygiene practices can also protect the health of students, children in care, and staff at schools and child care.

Recommended Actions:

1. Ensure adequate supplies, including soap and water, tissues, and no-touch trashcans.
2. If using hand sanitizer, it is recommended to contain at least 60 percent alcohol. It should be stored up, away, and out of sight of younger children. Supervise children ages 5 years and younger to avoid ingestion and eye contact. Hand sanitizer is not recommended for children under 24 months.
3. Teach and reinforce proper [handwashing with soap and water is preferable over the use of hand sanitizers. It is the only effective way to remove or neutralize some pathogens.](#)
4. [Teach and reinforce the practice of covering coughs and sneezes.](#)
5. Post [hand washing and hygiene](#) education materials in appropriate languages where suitable.
6. Discourage sharing of personal items. This includes cups, food, utensils, water bottles, lip balm, cell phones, and makeup.

Managing Children and Staff with Symptoms

Staying home when sick can lower the risk of spreading [communicable diseases](#). When a child arrives with symptoms of illness or develops symptoms at school or child care, a decision must be made as to whether the child can remain on site. Schools and child care should refer to [CDPH guidance](#) when determining whether to send the child home (i.e., temporarily exclude) or allow them to remain on site. Many factors should be considered when

making this decision, including how to limit the spread of diseases to others, and how to limit educational, social, and other losses that might occur due to absence.

Recommended Actions:

1. For a suspected or confirmed respiratory virus infection, including COVID-19 infection or RSV, follow the CDC recommendations for CDC [Preventing Spread of Respiratory Viruses When You're Sick](#).
2. Follow CDPH [guidance for when a child has symptoms of illness in a school or child care](#) to support decision-making.
3. Avoid policies that incentivize coming to school or child care while sick.
4. Share educational resources and health-related information (e.g., [AAP Healthy Children](#)) when appropriate.

Reporting Diseases and Responding to Outbreaks

Notify [local health departments](#) and other authorities about reportable communicable diseases as well as any suspected outbreaks in schools and child care. For additional information on communicable diseases, reference CDPH [Disease Information and Reports](#), [Infectious Disease Investigations](#), and [Tuberculosis Control](#) pages.

Recommended Actions:

1. Review reporting regulations.
 - Schools should review [Title 17, California Code of Regulations \(CCR\) §2500](#) (PDF) and [§2508](#) for reporting requirements for school nurses and other healthcare providers. Note that CCR Title 17 §2500 has been temporarily modified by the [State Public Health Officer order of October 4, 2022](#).
 - Child care centers ([CCR Title 22 section 101212\(d\)](#)) and family child care homes ([CCR Title 22 section 102416.2\(c\)\(3\)](#)) should review Child Care Licensing requirements for outbreak reporting. The appropriate [regional office](#) (PDF) of the California Department of Social Services Community Care Licensing Division should be consulted for assistance.
2. Typically, local health departments will lead the response to reportable diseases and disease outbreaks and provide recommendations on next steps, including assessing possible exposures.
 - Exposure notifications and symptom monitoring should be guided by the local health department. School administrators and child care providers should support the local health department in contact tracing efforts.
 - Local health departments are encouraged to contact CDPH for outbreak consultation as needed. Additional information can be found in CDPH [Reportable Diseases and Conditions](#), [CDPH Communicable Disease Quicksheets](#) and [CDPH Norovirus Toolkits](#).

Local educational agencies are encouraged to consult with local health officials to include communicable disease information in their school emergency operations plans. For additional information and recommendations, refer to CDC guidance on [Planning for Outbreaks, Epidemics, and Pandemics](#).

Keeping Facilities Clean

Clean and well-maintained facilities reduce the spread of communicable diseases from contact with contaminated surfaces.

Recommended Actions:

1. Routine daily cleaning with water and mild detergent is generally sufficient. Additional sanitization might be necessary during certain disease outbreaks.
2. If disinfectants are used, use [asthma-safer products](#).

3. Train and confirm that staff follow recommended [practices](#) for cleaning, sanitizing, and disinfection. The California [Healthy Schools Act](#) requires anyone who uses disinfectants at a school or child care center to complete [annual California Department of Pesticide Regulation-approved training](#). Note: This requirement does not apply to family child care homes.

Getting Tested for Respiratory Infections

Testing can detect and reduce transmission of communicable diseases.

Recommended Actions:

1. [At-home testing for respiratory viruses](#) (such as COVID-19 or influenza) provides individuals with convenient and rapid test results that can assist in decision making about treatment and actions to minimize the spread of disease.
2. Healthcare facilities/providers offer testing for other respiratory infections. Testing may be recommended by local health departments during outbreaks or in situations where people are at higher risk for severe disease.

Additional Considerations

1. **Children with disabilities or other health care needs:** When implementing this guidance, schools should carefully consider how to address legal requirements related to the provision of free appropriate public education when identifying infection control strategies. School administrators and child care providers must also comply with the Americans with Disabilities Act (ADA) and provide reasonable accommodation to children with disabilities. Requirements can also be found in [Individuals with Disabilities Education Act \(IDEA\)](#).
 - Other recommendations can be found in [American Academy of Pediatrics](#) (AAP) guidance. Note that although the AAP guidance was developed to manage COVID-19, many considerations are broadly applicable to other communicable diseases in schools and child care.
2. **Higher risk activities:** Certain activities that involve close physical contact and/or increased and forceful exhalation can pose increased risk for getting and spreading communicable diseases, particularly if conducted indoors, in poorly ventilated settings, and/or without the use of masks. Accordingly, school administrators and child care providers may consider implementing additional measures to mitigate transmission in these settings, especially during disease outbreaks or increased rates of community transmission of certain diseases. Consultation with local health departments is recommended.
3. **In-person learning:** Broad disruptions to in-person learning, such as temporary closures of schools, classrooms, or child care settings due to a communicable disease outbreak should remain a last resort. Additionally, it should be considered only after all available resources have been exhausted and after consulting with local health department officials.
4. **Boarding schools and programs that may operate residential components:** People residing in congregate settings are at increased risk of contracting and spreading communicable diseases. Thus, such settings are recommended to have infection control plans and coordinate closely with their local health department.

16.0 MODEL COVID PREVENTION PROGRAM FOR ALUM ROCK UNION SCHOOL DISTRICT

As of February 3, 2025, there will no longer be a specific set of regulatory requirements relating to COVID-19 prevention in the workplace. Employers will still be required to maintain a safe and healthful place of employment as required by Labor Code section 6400, and must establish, implement, and maintain an effective Injury and Illness Prevention Program (IIPP) as required by Title 8, California Code of Regulations, section 3203. If an employer identifies COVID-19 as a workplace hazard at their place of employment, then the employer must identify, evaluate, and correct any unsafe or unhealthy conditions, work practices, or work procedures that are associated with COVID-19.

Subsection 3205(j), which deals with reporting and recordkeeping, remains in effect until February 3, 2026. It requires that the employer keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of the positive COVID-19 test and/or COVID-19 diagnosis. These records must be retained for two years beyond the period in which the record is necessary to meet the requirements of this section. It also requires that information on COVID-19 cases be provided to the local health department with jurisdiction over the workplace, CDPH, the Division, and NIOSH immediately upon request, and when required by law.

17.0 ERGONOMICS INJURY PREVENTION PROGRAM FOR ALUM ROCK UNION SCHOOL DISTRICT

Purpose and Scope

The purpose of this Ergonomic Injury Prevention Plan (EIPP) is to identify, evaluate, and control ergonomic hazards within the school district to prevent repetitive motion injuries (RMIs) and musculoskeletal disorders (MSDs). This plan applies to all district employees, including teachers, administrative staff, custodial, food service, and transportation personnel.

Regulatory References

This plan is developed in accordance with the following California regulations:

- Title 8, California Code of Regulations (CCR) §3203 – Injury and Illness Prevention Program (IIPP)
- Title 8, CCR §5110 – Ergonomics (Repetitive Motion Injuries)
- California Labor Code §6401.7 and §6354

Responsibilities

Superintendents and Site Administrators:

- Ensure implementation of this plan and allocate necessary resources.

Supervisors:

- Conduct ergonomic assessments and ensure corrective actions are implemented.

Employees:

- Follow ergonomic practices, report symptoms early, and participate in training.

Risk Management Coordinator:

- Oversees the district ergonomics program and maintains related documentation.

Hazard Identification and Evaluation

The district will identify ergonomic hazards through:

- Employee reports of discomfort or pain
- Review of injury and illness records
- Regular ergonomic inspections
- Job/task analysis for repetitive, forceful, or awkward movements

Control Measures

Engineering Controls:

- Adjustable chairs, keyboard trays, monitor height adjustments, and equipment design improvements.

Administrative Controls:

- Job rotation, scheduled breaks, task variation, and workload management.

Training and Education:

- Annual ergonomics training and refreshers for all employees.

Early Reporting and Medical Management

Employees experiencing discomfort or symptoms of an RMI must report it immediately to their supervisor. Supervisors will initiate an ergonomic evaluation and corrective actions. If needed, medical evaluation will be provided.

Training

Training will be provided to all new employees during orientation and annually thereafter. Training will include information on risk factors, early reporting, workstation setup, and safe lifting techniques.

Recordkeeping

All evaluations, reports, corrective actions, and training records will be maintained by the Risk Management Coordinator for a minimum of three years.

Program Review

The Ergonomic Injury Prevention Plan will be reviewed annually and updated as needed to ensure effectiveness.