Injury and Illness Prevention Plan

With COVID PREVENTION PROGRAM (CPP) and
WORKPLACE VIOLENCE PREVENTION PLAN (WVPP)

EMPLOYEE GUIDELINES

Revised: September 24, 2026

See "Record of Revisions" for updates

Chula Vista Elementary School District
84 East J Street
Chula Vista, CA 91910

School District Name and Address

Jennifer Venyak Senior Manager, Benefits and Risk Management

Name and Contact Information for Individual Completing this form

ASSIGNMENT OF RESPONSIBILITY (Title 8 California Code of Regulations §3203(a)(1))

Our school district's lead Injury and Illness Prevention Program (IIPP) administrator is:

Jennifer Venyak
Senior Manager, Benefits and Risk Management
84 East J Street
Chula Vista, CA 91910
619-425-9600, Ext. 181353

IIPP Administrator's Name, Job Title, and Contact Information (address, phone numbers)

☒ This IIPP applies to all schools in our district.

☒ Each school in our district has been assigned a Safety Supervisor. School-Site Safety Supervisors are responsible for implementing and maintaining this IIPP at their school sites and for answering employee questions about the district's IIPP. Each school-site safety supervisor has a copy of this IIPP. A list of all the District's School-Site Safety Supervisors who will implement and maintain the IIPP at their school sites is attached as Form A.

The master copy of this IIPP can be found at 84 East J Street, Chula Vista, CA 91910
Other copies of the IIPP can be found at www.cvesd.org

HAZARD ASSESSMENT/INSPECTION (Title 8 CCR §3203(a)(4))

Periodic inspections to identify and evaluate hazards in our school's sites will be performed by one or more of the following checked individuals:

☒ School-Site Safety Supervisors in their school sites
☒ Our District's IIPP Administrator(s)/SASH Coordinator(s)
☒ Other: San Diego County Schools Joint Powers Authority Loss Control

Periodic inspections are always performed according to the following schedule:

☒ When we initially established our IIPP.
☒ Whenever new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
☒ Whenever new, previously unidentified hazards are recognized.
☒ Whenever occupational injuries and illnesses occur.

☒ Whenever workplace conditions warrant an inspection.

☒ When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.

☐ Other times:

The Program Administrator/ Maintenance and Operations Department will ensure that all reported potential safety hazards left unabated are documented using the work order system for facilitating necessary corrective actions.

Employees are encouraged to assess their work environment for hazards, inspect their tools and equipment before use, be aware of other safety issues and report any problems in writing to their supervisor.

Supervisors and site administrators are responsible for ensuring that identified hazards are corrected promptly. When an imminent hazard is identified, which cannot be immediately abated without endangering employees, all nonessential personnel will be removed from the affected area and the area secured to prevent re-entry except for designated workers.

Additional inspections are conducted when:

- New substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace
- New, previously unidentified hazards are recognized
- When injuries or illnesses occur
- Anytime workplace conditions warrant an inspection

ACCIDENT/EXPOSURE INVESTIGATIONS (Title 8 CCR §3203(a)(5))

Investigations of workplace accidents, hazardous substance exposures, and near-accidents will be conducted by:

Senior Director of Maintenance Operations and Facilities and Direct Supervisors of an employee after a workplace accident, hazardous substance exposure, or near-accident.

Our procedures for investigating workplace accidents and hazardous substance exposures include:

☒ Visit the scene as soon as possible.

☒ Interviewing injured employees and witnesses.

☒ Determining the cause of the accident/exposure.

☒ Examining the workplace and the incident for underlying causes associated with the accident/exposure.

☒ Taking corrective action to prevent the accident/exposure from reoccurring.

☒ Recording the findings and actions taken.

☐ Other:

The primary reason for conducting an accident investigation is to determine the root cause of the incident and thus prevent future similar incidents using knowledge derived from the investigation. Administrative and supervisory personnel are responsible for accident investigation in their areas of responsibility.

In addition to the above investigation and documentation of the findings, the safety committee will review the basic information for each incident and make additional recommendations for corrective action when appropriate.

Reporting Serious Injuries, Serious Illnesses, and Death

All serious injuries, illnesses, and death must be reported to Cal-OSHA within eight (8) hours of their occurrence, 8 CCR Section 342(a).

LAB 6302 (h) “Serious injury or illness” means any injury or illness occurring in a place of employment or in connection with any employment, which includes:

- Inpatient hospitalization for other than medical observation or diagnostic testing
- Amputation
- Loss of eye
- Any serious degree of permanent disfigurement
- Injuries, illness, or death caused by an accident on a public street or highway are not reportable unless the accident occurred in a construction zone.

LAB 6409.1 (b) In every case involving a serious injury or illness, or death, in addition to the report required by subdivision (a), a report shall be made immediately by the employer to the Division of Occupational Safety and Health by telephone or through a specified online mechanism established by the division for this purpose.

Until the division has made such an online mechanism available, the employer shall be permitted to make the report required by this subdivision by **telephone** or **email**: caloshaaccidentreport@tel-us.com

Making A Report to Cal/OSHA

When reporting a work-related injury, illness, or death, the following information must be provided as required by 8 CCR 342:

1. Time and date of accident/event
2. Employer's name, address, and telephone number
3. Name and job title of the person reporting the accident
4. Address of accident/event site
5. Name of person to contact at accident/event site
6. Name and address of injured employee(s)
7. Nature of injuries
8. Location, where an injured employee(s) was/were taken for medical treatment
9. List and identify other law enforcement agencies present at the accident/event site
10. Description of accident/event and whether the accident scene or instrumentality has been altered

HAZARD CORRECTION (Title 8 CCR §3203(a)(6))

Unsafe or unhealthy work conditions, practices, or procedures will be corrected promptly based on the severity of the hazards. Hazards will be corrected according to the following procedures:

☒ When observed or discovered; and

☒ When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees required to correct hazardous conditions will be provided with the necessary protection and training.

Correcting and controlling hazards discovered in the workplace is everyone's responsibility and is

the cornerstone of an effective IIPP. Upon completion of an accident investigation or discovery of a workplace hazard, corrective action will be taken by the appropriate party to eliminate or control the hazard if it exists.

For conditions where appropriate corrective action cannot be determined, supervisors and site administrators will consult the safety coordinator, safety committee, or another qualified consultant or individual to develop appropriate corrective action. If an imminent hazard is found, supervisors will remove all personnel from the area and contact the safety supervisor for further guidance. For identified hazards not considered an imminent danger, a priority list of corrective action items will be determined.

COMMUNICATION WITH EMPLOYEES ABOUT SAFETY (Title 8 CCR §3203(a)(3))

All Supervisors are responsible for communicating with their employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform supervisors about workplace hazards without fear of reprisal.
Our communication system includes all of the following checked items:

A. ☒ New employee orientation including a discussion of safety and health policies and procedures.
- ☒ Follow-through by supervisors to ensure effectiveness.
- ☒ Worksite-specific health and safety training.
- ☒ Regularly scheduled safety meetings. Our safety meetings are held on the following schedule: See Maintenance, Transportation, and Child Nutrition schedules.
- ☒ Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate.
- ☒ Posted or distributed safety information.
- ☐ A system for employees to anonymously inform the administration about workplace hazards.

--OR--

B. ☐ Our district elects to use a labor/management health and safety committee to meet all the requirements of Title 8 CCR §3203(c)(1) – (7), thereby complying with the communication requirements of Title 8 CCR §3203(a)(3).

The IIPP will be effective in preventing injury and illness only if there is clear and open communication on safety matters. Supervisors and Managers are responsible for communicating with all employees assigned to their areas of responsibility about safety and health in a form readily understandable by everyone consistently. Ongoing communication about safety and health topics, workplace hazards, and recent injuries or incidents is important because it keeps safety in the minds of everyone.
Communication occurs in a variety of ways. Our system allows employees to inform their

supervisors about workplace hazards or concerns without fear of reprisal.

The Site Supervisor/Department Manager will disseminate safety-related information during safety meetings and employee training along with training in the JPA Learning Library. This information is disseminated during staff meetings, by email, and on the CVESD website. Additional safety training program information is conveyed as required to address actual or potential employee hazards or exposure.

The Site Supervisor/Department Manager will encourage employees to inform any supervisor or manager of actual or potential workplace hazards. Supervisors and managers are expected to inform all employees of the procedures for reporting hazards and such reporting will not result in disciplinary action.

The Safety Committee meets regularly and at least quarterly to discuss such items as recent accidents and injuries, safety compliance, identified hazards, safety suggestions, safety equipment, and other issues related to safety. The committee is comprised of management, classified, and certificated employees, and each site or department has at least one representative to disseminate the information to other staff.

TRAINING AND INSTRUCTION (Title 8 CCR §3203(a)(7))

All employees, including supervisors, will have training and instruction on general and job-specific safety and health practices. Training and instruction are provided according to the following schedule:

☒ When our IIPP was first established.

☒ To all new employees.

☒ To all employees given new job assignments for which training has not previously been provided.

☒ Whenever new substances, processes, procedures, or equipment are introduced to the school district and represent a new hazard.

☒ Whenever anyone is made aware of a new or previously unrecognized hazard.

☒ To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

☒ To all employees about the hazards specific to each employee's job assignment.

This training will include (but is not limited to):

- An explanation of our IIPP, emergency action plan, fire prevention plan, measures for reporting unsafe conditions, work practices, injuries, and any additional instructions needed.

- The availability of toilets, handwashing, and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and aisles clear, keeping work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
    - stacking goods in an unstable manner
    - storing materials and goods against doors, and exits, for extinguishing equipment and electrical panels.

Where applicable, our training may also include:

- The prevention of musculoskeletal disorders, including proper lifting techniques.
- The use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Proper food and beverage storage to prevent them from becoming contaminated.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES (Title 8 CCR §3203(a)(2))

All District employees, including Supervisors, are responsible for complying with safe and healthy work practices. Our system of ensuring that all employees comply with these practices includes all the following checked practices:

☒ Informing employees of the provisions of our IIPP.
☒ Evaluating the safety performance of all employees.
☒ Providing training to employees whose safety performance is deficient.
☒ Recognizing employees who perform safe and healthy work practices.

RECORDKEEPING AND DOCUMENTATION (Title 8 CCR 3203(b))

Although School Districts are not required to keep records or documentation of the elements of an IIPP, except the written program itself, our School District maintains the following records to help us more efficiently and effectively implement our IIPP (optional):

☒ Documentation of our safety and health training.

Form A

The following School-Site Safety Supervisors are responsible for maintaining our District's Injury and Illness Prevention Program and communicating with employees about our IIPP at their sites:

Ella B. Allen Elementary School **School Site**	Principal **Name of Supervisor**
Arroyo Vista Charter School **School Site**	Principal **Name of Supervisor**
Bayfront Charter High School **School Site**	Principal **Name of Supervisor**
Enrique S. Camarena Elementary School **School Site**	Principal **Name of Supervisor**
Joseph Casillas Elementary School **School Site**	Principal **Name of Supervisor**
Castle Park Elementary School **School Site**	Principal **Name of Supervisor**
Chula Vista Hills Elementary School **School Site**	Principal **Name of Supervisor**
Chula Vista Learning Community Charter **School Site**	Principal **Name of Supervisor**
Clear View Elementary School **School Site**	Principal **Name of Supervisor**
Hazel Goes Cook Elementary School **School Site**	Principal **Name of Supervisor**
Discovery Charter School **School Site**	Principal **Name of Supervisor**
Eastlake Elementary School **School Site**	Principal **Name of Supervisor**
Feaster Charter School **School Site**	Principal **Name of Supervisor**
Myrtle S. Finney Elementary School **School Site**	Principal **Name of Supervisor**
Halecrest Elementary School **School Site**	Principal **Name of Supervisor**
Harborside Elementary School **School Site**	Principal **Name of Supervisor**
Anne & William Hedenkamp Elementary School **School Site**	Principal **Name of Supervisor**
Heritage Elementary School **School Site**	Principal **Name of Supervisor**
Hilltop Drive Elementary School **School Site**	Principal **Name of Supervisor**
Fahari L Jeffers Elementary School **School Site**	Principal **Name of Supervisor**
Juarez-Lincoln Elementary School **School Site**	Principal **Name of Supervisor**

Karl H. Kellogg Elementary School **School Site**	Principal **Name of Supervisor**
Calvin J. Lauderbach Elementary School **School Site**	Principal **Name of Supervisor**
Liberty Elementary School **School Site**	Principal **Name of Supervisor**
Loma Verde Elementary School **School Site**	Principal **Name of Supervisor**
Los Altos Elementary School **School Site**	Principal **Name of Supervisor**
Thurgood Marshall Elementary School **School Site**	Principal **Name of Supervisor**
Corky McMillin Elementary School **School Site**	Principal **Name of Supervisor**
John J. Montgomery Elementary School **School Site**	Principal **Name of Supervisor**
Robert L. Mueller Charter School **School Site**	Principal **Name of Supervisor**
Saburo Muraoka Elementary School **School Site**	Principal **Name of Supervisor**
Olympic View Elementary School **School Site**	Principal **Name of Supervisor**
Otay Elementary School **School Site**	Principal **Name of Supervisor**
Palomar Elementary School **School Site**	Principal **Name of Supervisor**
Parkview Elementary School **School Site**	Principal **Name of Supervisor**
Lillian J. Rice Elementary School **School Site**	Principal **Name of Supervisor**
Greg Rogers Elementary School **School Site**	Principal **Name of Supervisor**
Fred H. Rohr Elementary School **School Site**	Principal **Name of Supervisor**
Rosebank Elementary School **School Site**	Principal **Name of Supervisor**
Salt Creek Elementary School **School Site**	Principal **Name of Supervisor**
Silver Wing Elementary School **School Site**	Principal **Name of Supervisor**
Sonia Sotomayer Elementary School **School Site**	Principal **Name of Supervisor**
Sunnyside Elementary School **School Site**	Principal **Name of Supervisor**
Burton C. Tiffany Elementary School **School Site**	Principal **Name of Supervisor**
Valle Lindo Elementary School **School Site**	Principal **Name of Supervisor**
Valley Vista Elementary School **School Site**	Principal **Name of Supervisor**
Veterans Elementary School **School Site**	Principal **Name of Supervisor**

Vista Square Elementary School **School Site**	Principal **Name of Supervisor**
Wolf Canyon Elementary School **School Site**	Principal **Name of Supervisor**

Heat Illness Prevention PLAN

Heat Illness Prevention Plan. The employer shall establish, implement, and maintain, an effective heat illness prevention plan. The plan shall be in writing in both English and the language understood by the majority of the employees and shall be made available at the worksite to employees and to representatives of the Division upon request. The Heat Illness Prevention Plan may be included as part of the employer's Illness and Injury Prevention Program required by section 8 CCR 3203, and shall, at a minimum, contain:

Procedures for the provision of water and access to shade

The high heat procedures

Emergency Response Procedures

Acclimatization methods and procedures

Introduction

The purpose of the Heat Illness Prevention Plan (HIPP) is to meet the requirements of the California Code of Regulations, 8 CCR 3395 Heat Illness Prevention in Outdoor Places of Employment. It is a supplemental component of the Injury Illness Prevention Program. This plan intends to establish procedures and provide information necessary to ensure that employees at Chula Vista Elementary School District are knowledgeable in the prevention and recognition of heat-related illness and fatalities, and to provide first aid and emergency services.

Heat-related injuries range from mild discomfort to life-threatening injuries, which are brought on by an increase or production of heat within the body or an inability to eliminate the heat that is produced. The stages of hyperthermia or heat illness are heat cramps, heat exhaustion, and heat stroke.

Definitions

Heat Cramps

- Heat cramps are the least serious form of heat-related injury. Heat cramps occur when the body loses too much salt during profuse sweating. Heat cramps typically occur in the large flexor muscles of the body including the abdominal muscles, gluteus muscles, and hamstrings.

- When experiencing symptoms of heat cramps, stop physical activity and move to a cool and shaded area. Drink water or a drink containing electrolytes and wait for the cramps to go away before performing additional work.

Heat Exhaustion

- Heat exhaustion is caused when the body's natural cooling mechanism is expanded. Prolonged and profuse sweating causes the body to lose significant amounts of water and salt. When not adequately replenished, blood circulation diminishes, affecting the major organs, such as the brain, heart, and lungs.
- Symptoms of heat exhaustion include profuse sweating, muscle cramps, dizziness, headache, fatigue, nausea or vomiting, and fainting. A person experiencing these symptoms should be moved to a cool place, their clothes removed or loosened, and actively cooled by using a cool-mist, cold, or wet compress. If the employee is fully responsive and not nauseated, they should be given water. 9-1-1 should be called as symptoms can worsen.

Heat Stroke

- An extreme form of hyperthermia is a life-threatening medical emergency. When the body is unable to cool sufficiently, it becomes overheated; the body temperature rises and the skin becomes hot, red, and dry and sweating may cease. The brain is the most susceptible when experiencing heat stroke, which may cause permanent disability or death.
- Heat stroke should be considered if there is a heat-related emergency coupled with unresponsiveness. If an individual is experiencing symptoms of heat stroke, call 9-1-1 immediately. If able, move them to a cool and shaded area and actively cool the person. Do not give them anything to drink.

PREVENTING HEAT ILLNESS

Access to Water

Employees shall have access to potable drinking water, including but not limited to the requirements that it be fresh, pure, suitably cool, and free of charge. The water shall be located as close as practicable to the areas where employees are working. Employees should avoid caffeinated beverages such as coffee, soda, or energy drinks as these can affect the body's ability to retain water.

If water is not continuously supplied or plumbed, it shall be provided in sufficient quantities at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift; effective procedures for water replenishment will also be implemented.

Access to Shade

Shade is provided by natural or artificial means, it does not expose employees to health or safety hazards nor does it deter or discourage its access or use. CVESD maintains areas of shade throughout all facilities and sites where employees are working, during rest and meal periods. Employees shall be allowed and encouraged to take a preventative cool-down rest in the shade when they feel the need to do so to protect themselves from overheating. An individual employee who takes a preventative cool-down rest shall be monitored and asked if he or she is experiencing symptoms of heat illness. Employees are encouraged to remain in the shade and shall not be ordered back to work until any signs or symptoms of heat illness have abated for a period of time not less than 5 minutes in the shade. CVESD shall provide appropriate First Aid or emergency response when an employee exhibits signs or symptoms of heat illness.

Acclimatization

Acclimatization is the gradual physiological adaptations that occur during repeated exposure to a hot environment. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

Example of an Acclimatization Schedule:

- For new workers, the schedule should be no more than a 20% exposure on day 1 and an increase of no more than 20% on each additional day.
- For workers who have had previous experience with the job, the acclimatization regimen should be no more than 50% exposure on day 1, 60% on day 2, 80% on day 3, and 100% on day 4
- Adjustments to acclimatization may be needed depending on the worksite conditions, experienced heat stress, and physical fitness of the workers

During acclimatization, a Supervisor (or designee) should closely observe all employees during a heat wave; a “heat wave” means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.
New employees will also be closely observed for the first 14 days of employment to ensure they are adjusting to the high-heat area. The intensity of the work will be lessened during a two-week break-in period by using procedures such as scheduling slower-paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early morning or evening).

Weather Monitoring

The weather will be monitored daily. The Supervisor will be on the lookout for heat waves, heat spikes, or temperatures to which employees have not been exposed for several weeks or longer.

High Heat Protocols

When the temperature **equals or exceeds 95 degrees Fahrenheit**, High Heat protocols will be implemented that include a pre-shift meeting to review high heat procedures.

Employees must notify their supervisor immediately of any heat concerns. Employees during these times must use a mandatory buddy system and/or maintain regular communication with employees via radio or phone. The supervisor will designate one or more employees on each worksite as authorized to call for emergency medical services but emphasize that all employees can call for emergency medical services (EMS) as necessary. The supervisor will also remind all employees throughout the work shift to drink plenty of water and stay hydrated and their right to take a cool-down rest as needed.

Indoor Heat Illness Prevention

On June 20, 2024, the Occupational Safety and Health Standards Board approved California Code of Regulations, Title 8, section 3396, "Heat Illness Prevention in Indoor Places of Employment". This standard applies to most workplaces where the indoor temperature reaches 82 Fahrenheit. It establishes required safety measures for indoor workplaces to prevent worker exposure to risk of heat illness. This standard went into effect on July 23, 2024.

Cal OSHA's Heat Illness Prevention in Indoor places of Employment regulation applies to most indoor workplaces such as restaurants, warehouses, and manufacturing facilities where temperatures can get high.

For indoor workplaces where the temperature reaches 82 degrees Fahrenheit, employers must take steps to protect workers from heat illness. Some of the requirements we have implemented include providing water, rest, cool-down areas, methods for cooling down the work areas under certain conditions, and training.

The Indoor Prevention Plan will follow the same procedures as the Heat Illness Prevention Plan. This plan will include procedures as identified above that include providing drinking water, cool-down areas, preventative rest periods, close observation during acclimatization, assessment and measurement of heat, training, and prompt emergency response.

Training

All employees and Supervisors will be trained before working outside. Training will include all aspects of implementing an effective Heat Illness Prevention Plan, including providing sufficient water,

providing access to shade, high-heat procedures, emergency response procedures, and acclimatization procedures contained in this written plan. Employees and Supervisors will also be trained on the environmental and personal risk factors of heat illness and the importance of immediately reporting signs and symptoms of heat illness

Training shall be provided when an employee is initially hired and annually, preferably before the high heat seasons. Heat-related illness training must also be provided before the beginning of work with refresher training as needed during times of expected elevated temperatures/humidity. Training will be offered in the language employees can understand and fully comprehend the dangers and care of heat-related injury. All training records will be kept on file per and as specified in the California Code of Regulations, Title 8, Section 3203 (Injury Illness Prevention Program).

Supervisor Training

Before supervising employees performing work that should reasonably be anticipated to result in exposure to the risk of heat illness effective training on the following topics shall be provided to the supervisor:

- CVESD's written procedures and the steps Supervisors will follow when employees exhibit symptoms consistent with heat illness
- Their responsibility to provide water, shade, cool-down rests, and access to first aid, as well as the employees' right to exercise their rights under this standard without retaliation
- Appropriate first aid and/or emergency response to different types of heat illness and made aware that heat illness may progress quickly from mild signs and symptoms to a serious, life-threatening illness
- How to track the weather at the job site (by monitoring predicted temperature highs and periodically using a thermometer). Supervisors will be instructed on how weather information will be used to modify work schedules, increase the number of water and rest breaks, or cease work early if necessary.

IIPP COVID-19 ADDENDUM

WHAT IS CORONAVIRUS DISEASE 2019 (COVID-19)

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan, China. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19.

There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans. The name of this disease was selected following the World Health Organization's (WHO) best practice for naming new human infectious diseases.[1]

CORONAVIRUS DISEASE 2019 (COVID-19) - HOW DOES THE VIRUS SPREAD?

According to the US Centers for Disease Control and Prevention COVID-19 is spread in three main ways: Breathing in the air when close to an infected person who is exhaling small droplets and particles that contain the virus. Having these small droplets and particles that contain the virus land on the eyes, nose, or mouth, especially through splashes and sprays like a cough or sneeze. Touching eyes, nose, or mouth with hands that have the virus on them.

INTRODUCTION

The Chula Vista Elementary School District (District), through its administration and management, is committed to the safety and health of all employees, including volunteers, and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. By making safety a high priority for every employee, the District can reduce injuries and illness, increase productivity and promote a safer and healthier work environment.

The protocols that are outlined in this document are a phased approach and will be modified based on the ongoing and updated guidance from the CDC, state and local public health agencies, and District operations.

ESSENTIAL INFECTION PREVENTION MEASURES – DISTRICT STRATEGIES

The District, to the extent possible, will implement the following guidelines to mitigate employee exposure to the coronavirus disease (COVID-19) in the workplace.

1. Staff who are sick should stay home until their symptoms are improving and they are fever-free for 24 hours without the use of fever-reducing medications. If they test positive for COVID-19 they must stay home until their symptoms are improving AND they have been fever-free for 24 hours without the use of fever reducing medications. Per CAL/OSHA staff are required to mask indoors for 10 days if they test positive for Covid-19. Day zero is the date of onset of symptoms. If the staff member does not have symptoms, day zero is the date of positive test collection.

2. In the event of an outbreak

3. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.

4. During the days following isolation or exposure when masks are required to be worn, all persons should optimize mask fit and filtration ideally through the use of a mask or respirator per California Department of Public Health (CDPH) recommendations. The face-covering requirement does not apply to employees who have a medical or mental health condition that prevents the use of a face-covering however, since Cal/OSHA requires masks to be worn indoors after exposure or early return from isolation, staff who cannot mask must stay home for at least 10 days after exposure and may not return early after isolation.

ESSENTIAL INFECTION PREVENTION MEASURES – EMPLOYEE RESPONSIBILITY

During the school year, District employees have a collective responsibility to ensure the protection of all people in the workplace by staying abreast of current public health guidelines to mitigate exposure to coronavirus disease (COVID-19).

1. An employee should stay home if they are sick and test if they have ANY of the COVID-19 symptoms, follow public health agency guidelines, and contact their administrator or supervisor. *COVID-19 symptoms: headache, cough, runny nose, nasal congestion, sore throat, fever, chills, nausea, vomiting, diarrhea, new loss of taste or smell, fatigue, shortness of breath, or difficulty breathing.

2. Employees who test positive for the COVID-19 virus or have been exposed to a positive or presumed positive case should not return to work until they have abided by the return-to-work guidance listed below.

3. Employees who return to work following an illness should promptly report any recurrence of symptoms to their immediate supervisor.

4. Employees should wash their hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with other persons and after contacting shared surfaces or objects.

5. Employees should cover coughs and sneezes and avoid touching their eyes, nose, and mouth with unwashed hands.

6. Employees should avoid sharing personal items with coworkers (i.e., dishes, cups, utensils, towels).

7. Employees should notify their administrator or supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water, and single-use towels or blowers.

8. No employee shall bring cleaning products and/or disinfectants into the workplace that have not been approved by the Facilities Department.

DISTRICT RESPONSE - CONFIRMED OR SUSPECTED COVID-19 CASE

The District will consult with the CDC, the California Department of Public Health, and the San Diego County Health and Human Services Agency to ensure mitigation practices and response protocols are aligned with current expectations.

Confirmed COVID-19 Case

CDPH recommends that persons directly exposed to an individual who has tested positive or been diagnosed with COVID-19 should test if they develop symptoms.

Once the district is notified that a student or staff member has COVID-19, the District will notify coworkers who are considered close contacts to the positive individual (indoors for 15 minutes or more during the communicable period) of their possible exposure to COVID-19 in the workplace and testing and masking requirements but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

Close contact refers to any person who has been indoors with a potentially infectious COVID-19 person for 15 minutes or more (within 24 hours).

COVID-19 Prevention Program (CPP)

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

AUTHORITY AND RESPONSIBILITY

Jennifer Venyak, Manager, Benefits and Risk Management has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all Managers and Supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

We will implement the following in our workplace:

- Conduct workplace-specific evaluations, when necessary, using **Appendix A: Identification of COVID-19 Hazard Form**. The risk assessments, which include hazards, vulnerabilities, and risks, for each school site can be found in the Comprehensive School Safety Plan.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in the workplace and the need for different or additional controls.
- Conduct periodic inspections using **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Notifying their direct Supervisor of hazards or violations of established procedures.
- Submit a "Let's Talk" dialogue either anonymously or with their contact information. This form can be found at https://www.cvesd.org/contact_us.

CONTROL OF COVID-19 HAZARDS

Investigating and Responding to COVID-19 Cases

Employees who had potential COVID-19 exposure in our workplace will be:

1. Notified if there was a COVID-19-positive individual onsite and provided a notification (while maintaining the confidentiality of the individual):
    a. Close Contact Notification – This correspondence will be provided to employees who have been identified as close contact. In addition, the employee will be notified of their requirements to test according to guidance.

Employees who test positive for COVID-19 will be:

1. Notified to follow CDPH guidance on return to work.
2. Contacted to determine any staff with whom they may have had close contact during their infectious period. The infectious period begins two days before symptoms begin. For asymptomatic cases, the infection period is two days before the COVID-19 test collection.

SYSTEM FOR COMMUNICATING

Communication between employees and the Chula Vista Elementary School District on matters relating to COVID-19 mitigation and response is an important aspect to ensure employee safety while in the workplace. Therefore, the District has a communication system through the Senior Manager, Benefits and Risk Management that is intended to accomplish a clear and concise exchange of information for administrators and supervisors.

- All District employees are encouraged to report to their immediate administrator or Supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace. Employees may also submit concerns through the "Let's Talk" communication platform.
- Employees can report symptoms and hazards without fear of reprisal.
- Administrators and supervisors who, after assessing the report, determine that additional guidance or assistance is required shall contact the Senior Manager, Benefits and Risk Management who will triage the report and notify essential District personnel for an appropriate response.

Senior Manager, Benefits and Risk Management
(619) 425-9600, Ext. 181353

- Testing is not required, however, employees can access COVID-19 testing through one of the following resources:

    - Listing of San Diego County HHSA Testing Locations
    - Testing with Campus Clinic cart testing at schools in the district, based on school site testing schedule.
    - Option to contact the medical provider and request a test

- In the event we are required to provide testing because of a workplace exposure or outbreak, employees will be provided the opportunity to test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

TRAINING AND INSTRUCTION

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
    - COVID-19 is an infectious disease that can be spread through the air.
    - An infected person may have no symptoms.
- The importance of frequent handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing facility, and that hand sanitizer does not work if the hands are soiled.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Provide information regarding public health orders and isolation when infected with COVID-19 or being exposed to an individual with COVID-19.

The District will maintain appropriate training records through our learning management system. We utilize the www.jpalearninglibrary.com website to train our employees and monitor the completion of training courses.

EXCLUSION OF COVID-19 CASES

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.

REPORTING, RECORDKEEPING, AND ACCESS

The Chula Vista Elementary School District will maintain records in compliance with applicable regulations.

RETURN-TO-WORK CRITERIA

COVID-19 cases, who test positive but do not develop symptoms, may remain at work unless symptoms

develop. If symptoms develop then follow the guidance for symptomatic. **Per CAL/OSHA Staff are required to mask indoors for 10 days after a positive test. Day zero is date of symptom onset. If there are not symptoms, day zero is date of positive test collection.**

COVID-19 cases, who test positive and develop symptoms, must stay home when symptoms appear. Workers may return to work when they are fever-free for 24 hours without using fever reducing medication and other non-fever symptoms are mild and improving.

All staff who test positive for COVID-19:

- Must wear a mask at work indoors through day 10 after their symptom onset or positive test date.
- Should avoid contact for 10 days with individuals who are at a higher risk of severe COVID-19.

Persons who are close contacts (indoors with a case for 15 min or more) with someone at work with COVID-19 should:

- Test for COVID-19 if they
  - Develop Symptoms
  - Are at a higher risk for severe COVID-19
  - Are around others who are at a higher risk for severe COVID-19
- Wear a mask through day 10 after the close contact if they develop symptoms, or when around others indoors who are at a higher risk for infection.

K-12 workers may stay at work after exposure. If they test and it is positive, follow guidance for return. If symptoms develop, isolate and test.

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP is in effect if a district site experiences three (3) COVID cases within 14 days until there are no new COVID-19 cases detected at the site for 14 days.

COVID-19 testing

- We will provide COVID-19 testing to all employees in or near our exposed workplace. Staff may test with home antigen tests. Employees are also encouraged to use other testing locations as needed or desired, including county locations and healthcare provider locations.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak per the section **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review, and hazard correction

In addition to our **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately review potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent the further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.
  - Increase communication regarding policies and procedures.

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide the local health department with the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Major COVID-19 Outbreaks

This section of CPP will be in effect if there are 20 or more COVID-19 cases within 30 days at one district site until there are no new COVID-19 cases detected in our workplace for 14 days.

COVID-19 testing

We will provide weekly COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace per the section **Exclusion of COVID-19 Cases** and **Return to Work Criteria,** and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of the section **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High-Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**

References

SDCOE COVID Resources: https://www.sdcoe.net/covid-19/home

Senate Bill 1479: https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220SB1479

Senate Bill 1479 Implementation Questions & Answers: https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Senate-Bill-1479- Implementation-Questions-and-Answers.aspx

CDPH Testing Framework: https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Testing-Framework-for-K-12- Schools-for-the-2022-2023-School-Year.aspx

Cal/OSHA COVID-19 Prevention Nonemergency Regulations What Employers Need to Know

COVID-19 ETS What Employers Need to Know About the December 15 2022 Standards (ca.gov)

CDPH Covid Guidance Updated January 9, 2024

https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID-19-Isolation-Guidance.aspx

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting evaluation: _____**Date**: _____

Name(s) of employee and authorized employee representative that participated:

_____

Hazard Assessment Site	Assessor name	Assessment date	Review date

Ref	Tasks, Issue, Hazards	Responsible Party	Safety Measures
(a)			
(b)			
(c)			
(d)			
(e)			

Appendix B: COVID-19 Inspections

Person conducting inspection: _____**Date:** _____

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions are being used according to manufacturing instructions			
Shared Use rooms utilizing appropriate safeguards (bathroom, lounge, etc.)			
PPE (not shared, available, and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face Shields			
Other:_____			
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

Workplace Violence Prevention Plan (WVPP)

This Workplace Violence Prevention Plan is a part of the Injury and Illness Prevention Plan is readily available to all employees and can be accessed on the District's website HERE.

Link to Relevant CVESD Policies(s):

BP 0450 - Comprehensive Safety Plan

BP 1240 - Volunteer Assistance

BP 1250 - Visits to the School

BP 3515 - Campus Security

BP 4119.11 - Sexual Harassment

BP 4131 - Professional Development

BP 4218 - Termination of Employment

BP 3516 - Emergency and Disaster Preparedness Plan

DEFINITIONS

The CVESD Workplace Violence Prevention Plan (WVPP) addresses the hazards associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9.

For purposes of this section (Workplace Violence Prevention Plan), the following definitions apply:

Emergency—Unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by Labor Code section 6401.9.

Plan - The workplace violence prevention plan required by Labor Code section 6401.9.

Serious injury or illness - 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.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.

- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

The following four workplace violence types:

> ***Type 1 violence*** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
>
> ***Type 2 violence*** - Workplace violence directed at employees by customers, clients, parents, students, or visitors.
>
> ***Type 3 violence*** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
>
> ***Type 4 violence*** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules used to effectively reduce workplace violence hazards.

CVESD-specific definitions that apply to this section:

- **CVESD Employees** - include any person employed by the Chula Vista Elementary School District.
- **Volunteer** - as outlined under AR 1240
- **Visitor** - as outlined under AR 1250
- **School Site Safety Supervisors** - Refer to Form A for all School Site Safety Supervisors across CVESD sites.

RESPONSIBILITY

The WVPP administrator, **Jennifer Venyak, Senior Manager, Benefits and Risk Management**, has the authority and responsibility for implementing the provisions of this plan for **Chula Vista Elementary School District.**

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Jennifer Venyak	Senior Manager, Benefits and Risk Management	**Responsible for the overall implementation of the Plan.**	619-425-9600, Ext. 181353	**Jennifer.Venyak@cvesd.org**

Each school in our district has been assigned a Safety Supervisor. School-Site Safety Supervisors are responsible for communicating and socializing the Injury and Illness Prevention Plan, including the Workplace Violence Prevention Plan, at their school sites and for answering employee questions about the district's IIPP. A list of all the District's School-Site Safety Supervisors who will implement and maintain the IIPP at their school sites is attached as Form A.

EMPLOYEE ACTIVE INVOLVEMENT

Chula Vista Elementary School District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Your School-Site Safety Supervisor will work with and allow employees and authorized employee representatives to participate in:
    - The District offers bimonthly safety meetings with employees and their representatives. These meetings offer an opportunity to discuss the identification of workplace violence-related concerns/hazards, evaluate reported concerns and/or hazards, and the process for how they can be corrected or mitigated. This meeting will also allow employees to suggest adjustments to training and reporting procedures.
        - The District's Safety Committee currently meets bimonthly
        - Employees may contact their School-Site Safety Supervisor for information on their site meeting date and time.

- School-Site Safety Supervisors will ensure that all employees clearly communicate and understand all workplace violence policies and procedures within this written plan and enforce the rules fairly and uniformly.

- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. The following policies support a safe work environment.
    - BP 4030 - Non-discrimination in Employment
    - BP 0450 - Comprehensive Safety Plan
    - BP 3516 - Emergency and Disaster Preparedness Plan
    - BP 4057 - Employee Safety

- BP 4119.11 - Sexual Harassment
- BP 4131 - Professional Development
- BP 4218 - Termination of Employment

- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system ensures that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions that create a security hazard for others in the workplace, include at a minimum:

- Training Employees, Supervisors, and Managers in the provisions of **Chula Vista Elementary School District** Workplace Violence Prevention Plan (WVPP)
    - Training is provided at least annually and when additional hazards and corrective measures justify updated training. The training is accessible to all employees via the JPA Learning Library.
    - Questions and suggestions regarding the design and implementation of the Workplace Violence Prevention training may be directed to the WPVP Program Safety Team at Safety@CVESD.org
- In accordance with BP 4131 - Professional Development, Employees with the District's professional development program shall assist certificated staff in developing knowledge and skills, including, but not limited to knowledge of topics related to health safety and security. This may include, but is not limited to:
    - Training School-site Safety Supervisors of all sites outlined in Form A.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Discipline employees for failure to comply with the WVPP in accordance with BP 4057 - Employee Safety and BP 4218 - Termination of Employment.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace within the District's regularly scheduled Safety Committee meeting.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our District team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. All Supervisors are responsible for communicating with their employees about workplace violence prevention in a form readily understandable by all employees. Our communication system encourages all employees to inform supervisors about workplace hazards without fear of reprisal.

The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between School-Site Safety Supervisors and staff in a form that is readily understandable by all employees and consists of one or more of the following:

- Our communication system includes all of the following checked items:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
- Follow-through by School-site safety supervisors to ensure effectiveness.
- The District's Safety Committee currently meets monthly (The second and fourth Wednesday of the month)
- Employees may contact their School-Site Safety Supervisor for information on their site meeting date and time.
- Effective communication of workplace violence concerns between employees and School-Site Safety supervisors, including language translation where appropriate.
- A system for employees to anonymously inform the administration about workplace hazards. This system involves Submitting a form or contacting the Workplace Violence Prevention Safety Team at Safety@CVESD.org. (Employees may remain anonymous if they desire, although it may limit the follow-up regarding the reported incident). Please submit an anonymous report using WeTip.
- Emergency 9-1-1, non-emergency matters may be referred to the School Resource Officer or the School-Site Safety Supervisor.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.
- Employees' concerns will be reviewed within 48 hours of receipt through the form or email and responded to in a timely manner and they will be informed of any preventative measures taken.
- The Workplace Violence Prevention Plan will be effective in preventing workplace violence only if there is clear and open communication on safety matters. Supervisors and Managers are responsible for communicating with all employees assigned to their areas of responsibility about preventing workplace violence in a form that is readily and consistently understandable by everyone. Ongoing communication about workplace violence prevention topics, workplace hazards, and recent incidents is important because it keeps safety in the minds of everyone.
- Communication occurs in various ways. Our system allows employees to inform their School-Site Safety Supervisor about workplace hazards or concerns without fear of reprisal.
- The School-Site Safety Supervisor will disseminate workplace safety-related information during safety meetings, employee training, and training in the JPA Learning Library. This information is also disseminated during staff meetings, by email, and on the CVESD website. Additional workplace violence prevention program information is conveyed as required to address actual or potential employee hazards or exposure.
- The Workplace Violence Program Administrator will encourage employees to inform any School-Site Safety Supervisor of actual or potential workplace hazards. School-Site Safety Supervisors are expected to inform all employees of the procedures for reporting hazards and such reporting will not result in disciplinary action.

- The District offers bimonthly safety meetings. These meetings include an opportunity to discuss the identification of workplace violence-related concerns. This meeting will also allow employees to suggest adjustments to training and reporting procedures.
    - The District's Safety Committee currently meets bi-monthly (The second and fourth Wednesday of the month).
    - Employees may contact their School-Site Safety Supervisor or union representative for information on upcoming safety meetings.

COORDINATION WITH OTHER EMPLOYERS (Contractors)

The School-Site Safety Supervisor will implement the following effective procedures to coordinate the implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained in workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

School-Site Safety Supervisors will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's Supervisor or Manager, who will inform the WVPP administrator. This will be accomplished by submitting the information below to Safety@CVESD.org. If that's not possible, employees will report incidents to their School-Site Safety Supervisor (Contact information noted in Form A). If there is an allegation of workplace violence reported against the School-Site Safety Supervisor, employees may report the incident to the Workplace Violence Prevention Safety Team at Safety@CVESD.org.

    - Reports of Incidents of Workplace Violence should include the following information:
        - Date of the reported incident
        - Time of the incident
        - location of the incident
        - Type of workplace violence
            - Type I - workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
            - Type II - workplace violence directed at employees by customers, clients, patients, students, or visitors.
            - Type III - workplace violence against an employee by a present or former employee, supervisor, or manager.
            - Type IV - workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.
            - Unknown to the reporter at time of report submission.
        - Detailed incident description including statements that accurately describe the reported incident. Also note if this was observed as the reporter or if you are reporting this as a third party to the event.
        - Provide who else was impacted by the incident. Provide names if available.

- Note the steps that have been taken to address the incident.
  - For example, document if and when this was reported to School-Site Safety Supervisor, SRO, or law enforcement. Disclose if you have already taken steps within your site to address the incident. Share if you have had a conversation with the person of concern. Inform if you referred the student to a campus resource, such as Human Resources or School Resource Officer.
- Who committed the violence, including whether the perpetrator was a (indicate all the apply):
  - Student, vendor, or visitor;
  - family or friend student, vendor or visitor;
  - Unknown person with criminal intent;
  - Coworker, supervisor, or manager;
  - Partner or spouse of a CVESD employee;
  - Parent or relative of CVESD employee
  - other perpetrator.
- Circumstances at the time of the incident, including whether the employee was:
  - completing usual job duties;
  - working in poorly lit areas;
  - Rushed;
  - isolated or alone;
  - unable to get help or assistance;
  - working in a community setting; or
  - working in an unfamiliar or new location.
- Where the incident occurred, such as:
  - in the workplace (note building or room number);
  - parking lot or other area outside the workplace; or
  - other area.
- Type of incident, including whether it involved any of the following:
  - physical attack without a weapon, including choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting;
  - attack with a weapon or object, including a firearm, knife, or other object;
  - threat of physical force or threat of the use of a weapon or other object;
  - sexual assault or threat, including rape, attempted rape, physical display, or unwanted verbal or physical sexual contact;
  - animal attack; or
  - other type of incident.
- Consequences of the incident, including:
  - whether security or law enforcement was contacted and their response; and
  - actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
- Name and job title of the person completing the incident report.
- Date of submission

Employees may report incidents or threats of workplace violence or concerns about workplace violence without fear of reprisal or retaliation. Any reports of reprisal or retaliation should be reported immediately to the Program Administrator.

EMERGENCY RESPONSE PROCEDURES

CVESD has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following public address at the site.

  Alarm systems and PA announcements will be used to alert employees of emergencies (The alarms could be audible alarms, visual alarms, or both.)

- CVESD has plans for emergencies and evacuation procedures under BP 3516 - Emergency and Disaster Preparedness Plan.
- Employees may obtain help from staff, security personnel, or law enforcement by contacting 9-1-1 in emergency matters where there is an imminent risk to health and safety. Non-emergency matters may be referred to the School Resource Officer or the School-Site Safety Supervisor.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

One or more of the following checked individuals will perform periodic inspections to identify and evaluate workplace violence hazards in our school's sites.

- School-Site Safety Supervisors in their school sites
- Our District's IIPP Administrator(s)/SASH Coordinator(s)

Periodic inspections are always performed according to the following schedule:

- When we initially established our Workplace Violence Prevention Plan.
- Whenever new workplace violence hazards are introduced into our workplace.
- Whenever new, previously unidentified hazards are recognized.
- Whenever occupational injuries and illnesses occur as a result of an incident of workplace violence.
- Whenever workplace conditions warrant an inspection.

The Program Administrator/ Safety team / Facilities Maintenance and Operations Department will ensure that all reported potential workplace violence hazards left unabated are documented using the work order system for facilitating necessary corrective actions.

Employees are encouraged to assess their work environment for hazards, be aware of other safety issues, and report any problems in writing to their School-Site Safety Supervisor.

Supervisors and Site Administrators are responsible for promptly correcting identified workplace violence hazards. When an imminent hazard is identified, which cannot be immediately abated without endangering employees, all nonessential personnel will be removed from the affected area and the area secured to prevent re-entry except for designated workers.

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence.

Periodic Inspections shall be conducted:

- When the workplace violence prevention plan is established.
- When new workplace violence hazards are brought to the attention of the District or identified following a reported incident of workplace violence.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace: School-Site Safety Supervisors designated in Form A.

Identifying conditions in the workplace that could lead to workplace violence involves a comprehensive approach, including observation of how the space is used, feedback from employees, evaluation of the physical environment, and review of actual incidents and crimes. Hazards contributing to workplace violence may be operational, human caused, or a result of the physical environment. Examples of hazards that contribute to workplace violence risk are below:

- Operational hazards:
    - Cash handling on site
    - High conflict or high stress interactions
    - Work with persons under extreme stress
    - Poor customer service
    - Excessive overtime
    - Employees working alone or in an isolated area
- Physical environment hazards:
    - Public access to the space
    - Physical barriers between students, visitors, parents, and employees
    - Security cameras
    - See-through windows
    - Adequate lighting
    - Overcrowded workspaces
- Human-caused hazards:
    - Poor supervision of employees
    - Disruptive behavior
    - Abusive conduct
    - Poor interpersonal skills
    - Lack of training/poor performance
    - Employee/student misconduct

The presence of hazards in a workplace does not inherently mean it is unsafe. While an incident of workplace violence may occur at any place at any time, the goal of an effective workplace prevention plan is to identify and mitigate as many hazards as possible to reduce the risk of workplace violence.

Inspections for workplace violence hazards include assessing:

- Site visitor management procedures.
- Surveillance measures.
- Procedures for employee response during a breach in access or other criminal act, including our policy prohibiting employees, who are not law enforcement or contracted security, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, access control, security windows, physical barriers, and restraint systems.
- The availability of employee escape routes.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. CVESD will implement the following effective procedures to correct workplace violence hazards that are identified:

Once identified, workplace violence hazards will be evaluated and corrected in a timely manner. Hazards will be corrected as soon as possible, based on available resources, ability to perform the work/access the space, and severity of the hazard.

Once a hazard has been identified by the Workplace Violence Prevention Program Administrator, The District Safety Committee, School-Site Safety Supervisor or other body as a workplace violence hazard, the department receiving the complaint will notify the program administrator. Suppose an immediate course of action is identified to resolve or significantly control the hazard. In that case, the department that identified the issue or the resolution will provide a summary of the hazard and the correction or control to the program administrator for approval.

The School-Site Safety Supervisor will identify the employees impacted by the hazard and correction and communicate the information to those affected employees as soon as practicable.

Our procedures for investigating workplace violence hazards include:

- Visit the scene as soon as possible.
- Investigate if an injury has occurred.
- Determining the cause of the workplace violence incident.
- Examining the workplace and the incident for underlying causes associated with the workplace violence incident.
- Taking corrective action to prevent an incident of workplace violence from reoccurring.
- Recording the findings and actions taken.
- Other:

The primary reason for conducting an accident investigation is to determine the incident's root cause and thus prevent future similar incidents using knowledge derived from the investigation. Administrative and supervisory personnel are responsible for accident investigation in their areas of responsibility. Corrective measures for workplace violence hazards will be specific to a given work area.

In addition to the above investigation and documentation of the findings, the safety committee will review the basic information for each incident and make additional recommendations for corrective action when appropriate.

RECORD OF REVISION

The following revisions have been approved by the Office of Risk Management and Office of Emergency Preparedness and Security in concert with all appropriate stakeholders:

Section and Summary of Changes	Date of Revision	Revision Number	Revision Made By
Added IIPP COVID-19 Addendum and COVID Prevention Program	1/1/2021	1	Anthony Carlton
Added "Multiple COVID-19 Infections and COVID-19 Outbreaks" and "Major COVID-19 Outbreaks" sections.	2/20/2021	2	Sherry Colgan Stone
Added language regarding bi-weekly testing cadence during red tier. Updated new supervisors. Updated format style of IIPP to match other safety/emergency plans.	3/8/2021	3	Sherry Colgan Stone
Updated new supervisor (Feaster)	3/19/2021	4	Sherry Colgan Stone
Updated CPP regarding masks, physical distancing, hygiene and cleaning, and health screening per updated guidance from CDPH. Updated new supervisor	7/13/2021	5	Sherry Colgan Stone
Updated CPP regarding masks, isolation, quarantine, and disinfection guidance from CDPH.	1/5/22	6	Rachel Sweigart/Jennifer Venyak
Updated CPP regarding masks, isolation, quarantine, and disinfection guidance from CDPH.	2/10/22	7	Rachel Sweigart/Jennifer Venyak
Updated CPP regarding masks, isolation, quarantine, and disinfection guidance from CDPH.	4/20/22	8	Rachel Sweigart/Jennifer Venyak
Updated CPP regarding masks, isolation, quarantine, and disinfection guidance from CDPH.	5/19/2022	9	Rachel Sweigart/Jennifer Venyak
Updated IIPP and Heat Illness Prevention Plan	6/15/2022	10	Jennifer Venyak

Updated IIPP and Testing Framework	1/15/2023	11	Jennifer Venyak/Rachel Sweigart
Updated IIPP and CPP	3/20/2024	12	Jennifer Venyak/Rachel Sweigart
Updated IIPP and Added Workplace Violence Prevention Plan	7/30/2024	13	Jennifer Venyak
Updated IIPP and Heat Illness Prevention Plan	09/13/2024	14	Jennifer Venyak
Updated IIPP	9/24/2026	15	Jennifer Venyak