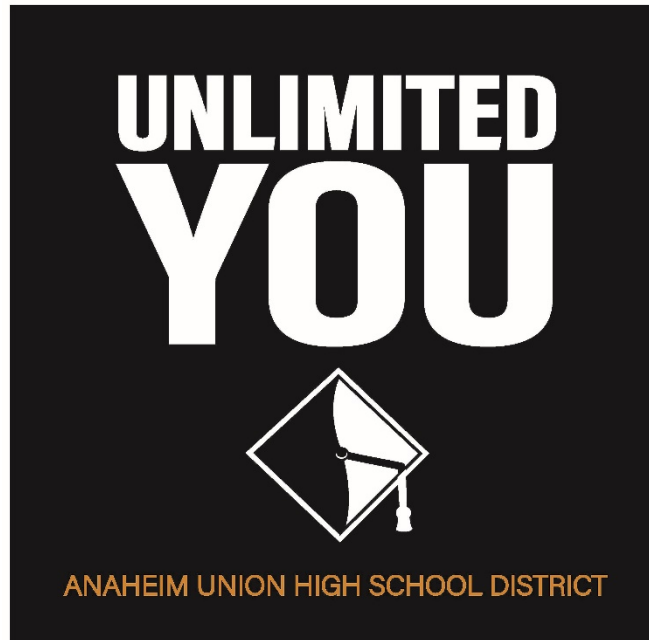


# **ANAHEIM UNION HIGH SCHOOL DISTRICT**



## **EMPLOYEE INJURY AND ILLNESS PREVENTION PROGRAM**

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Anaheim Union High School District  
501 N. Crescent Way  
Anaheim, California 92801  
(714) 999-5652

# **TABLE OF CONTENTS**

## **INJURY AND ILLNESS PREVENTION PROGRAM**

INTRODUCTION	1
PROGRAM OBJECTIVE	1
STATUTORY AUTHORITY	1
RELEVANT REGULATIONS AND LEGISLATION	2
- Senate Bill 198	2
- Senate Bill 1303	2
- California Labor Code and Title 8 of the Cal Code of Regulations	2
TITLE 8, SECTION 3203 – INJURY AND ILLNESS PREVENTION PROGRAM	2
STAFF RESPONSIBILITY	4
COMPLIANCE	4
HAZARD IDENTIFICATION	4
- Scheduled Safety Inspections	5
- Unscheduled Safety Inspections	5
ACCIDENT INVESTIGATIONS	5
HAZARD CORRECTION	5
TRAINING	5
- General Safe Work Practices	5
- Specific Safe Work Practices	6
COMMUNICATION	6
- Training and Retraining	6
- Anonymous Notifications	6
- Miscellaneous	7
ERGONOMICS	7
- Risk Factors for Ergonomic Injuries	8
- Ergonomic Risk Factors	9
DOCUMENTATION	10
LEGALLY REQUIRED REPORTING	10

## **EXPOSURE CONTROL PLAN – BLOODBORNE PATHOGENS**

COMPLIANCE	12
DEFINITIONS	12
EXPOSURE CONTROL PLAN	13
EXPOSURE DETERMINATION	13
METHODS OF COMPLIANCE	14
INFORMATION AND TRAINING	18
FORMS	20

## **TABLE OF CONTENTS (Continued)**

### **EXPOSURE CONTROL PLAN – HAZARDOUS MATERIALS WASTE DISPOSAL**

UNIVERSAL WASTE	24
ELECTRONIC WASTE	24
SCIENCE LABORATORY WASTE	24
- Chemicals	24
- Bio-Waste (Dissections)	24
AB 2260 – HEALTHY SCHOOL ACT	24

### **HEAT ILLNESS PREVENTION PLAN**

OBJECTIVE	25
EMPLOYEE TRAINING	25
WEATHER CONDITIONS	25
WATER PROCEDURES	25
ACCESS TO SHADE	26
SHADE PROCEDURES	26
SHADE UP AT 80 DEGREES F	26
HIGH HEAT PROCEDURES	27
COMMUNICATION	27
OBSERVATION	27
ACCLIMATIZATION	28
EMERGENCY RESPONSE	28
CONTACTING EMS	28
WORK SITE LOCATION	28
HEAT INDEX	29
SAFETY TRAININGS	29

### **CORONAVIRUS DISEASE 2019 (COVID-19)**

<b><u>Centers for Disease Control and Prevention</u></b>	30
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#### **California Division of Occupational Safety and Health**

What is Coronavirus Disease 2019 (COVID-19)	30
Coronavirus Disease 2019 (COVID-19) – How Does the Virus Spread?	30

#### **AUHSD-Coronavirus Disease (COVID-19)**

Introduction	31
Essential Infection Prevention Measures – General Statement	31
Essential Infection Prevention Measures – District Strategies	31
Essential Infection Prevention Measures – Employee Responsibilities	33
Personal Protective Equipment (PPE)	35
Identification of High Traffic-High Touch Areas	35
District Response-Confirmed or Suspected COVID-19 Case	35
Communication	37
Employee Training	37
References	38

ANONYMOUS REPORT – UNSAFE WORK CONDITION	--
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# **INJURY AND ILLNESS PREVENTION PROGRAM**

## **INTRODUCTION**

The Anaheim Union High School District, through its administration and management, is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety.

Therefore, in order to maintain a safe and healthful work environment, the Anaheim Union High School District developed this Injury and Illness Prevention Program (IIPP). This document describes the goals, statutory authority, and the responsibilities for all employees under the IIPP. By making safety a high priority for every employee, Anaheim Union High School District can reduce injuries and illness, increase productivity and promote a safer and healthier work environment.

## **PROGRAM OBJECTIVE**

The primary objective of the IIPP is to reduce job-related employee injuries and illnesses as well as to insure compliance with California Occupational Safety and Health Act (Cal/OSHA) Title 8, Section 3203, which requires each employer to:

- Establish and maintain an effective Injury & Illness Prevention Program.
- Provide a safe and healthy working environment for all employees.
- Reduce the human and financial losses resulting from injuries and illnesses arising out of or occurring in the course of employment.
- Establish safety policies; safety committees; safety related trainings; and communication processes which will contribute to and be a part of the IIPP.

Diligent implementation of the IIPP will procure many benefits for the Anaheim Union High School District. Most notably it will:

- Protect the health and safety of employees and decrease the potential risk of disease, illness, injury and harmful exposures to district personnel.
- Reduce workers' compensation claims and costs.
- Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.
- Improve employee morale and efficiency as employees see that their safety is important to management.
- Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

## **STATUTORY AUTHORITY**

- California Labor Code Section 6401.7
- California Code of Regulations Title 8, Sections 1509 and 3203

## **RELEVANT REGULATIONS AND LEGISLATION**

### **Senate Bill 198 (1989)**

This bill requires employers to identify and correct hazards existing in the workplace to protect their employees. According to the Legislative Counsel's Digest of the bill, it states that "This Bill (SB198) would require every employer to establish, implement and maintain an effective written injury prevention program including specified elements and to provide specified training of employees in general safe and healthy work practices."

### **Senate Bill 1303**

In addition to SB 198, Senate Bill 1303 (SB 1303) established that dangerous business practices can be considered a crime and the responsible parties can be held criminally accountable. The Legislative Digest states "This bill (SB 1303) would provide that a corporation or person who is a manager with respect to a product, facility, equipment, process, place of employment or business practice, is guilty of a misdemeanor or felony if the corporation or manager has actual knowledge of a serious concealed danger that is subject to regulatory authority of an appropriate agency and is associated with that product or a component of that product or business practice and knowingly fails to inform the Division of Occupational Safety and Health and warn affected employees, as specified."

### **California Labor Code and Title 8 of the California Code of Regulation**

In 1991, the next phase of the Occupational Safety Control took effect. Labor Code Section 6400 requires every employer to "provide a safe and healthful workplace for his/her employees." Title 8 (T8) of the California Code of Regulations (CCR) "requires every California employer to have an effective injury and illness prevention program in writing that must be in accord with T8 and CCR Section 3203 of the General Industry Safety Orders."

### **TITLE 8, SECTION 3202 – INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)**

Every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program in writing that meets the following minimum requirement:

- Identify the person or persons with authority and responsibility for implementing the program.
- Include a system for ensuring that employees comply with safe and healthy work practices.
- Include a system for communication with employees in a form readily understandable by all affected employees on matters relating to occupations, safety and health.
- Include procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. The inspections shall be made to identify and evaluate hazards:
  - ✓ When the program is first established.
  - ✓ Whenever new substances, processes, procedures or equipment are introduced to the workplace that represents a new occupational safety and health hazard.
  - ✓ Whenever the employer is made aware of a new or previously unrecognized hazard.
- Include a procedure to investigate occupational injury or occupational illness.
- Include methods and/or procedures for correction of unsafe or unhealthy conditions, work practices and work procedures in a timely manner based upon the severity of the hazard:
  - ✓ When observed or discovered
  - ✓ When an imminent hazard exists, which cannot be immediately abated without endangering employee(s)

- Provide training and instruction:
  - ✓ When the program is first established.
  - ✓ To all new employees.
  - ✓ To all employees given a new job assignment for which training has not yet been previously received.
  - ✓ Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
  - ✓ Whenever the employer is made aware of a new or previously unrecognized hazard.
  - ✓ For supervisors to familiarize themselves with the safety and health hazards to which employee(s) under their immediate direction and control may be exposed.
- Records of the steps taken to implement and maintain the Program shall include:
  - ✓ Records of scheduled and periodic inspection.
  - ✓ Documentation of safety and health training required for each employee.

The **ANAHEIM UNION HIGH SCHOOL DISTRICT** hereby assigns responsibility for implementing and maintaining its Injury and Illness Prevention Program to Diana Gaeta, Director, Risk Management & Insurance.

Diana Gaeta, Director, Risk Management & Insurance, hereinafter referred to as *Risk Manager*




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*Signature*

July 31, 2020  
*Date Approved*

The Risk Manager and Risk Manager Designee are responsible for ensuring that the Anaheim Union High School District provides all employees with a safe and healthful workplace. The Anaheim Union High School District should comply with all Cal/OSHA and other applicable federal, state and local safety and health standards.

The Anaheim Union High School District grants appropriate authority to the Risk Manager so that all IIPP obligations are met through the use of time and resources available to fulfill his or her responsibilities.

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## **STAFF RESPONSIBILITY**

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to district facilities and operations rests with Anaheim Union High School District general policies. These policies govern the activities and responsibilities of the Injury and Illness Prevention Program and are established under the Department of Business Services' final authority.

It is the responsibility of each site and their *Designated Personnel* to develop procedures, which ensure effective compliance with the Injury and Illness Prevention Program, as well as other health and safety policies related to operations under their control.

The *Designated Personnel* are responsible for enforcement of this program among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow and ensuring that employees receive general safety training. Each site administrator, supervisor and manager must also ensure that appropriate job specific training is received and safety responsibilities are clearly outlined in the job descriptions, which govern the employees under their direction.

Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee for purchasing appropriate personal protective equipment and for evaluating employee compliance.

Immediate responsibility for workplace health and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards and for reporting any unsafe conditions to their supervisors.

## **COMPLIANCE**

Compliance with this Injury & Illness Prevention Program will be achieved in the following manner:

- Designated Personnel will set positive examples for working safely and require that all staff under their direction work safely.
- Designated Personnel will use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures.
- Designated Personnel will identify the resources necessary to provide a safe work environment for their employees.
- Designated Personnel will consider appropriate means of recognition for employees who demonstrate safe work practices.

Anaheim Union High School District has developed this comprehensive Injury & Illness Prevention Program to enhance the health and safety of its employees.

## **HAZARD IDENTIFICATION**

A health and safety inspection program is essential in order to reduce unsafe conditions, which may expose employees to incidents that could result in personal injuries or property damage. It is the responsibility of Anaheim Union School District to ensure that appropriate systematic safety inspections are conducted periodically.

### **Scheduled Safety Inspections**

All district facilities safety inspections will be inspected quarterly to detect and eliminate any hazardous condition that may exist. All inspections will be documented using the appropriate form with appropriate abatement of any hazards detected. District Plant Managers will be responsible to conduct safety inspections.

### **Unscheduled Safety Inspections**

Additional safety inspections will be conducted whenever new equipment that presents a new hazard is introduced to the workplace. The Designated Personnel will conduct periodic unscheduled safety inspections of all areas to assist in the maintenance of a safe and healthful workplace. Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

### **ACCIDENT INVESTIGATIONS**

*Designated Personnel* will investigate all accidents, injuries, occupational illnesses and near- miss incidents to identify the root cause. This should include interviewing the injured worker and any witnesses and examining the workplace for factors associated with the accident or exposure. Appropriate repairs or procedural changes will be implemented promptly to correct the hazard implicated in these events and recorded using the District's work order system along with a Supervisor's Report of Accident.

To ensure timely accounting for Worker's Compensation procedures, the employee or supervisor shall report any near-miss or incident to Company Nurse at 1-877-518-6702.

### **HAZARD CORRECTION**

All hazards identified will be promptly investigated and alternate procedures implemented as indicated. The District recognizes that hazards range from imminent dangers to hazards of relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the Designated Personnel.

### **TRAINING**

Effective dissemination of safety information lies at the very heart of a successful Injury & Illness Prevention Program. All employees must be trained in general safe work practices. In addition, specific instructions with respect to hazards unique to each employee's job assignment will be provided.

### **General Safe Work Practices**

At a minimum, all employees will be trained in the following:

- Fire Extinguisher Safety and Fire Exiting Usage
- Hazard Communications
- Bloodborne Pathogen Exposure
- Indoor Heat Illness Prevention
- Safety Data Sheets
- Injury & Illness Prevention Program



### **Specific Safe Work Practices**

In addition to general training, each employee will be instructed how to protect themselves from the hazards specific to their individual job duties. At a minimum, this entails how to use workplace equipment, safe handling of hazardous materials, and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment and whenever new hazards or changes in procedures are implemented.

Designated Personnel are responsible for the location where Material Safety Data Sheets (MSDS) for particular chemicals/substances can be located.

It is the responsibility of each Designated Personnel to know the hazards related to his/her employee's job tasks and ensure they receive appropriate training.

Supervisors or designee will ensure that all employees receive general and job-specific training prior to initial or new job assignments.

Supervisors or designee will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace which may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.

All records of training will be kept on file or in an electronic database.

### **COMMUNICATION**

Communication to employees and between employees and the Anaheim Union High School District on matters relating to Occupational Safety and Health is an important aspect of ensuring the success of the IIPP. Therefore, the District will implement a communication system through the Risk Manager and Risk Manager Designee that is intended to accomplish the following:

- Provide a means for the Anaheim Union High School District to readily communicate to employees, in an understandable form, relating to Occupational Safety and Health.
- Provide encouragement for employees to inform the Anaheim Union High School District of workplace hazards without the fear of reprisal.

### **Training and Retraining**

Training and retraining are considered a key component of the communication system. Written plans and associated training are fully addressed in the subsequent portion of this manual.

### **Anonymous Notifications**

To further encourage employees to report unsafe conditions, the Anaheim Union High School District will implement a system which promotes anonymous notifications. The Risk Manager or the Risk Manager Designee will develop an appropriate written method for reporting unsafe work conditions. The Risk Manager or the Risk Manager Designee will be the point of contact to receive the anonymous report (Unsafe Work Condition) and will immediately be responsible to investigate and mitigate the complaint. All unsafe work notifications, anonymously or not, will be reviewed by the Risk Manager or Risk Manager Designee to ensure the unsafe condition was addressed appropriately. The anonymous report form is located in the back of this manual and on the AUHSD Risk Management website -> Risk Management & Insurance.

## **Miscellaneous**

When appropriate, the Anaheim Union High School District may use written communications such as email, intranet postings, memorandums, newsletters and workplace postings to supplement the previously described systems and further communication to employees on matters relating to workplace safety and health.

## **ERGONOMICS**

Our bodies normally recover from the wear and tear of work after a period of rest. But if the stresses continue day after day without time to recover, the damage can lead to ergonomic injuries.

Many different terms are used to describe these ergonomic injuries. For example:

- **Cumulative trauma disorders (CTDs).** Ergonomic injuries involve strain that may develop, or accumulate, over time.
- **Repetitive strain injuries (RSIs).** Ergonomic injuries are often caused by repeating the same motions over and over.
- **Musculoskeletal disorders (MSDs).** Ergonomic injuries affect the muscles, bones, tendons, nerves, and tissues.

These terms do not necessarily refer to different conditions. Many ergonomic injuries can be described in all three ways.

These disorders include a number of specific diseases such as carpal tunnel syndrome, bursitis, and tendinitis. Back injuries are the most common and most costly MSD.

Symptoms of these disorders are most common in the back, hands, arms, wrists, elbows, neck, and shoulders. They include:

- Soreness or pain (aching or sharp)
- Stiffness
- Swelling
- Loss of coordination
- Numbness
- Tingling (as though the area is “asleep”)
- Unexplained weakness

It is important to seek medical care if these symptoms:

- Last for more than a week
- Bother you so much that you restrict activities or take time off to recover

## **If You Believe You Have an MSD**

- Seek early treatment. The longer you have symptoms without getting help, the harder they can be to treat successfully.
- Find a doctor who understands work-related health problems. Don't be afraid to educate your doctor about the possible causes of your MSD.
- If your problem is work-related, report it to your supervisor. You may be eligible to file a workers' compensation claim to cover lost work time and/or medical costs.
- It is best not to return to the same working conditions that caused your problem. Work with others at your workplace to ensure that the equipment or activities that contributed to your injury are changed.

- Finding the right doctor, getting effective treatment, and improving your work environment take persistence and energy. Don't hesitate to ask for help and don't give up until the problem is solved

### **Risk Factors for Ergonomic Injuries**

The field of ergonomics examines the fit between employees and their jobs. Ergonomics looks at:

- What body movements and positions people use when they work
- What tools and equipment they use
- The physical environment (temperature, noise, lighting, etc.)
- The organizational environment (deadlines, teamwork, supervision)
- Whether any of these factors may place an employee at risk of injuries or illnesses

The goal of ergonomics is to fit workplace conditions and job demands to the capabilities of the individual worker, instead of making the worker fit the job.

To prevent injuries, ergonomic risk factors must be identified. Ergonomic risk factors are workplace situations that cause wear and tear on the body and can cause injury. Once these have been identified, you can work on finding ways to eliminate them.

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## Ergonomic Risk Factors

RISK FACTORS	DEFINITION	POSSIBLE SOLUTIONS
<b>Repetition</b>	Making the same motion over and over.	Redesign task to reduce repetitions; increase rest time between repetitions; rotate among tasks with different motions.
<b>Awkward Posture</b>	Prolonged bending, reaching, kneeling, squatting, or twisting any part of your body.	Redesign tasks, furniture, and equipment to keep the body in more "neutral" positions and minimize reaching bending and twisting.
<b>Forceful Motion</b>	Excessive effort needed to do tasks such as pulling, pounding, pushing, and lifting.	Redesign task to reduce the exertion needed; assign more staff; use mechanical assists.
<b>Stationary Position</b>	Staying in one position too long, causing fatigue in muscles and joints.	Redesign task to avoid stationary positions; provide opportunities to change position.
<b>Direct Pressure</b>	Prolonged contact of the body with a hard surface or edge.	Improve tool and equipment design or layout to eliminate pressure; provide cushioning material.
<b>Vibration</b>	Using vibrating tools or equipment.	Insulate the hand or body from vibration; keep tools or equipment in good condition to reduce excessive vibration.
<b>Extreme Temperature</b>	Working where it is too hot or too cold. Cold reduces feeling, blood flow, and strength. Heat increases fatigue.	Control temperature where possible; insulate the body against cold by wearing gloves and warm clothing; provide breaks and fresh water in hot environments.
<b>Work Stress</b>	Includes machine-paced work, inadequate breaks, monotonous tasks, multiple deadlines, poor work organization, or poor supervision.	Establish reasonable workload, provide sufficient breaks and vary tasks.

- The more risk factors you face, the greater your chance of injury.
- The longer you are exposed to a risk factor, the greater your chance of injury.
- By reducing or eliminating risk factors, the chance of injury can be decreased.

## **DOCUMENTATION**

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury and Illness Prevention Program are being implemented, the following records will be kept on file in the District Office or school site for at least the length of time indicated below:

- Copies of all IIPP Safety Inspection Forms – Retain 5 years
- Copies of all Accident Investigation Forms – Retain 5 years
- Copies of all Safety Meeting Agendas – Retain 5 years
- Copies of all Employee Training Checklists and related training documents— RETAIN FOR DURATION OF INDIVIDUAL’S EMPLOYMENT

The District will ensure that these records are kept in their files, and present them to Cal/OSHA or other regulatory agency representatives, if requested. A safe and healthy workplace must be the goal of everyone at Anaheim Union High School District, with responsibility shared by management and staff alike. Questions regarding the Injury & Illness Prevention Program may be referred to the *Department of Business Services – Risk Management*

## **LEGALLY REQUIRED REPORTING**

All serious injuries MUST be reported to the local office of the Division of Occupational Safety and Health (OSHA) within 8 (eight) hours as required by Title 8 Section 342.

Cal/OSHA Office  
2 MacArthur Place, Suite 720 Santa Ana, CA 92707  
(714) 558-4451

A serious injury or illness means any injury or illness occurring in the place of employment or in connection with any employment which meets one of the following criteria:

- Death
- Loss of a body part
- Requires hospitalization
- Suffers a serious degree of permanent disfigurement

This does not include any injury or illness or death caused by the commission of a Penal Code violation except the violation of Sections 385 of the Penal Code or an accident on a public street or highway.

All work-related needle stick injuries and cuts from sharp objects that are contaminated with another person’s blood or other potentially infectious material MUST be recorded.

The Risk Manager or Risk Manager Designee will complete the Employers Report of Occupational Injury or Illness Form 5020 within three (3) days after the occurrence has been reported to the Anaheim Union High School District. This completed form will be submitted to the District's Third-Party Administrator who will report it to the Division of Labor and Statistics and Research, Department of Industrial Relations.

The Risk Manager or designee shall also ensure that if medical treatment is provided for pesticide or suspected pesticide poisoning they will also submit the Doctor's First Report of Occupational Injury to the Division.

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# EXPOSURE CONTROL PLAN

## BLOODBORNE PATHOGENS

### COMPLIANCE

Title 29 Code of Federal Regulations Section 1910.1030 Title 8 California Code of Regulations Section 5193

### DEFINITIONS

**Blood** means human blood, human blood components and products made from human blood.

**Bloodborne Pathogens** means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV).

**Contaminated** means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

**Decontamination** means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on the surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

**Designated first aid providers** means those persons who render first aid only as a collateral duty solely responding to injuries.

**Exposure Incident** means “a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee’s duties.” (Title 8, Section 5192 (b))

**Occupational Exposure** means “reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties.” (Title 8, Section 5192 (b))

**Other potentially infectious materials** means the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

**Parenteral contact** means “piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions.” (Title 8, Section 5192 (b))

**Regulated waste** means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other

potentially infectious materials and are capable of releasing these materials during handling; and contaminated sharps.

**Serological testing** means testing of the blood. In this exposure control plan, serological testing refers to testing for the presence of Hepatitis B and/or HIV.

**Sharps** refers to lancets, needles, razor blades or anything sharp that has penetrated the skin.

**Source individual** means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

**Universal precautions** means those actions or precautions taken to prevent the spread of disease.

### **EXPOSURE CONTROL PLAN**

The Anaheim Union High School District establishes this written exposure control plan to eliminate or minimize occupational exposure to bloodborne pathogens and to meet the requirement of Title 8, California Code of Regulations Section 5193 and Title 29, Code of Federal Regulations (CFR), Part 1910.1030. This plan will be reviewed and updated each school year, when new information becomes available and when new or modified tasks and procedures that affect occupational exposure are implemented in the district.

*A copy of this plan is available to all employees online as well as in the Health Tech's office of each site.*

### **EXPOSURE DETERMINATION**

Employees in the following job classifications are identified as at risk for occupational exposure because of *primary* job duties, which include rendering first aid and/or related health care and the resulting frequency of contact with blood or other potentially infectious materials. The individuals in the following job classifications meet the criteria for receipt of Hepatitis B vaccine as a prevention of Hepatitis B through reasonably anticipated bloodborne exposure. If other employees self-determine that their job duties include similar potential for occupational exposure, they may petition to be included in the training and to receive a Hepatitis B vaccination at no cost.

#### **Job classifications in which all employees have occupational exposure:**

- Athletic Coaches/Trainers
- Athletic Facility Worker I/II
- Campus Safety Aide
- Custodian
- Health Techs
- Licensed Vocational Nurse
- Instructional Assistant (BS/SA/AT)
- Maintenance Service Worker
- Pool Maintenance Technician
- Plant Manager
- Plumber
- Occupational Therapist
- Registered Nurse



**Job classifications in which some employees have occupational exposure:**

- Bus Drivers
- Secretaries/Clerks assigned to provide health office coverage
- Secondary Administrators

**Tasks/procedures in which occupational exposure occurs:**

- First aid
- Clean up/decontamination of body fluid spills.
- Specialized physical health care services (SPHCS), which may involve exposure to blood, body fluids visibly contaminated with blood or body fluids in which detection of blood is difficult or impossible.
- Care of drooling, toileting, diapering, feeding, etc. which, although rare, may involve exposure to body fluids visibly contaminated with blood.
- Clean up of potentially injurious objects, such as broken glass, etc.
- Intervention of assaultive behavior situations, such as fights.

**Job classifications in which employees render first aid only as a collateral duty solely responding to injuries (designated first aid providers):**

These employees are eligible for post-exposure Hepatitis B vaccine, if indicated. These employees may petition to receive the Hepatitis B vaccination at no cost.

- Teachers
- Instructional Assistants (Regular)
- School Site Administrators
- Bus Drivers

**METHODS OF COMPLIANCE**

**Universal Precautions** are observed to prevent contact with blood and other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids are considered potentially infectious materials. Universal precautions include, but are not limited to:

**Handwashing:**

Handwashing is stressed to be done:

- Before drinking and eating
- Before handling clean equipment or utensils
- After contact with any body secretions
- After using the bathroom
- Immediately after coming in contact with another person's blood or other body fluid
- Before and after assisting with feeding
- After handling soiled equipment, garments or diapering
- After assisting with toileting or diapering

Handwashing technique is taught as part of the annual health issues in-service for school staff and is included in the content of the Bloodborne Pathogen Information and Training.

**Use of protective barriers:**

Disposable latex free gloves are provided for use in the health office, in the classroom, in the field trip first aid kits and in the disaster preparedness supplies. These gloves are discarded in plastic-bag lined trash containers after a single use or immediately if their ability to function as a barrier is compromised.

Utility gloves are provided for custodial tasks, which may involve blood or other potentially infectious materials or when handling or touching contaminated items or surfaces, and are decontaminated with EPA approved germicidal detergent and inspected routinely for deterioration.

CPR barrier masks are provided for each nurse and health tech. One additional mask is available in each school health office.

**Engineering and Work Practice Controls that are in place to eliminate or minimize employee exposure include:**

- Handwashing facilities are readily accessible for all employees.
- Trash containers (including sanitary napkin containers) are lined with plastic bags.
- Contaminated lancets and needles are immediately placed in an approved sharps container that is located at the site of use. This is a part of the individual student protocol for specialized physical health care services. Needles are not recapped or bent prior to being placed in the sharps container. Sharps containers are periodically replaced and contaminated sharps are disposed of through the AUHSD Maintenance & Operations hazardous waste removal program.
- Eye irrigating solution is available in each health office and is included in first aid supplies at each district, non-student facility for irrigation of the eye when indicated.
- Each worksite has an employee eating/lounge area with food storage equipment separate from the areas (school health office, classroom) where blood or body fluid spills are likely to occur. A refrigerator is provided in the health office for storage of health office supplies that must be refrigerated.
- Eating, drinking, and applying cosmetics are prohibited in work areas where there is a reasonable likelihood of occupational exposure (school health office).
- Contaminated articles that are not identified as regulated waste are double bagged, tied securely and disposed of in the site's main trash receptacle.
- Any employee who may be in doubt regarding appropriate actions to take in a situation that involves blood or other potentially infectious materials is to contact Maintenance and Operations at Ext. 3581.

**Housekeeping** schedules ensure that the worksite is maintained in a clean and sanitary condition.

- Health office areas and bathrooms are cleaned daily by Maintenance and Operations staff.
- Surfaces or items contaminated with blood or other potentially infectious materials are cleaned immediately with EPA approved disinfectant by Health Technicians or Maintenance and Operations staff.
- Broken glass and other objects that may cause injury are cleaned up by Maintenance and Operations staff.

**Regulated Waste** means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

- When a sharps container is  $\frac{3}{4}$  full, the contaminated container is replaced with a new container. The container with contaminated sharps is taped shut to avoid accidental opening and a work order is submitted for the items to be picked up for proper disposal.
- Contaminated garments that satisfy the definition of Regulated Waste are double-bagged with the outer bag being a red bag and labeled as "Biohazard". Contaminated student clothing is given to the parent and employee clothing is returned to the owner, both with instructions on utilizing Universal Precautions in handling the garment. In either case if the owner does not want the garment, district procedure for Regulated Waste is followed.
- Contaminated articles that satisfy the definition of Regulated Waste are double-bagged with each bag being tied securely and with the outer bag being a red Biohazard bag. Staff is to inform the site custodian of the Biohazard bag for proper hazardous waste disposal.

#### **Hepatitis B Vaccination:**

- Employees whose job classification is identified as at risk for occupational exposure (see Exposure Determination) and who have not previously received the complete Hepatitis B vaccination series, may receive Hepatitis B vaccine free of charge after participating in the required Bloodborne Pathogens Information and Training session.
- Employees identified/approved to receive the Hepatitis B vaccine will receive the Gateway Urgent Care Center Authorization for Medical Services form from Human Resources.
- The employee is responsible for scheduling the appointments with:

**Gateway Urgent Care Center  
1006 W La Palma Ave  
Anaheim, CA 92801  
(714) 778-3838**

- Employees not included in the identified job classifications and who feel that they are at risk, may request the vaccination series by contacting District's Classified Human Resources following attendance of a Bloodborne Pathogens training. The District's Classified Human Resources will evaluate the request based on the employee's job responsibilities and determine if the individual is at risk and, thus, eligible for the free vaccine.

#### **First Aid Incidents:**

Each employee who renders assistance in any situation involving blood or other potentially infectious material or who has contact with blood or other potentially infectious material during a work-related incident, shall:

- Record each incident involving the presence of blood or other potentially infectious material on the Employee First Aid Record (Form #BBP-A), which is maintained in a location designated by the department supervisor.
- Record his/her name, the date and time of the incident, a description of the incident and if

an exposure incident did or did not occur.

- Notify the site administrator of the incident as soon as possible and before the end of the work day/shift.

### **Post-Exposure Evaluation and Follow-up:**

An exposure incident is a specific eye, mouth, or other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties. When an employee is uncertain if an exposure incident has occurred, he/she contacts the site administrator and Maintenance and Operations (at Ext. 3581) as soon as possible (and on the same day of occurrence) for clarification.

When an employee experiences an exposure incident while fulfilling employment responsibilities, the District's procedure for obtaining the Hepatitis B vaccine and Post-Exposure Evaluation will be initiated as follows:

- The exposed employee completes an Exposure Incident Report (Form #BBP-B) and an Employee Claim for Workers' Compensation (DWC-1) as soon as possible and on the same day of the incident. The BBP-B form should be delivered to Classified Human Resources and the completed DWC-1 form should be delivered to the Risk Management Department. Information required includes: (a) the route of exposure (b) circumstances of exposure (c) source of exposure, if possible (d) Hepatitis B vaccine status.
- The District's Classified Human Resources Coordinator (or designee) obtains consent for testing from the source individual as soon as possible after the exposure incident. If consent is not obtained from the source individual, the district documents that the consent cannot be legally obtained (Medical Consent-Source (Form #BBP-C) and Medical Consent Exposed (Form #BBP-D).
- As soon as feasible after consent is obtained to determine HBV and HIV infectivity, the source individual and the exposed employee shall be tested by (a) Gateway Urgent Care Center or (b) his/her personal physician. If the source individual's Hepatitis B or HIV status is known to be positive, testing need not be done.
- The District's Classified Human Resources Coordinator (or designee) shall provide the medical evaluator with a copy of the bloodborne pathogens regulations, the employee's Exposure Incident Report (Form #BBP-B), a description of the exposed individual's duties, any available medical records relevant to the appropriate treatment of the employee including the exposed employee's Hepatitis B vaccination status and the results of the source individual's blood testing, if available.
- The medical evaluation shall include:
  - serological testing of exposed individual
  - post-exposure prophylaxis, when medically indicated
  - results of source individual's testing
  - information regarding applicable laws and regulations concerning disclosure of identity and infectious status of the source individual
  - counseling
  - evaluation of reported illness
- The exposed employee blood sample is collected as soon as possible after consent is obtained. The baseline blood sample can be saved for up to 90 days for initial HIV serologic testing if employee did not previously give consent.
- The medical evaluator's report is provided to the District within 15 days of the completion of the evaluation and consists of the healthcare professional's written opinion regarding:

- a) If Hepatitis B vaccination is indicated or if the employee has received the vaccination.
- b) The post-exposure evaluation and follow-up which includes only:
  - The fact that the employee has been informed of the results of the evaluation.
  - The employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
- The District provides the employee with a copy of the healthcare professional's written evaluation.
- Post-exposure incident medical records are confidential records and are maintained by the District Human Resources Department for the duration of employment plus 3 years. These records include a copy of the employee's:
  - a) Report of Occupational Injury
  - b) Hepatitis B vaccination status
  - c) Medical reports contraindicating Hepatitis B vaccination.
  - d) Results of the medical testing, examination, and follow-up procedures related to the exposure incident.
  - e) The healthcare professional's written opinion regarding vaccine and/or treatment.
  - f) Information provided by district to the healthcare professional.

## **INFORMATION AND TRAINING**

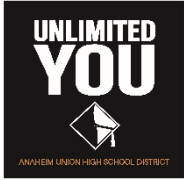
### **Employee Training Program:**

Employees whose job classification is identified as having potential occupational exposure and "designated first aid providers" (see Exposure Determination) will participate in the AUHSD Bloodborne Pathogens Information Training annually, at the time of initial assignment, and whenever a change of tasks or procedures affect the employee's exposure.

### **Training program content (Keenan & Associates SafeSchools BBP Online Program):**

- Video presentation: "Keenan Bloodborne Pathogens for School Personnel"
- Information regarding:
  - ✓ Bloodborne diseases
  - ✓ Transmission of bloodborne pathogens
  - ✓ Universal precautions (handwashing, gloving, protective barriers)
  - ✓ Cleaning up spills
  - ✓ Waste disposal/Biohazard bags
  - ✓ Maintaining classroom/worksite cleanliness
  - ✓ Documenting incidents involving blood and body fluids
  - ✓ Explanation and accessibility of AUHSD Exposure Control Plan
  - ✓ Post exposure incident procedure
  - ✓ Test
- Records of participation are maintained by the District Human Resources Office for a minimum of 3 years.

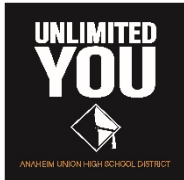
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**ANAHEIM UNION HIGH SCHOOL DISTRICT**  
**Bloodborne Pathogens Exposure Control Plan**  
**EMPLOYEE FIRST AID RECORD**  
**FORM #BBP-A**

To be maintained for 2 school years in a location designated by the department supervisor.

Date	Time	First Aid Care Provider	Person Receiving Care	Description of Incident	Exposure		Exposure Incident Reported To	Time of Report
					Yes	No		



**ANAHEIM UNION HIGH SCHOOL DISTRICT**  
**Bloodborne Pathogens Exposure Control Plan**  
**EXPOSURE INCIDENT REPORT**  
**FORM #BBP-B**

**THIS SECTION TO BE COMPLETED BY EMPLOYEE**

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Site Where Incident Occurred: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Personal Protective Equipment Used (Check all that apply):

- ☐ Gloves  
☐ Mask  
☐ Face Shield  
☐ Other: \_\_\_\_\_

Route of Exposure:

- |  |   |
|--|---|
| <input type="checkbox"/> Blood splash to eye | <input type="checkbox"/> Blood splash to mouth    |
| <input type="checkbox"/> Needle Stick        | <input type="checkbox"/> Mouth to mouth           |
| <input type="checkbox"/> Other: _____        | <input type="checkbox"/> Blood to non-intact skin |

Circumstances under which incident occurred (Describe in detail):

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Source individual: \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY HUMAN RESOURCES**

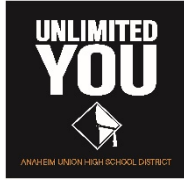
Verification of the route and circumstances of the blood exposure: ☐ YES ☐ NO

Consent of source individual secured? ☐ YES ☐ NO

Witness(es) to the exposure incident: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of receipt: \_\_\_\_\_





**ANAHEIM UNION HIGH SCHOOL DISTRICT  
Bloodborne Pathogens Exposure Control Plan  
MEDICAL CONSENT – SOURCE  
FORM #BBP-C**

- A. I consent to have both a baseline blood sample collection and testing for Hepatitis Band HIV status of the sample.

Name: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- B. I do not consent to either a baseline blood sample collection or testing for HBV or HIV serological status.

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

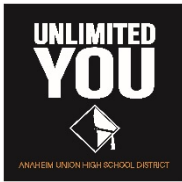
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....

**Verified by (Human Resources Staff):**

Name: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**ANAHEIM UNION HIGH SCHOOL DISTRICT**  
**Bloodborne Pathogens Exposure Control Plan**  
**MEDICAL CONSENT – EXPOSED**  
**FORM #BBP-D**

A. I consent to have both a baseline blood sample collection and testing for Hepatitis Band HIV status of the sample.

Name: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

B. I consent to a blood sample collection and testing for Hepatitis B status of the sample.

Name: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

C. I consent to allowing a baseline blood sample collection, but NOT for testing of HIV status at this time. I understand the blood sample will be preserved for at least 90 days. I can request a test for HIV status of the blood sample at any time within the 90-day period, but understand I must give an additional blood sample to document seroconversion.

Name: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

D. I do not consent to either a baseline blood sample collection or testing for HBV or HIV serological status.

Name: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SOURCE INDIVIDUAL TESTING**

**Check One:** ☐ Source has agreed to testing. ☐ Source refused testing. ☐ Source cannot be identified or found.

**Verified by (Human Resources Staff):**

Name: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **EXPOSURE CONTROL PLAN**

## **HAZARDOUS MATERIALS WASTE DISPOSAL**

### **UNIVERSAL WASTE**

#### **Fluorescent Tubes: All sizes and shapes**

Store old tubes in original cases. When several cases are accumulated, a work order must be submitted for the items to be picked up.

If there is a broken tube, the broken tube should be swept into a bag and boxed separately. Wear gloves! Do not throw broken tube in the trash.

#### **Batteries: Flashlight, electronic devices, etc.**

Store used batteries in a small box approximately 12" x 12" and submit a work order for the items to be picked up.

### **ELECTRONIC WASTE**

#### **E-Waste: Computers, monitors, televisions, telephones, tape recorders, electrical appliances, refrigerators, etc.**

E-Waste items must be inventoried and a work order generated for pick up. Inventory forms are available on the District's Intranet. Do not call-in for a pick up. E-Waste will be picked up after generation of a work order.

### **SCIENCE LABORATORY WASTE**

Call District extension 5300 and provide the following information:

- What science waste do you have?
- How much science waste do you have?
- Where is the science waste?

### **Chemicals**

Double bag contents and label the bag. If chemicals, separate chemicals by family, place the chemicals inside a glass or plastic container and store inside a box. For the safety of employees, AUHSD will not request the pick up any unknown or unlabeled bags, containers, or boxes.

### **Bio-Waste (Dissections)**

For the safety of employees, waste must be double bagged and not to exceed 15 pounds. Bags must not be leaking any type of liquid. Do not fill large bags with petri dishes.

### **AB 2260 – HEALTHY SCHOOL ACT**

Pesticide notices are generated and sent to parents and staff at least 72 hours prior to application by Maintenance & Operations. Staff responsible for the chemical application will post the site 24 hours prior to the pesticide application. Copies of the notices are sent to the school site. These notices must be retained for three years. No employee, besides licensed technicians, may apply pesticides while on any AUHSD property.

# HEAT ILLNESS PREVENTION PLAN

## **Objective**

This Heat Illness Prevention Plan outlines procedures to minimize and control heat illness hazards and comply with Cal/OSHA regulations (8 CCR 3395). This Heat Illness Prevention Plan adds to the Anaheim Union School District's Injury and Illness Prevention Program (IIPP). This plan is available at all work sites in writing (paper or electronic).

Supervisors have primary responsibility for the implementation of the Heat Illness Prevention Plan in their work area. Supervisors are responsible for the safety of their employees. Supervisors must understand and be able to communicate all elements of this Heat Illness Prevention Plan.

## **Employee Training**

- Make sure all employees have received Heat Illness Prevention Training before working in hot weather.
- Make sure all employees understand and comprehend safety training.

## **Weather Conditions**

Check weather conditions on radio, television or the internet. Adjust the work schedule to avoid high heat and minimize working during mid-day heat. Heavy work should be scheduled for the cooler hours of the day. Non-essential tasks should be postponed in the event of a heat wave.

## **Water Procedures**

Employees shall have access to potable drinking water that is fresh, pure, suitably cool, and provided to employees free of charge. Water is suitably cool if it is cooler than the air temperature but not too cold that it will cause discomfort or discourage drinking of water. Plumbed water (e.g. city or municipal water source) provides a sufficient supply of water. Do not drink from a garden hose. Do not drink from unapproved sources like untested wells.

Where water is not plumbed or continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour (about a cup every 15 min) for drinking for the entire shift.

The water shall be located as close as practical to where employees are working.

For remote outdoor work locations, provide a water cooler or container that employees can take with them to the work location. Containers must be kept clean. Do not share cups; use only disposable cups or individual water containers. Refill containers as needed to allow employees to drink one quart or more per hour (1 cup every 15 minutes).

Number of Employees	Water Amount per 8 Hours Gallons	Water Amount per 8 Hours Pints	Water Amount per 8 Hours Cups
1	2	16	32
2	4	32	64
10	20	160	320

### **Access to Shade**

Employees shall be allowed and encouraged to take a cool-down rest in the shade when they feel the need to protect themselves from overheating. Access to shade shall be permitted at all times.

The supervisor will monitor an individual employee who takes a preventative cool-down rest and ask if they are experiencing symptoms of heat illness. The supervisor will encourage the employee to remain in the shade. The employee shall not be ordered back to work until any signs or symptoms of heat illness go away, but in no event less than 5 minutes in addition to the time needed to get to the shade.

If an employee shows signs or reports symptoms of heat illness during a preventative cool- down rest period, appropriate first aid or emergency response shall be provided.

### **Shade Procedures**

"Shade" means blockage of direct sunlight. Structures that block the sun such canopies, umbrellas, trailers, buildings may be used to provide shade. Sun blockage is sufficient when objects do not cast a shadow in the area of blocked sunlight.

Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

### **Shade Up At 80 Degrees F**

Shade present: When the temperature does not exceed 80° F, shade can be provided on request or set up before work starts. When the outdoor temperature in the work area does not exceed 80° F employees shall have access to shade upon request.

Shade Up at 80°: If the predicted temperature on the previous day is for the area to exceed 80° F, shade must be up as of the beginning of the shift and present throughout the day.

Shade shall be located as close as practical to where employees are working. Shade must be easy for employees to use. The location of shade must not deter use or discourage access. Employees should not cross roads to reach shade. Shade must not be located next to toilet facilities or on wet/muddy ground or contact branches, thorns or brush, or irritating plants (e.g. poison oak).

When the outdoor temperature in the work area exceeds 80° F, employees shall have access at all times to one or more areas with shade that are either open to the air or provided with ventilation or cooling. The amount of shade present shall be at least enough to accommodate the number of employees on recovery or rest periods so that they can sit in a normal posture fully in the shade without having to be in physical contact with each other. The amount of shade during meal periods shall be at least enough to accommodate the number of onsite employees on the meal period.

### **High Heat Procedures**

Supervisors and Managers will conduct pre-shift meetings before work starts. Topics will include:

- Review high heat procedures
- Encourage employees to drink plenty of water
- Remind employees of their right to take a cool-down rest when necessary
- Review how emergency medical services are called and directed to the work site
- Review how employees will be observed for signs and symptoms of heat illness
- Meetings will be conducted in person, by cell phone or conference call/webcast

### **Communication**

Supervisors and Managers will make sure they have an active means of communication, by voice, observation, or electronic means with employees at the work site. An employee must be able to contact a supervisor when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable.

### **Observation**

Supervisors and Managers will regularly observe employees for alertness and signs or symptoms of heat illness. Additional observers may be designated. Designated observers will be trained in their responsibilities to watch for signs and symptoms of heat illness.

If there are more than 20 employees on the site the Supervisor/Manager shall implement one or more of these observation methods:

- Designate additional observers who are trained in their responsibilities.
- Mandatory buddy system. A buddy system pairs employees with each other. Each employee watches their buddy for signs and symptoms of heat illness. All employees must be trained to stay in contact with their buddy, observe each other throughout the day and immediately report any signs/symptoms of heat illness.
- Supervisors and Managers will regularly communicate with lone employees in person, by radio or cellular phone.

Any employee is authorized to call for emergency medical services if they cannot contact a Supervisor or Plant Manager. Supervisors and Managers will remind employees throughout the work shift to drink plenty of water.

### **Acclimatization**

Acclimatization is the process by which the body adjusts to increased heat exposure. The body needs time to adapt when working in hotter temperatures. Employees are more likely to experience heat illness during the first two weeks of working in hot temperatures.

All employees shall be closely observed by a supervisor or manager or designee during a heat wave. This means any day in which the predicted high temperature for the day will be at least 80° F and at least 10° F higher than the average high daily temperature in the preceding five days.

The supervisor or manager or designee shall closely watch an employee who has been newly assigned to a high heat area for the first 14 days of the employee's employment.

### **Emergency Response**

- If any supervisor or employee observes or reports any signs or symptoms of heat illness in any employee, the Supervisor/Manager shall take immediate action according to the severity of the illness.
- If the signs or symptoms are indicators of severe heat illness (such as, but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior or convulsions), the employee, Supervisor/Manager must implement emergency response procedures.
- Any employee exhibiting signs or symptoms of heat illness shall be monitored and shall not be left alone or sent home without being offered onsite first aid and/or being provided with emergency medical services.

### **Contacting EMS**

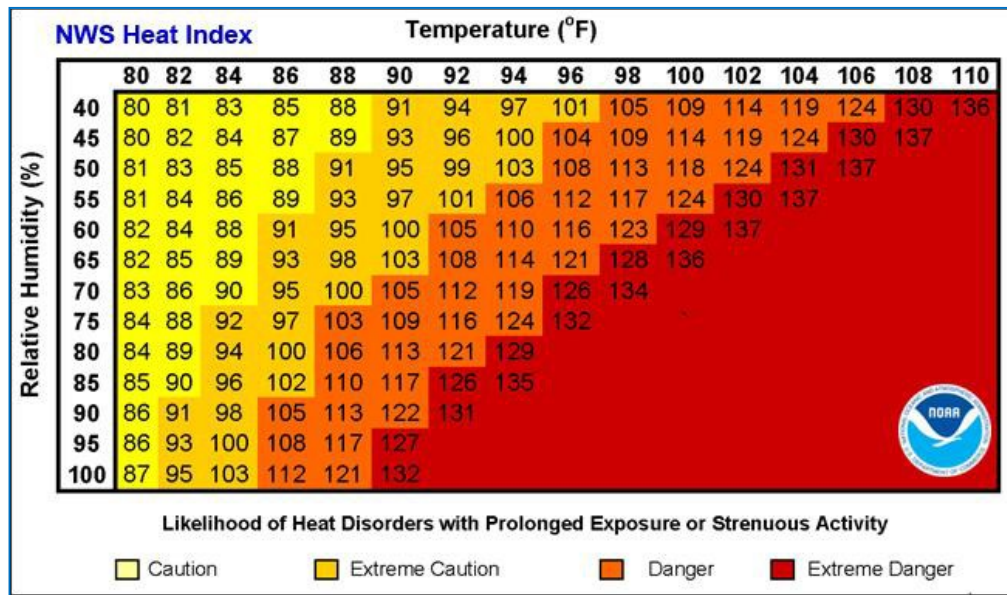
- Contact emergency medical service (EMS) by calling 911 or as directed by local EMS.
- If an employee is showing signs and symptoms of heat illness, the supervisor or manager must make sure that the sick employee is kept cool in the shade and comfortable until EMS arrives.
- If an EMS ambulance cannot reach the worksite, the supervisor or manager must designate another way to transport a sick employee such as another vehicle on the work site.

### **Work Site Location**

- In an emergency, the supervisor or manager or designee must provide clear and precise directions to the location of the work site.
- If the work area is hard to locate by an EMS responder, send another person(s) to direct the ambulance to the proper area.
- Mobile crews must know their location with a map (paper or electronic) so EMS can find them in an emergency.

### **Heat Index (HI), Or Apparent ("Feels Like") Temperature**

Apparent temperature, Heat Index (HI): A measure of how hot it really feels in degrees Fahrenheit when relative humidity is factored with the actual air temperature. This chart is the National Weather Service's Heat Index. This guideline should be followed for employees not wearing protective clothing.



### Safety Trainings

Regular safety meetings will cover heat illness related topics as part of Anaheim Union High School District's IIPP. Employees must ask their supervisor if they do not understand the training.

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# **CORONAVIRUS DISEASE 2019 COVID-19**

## **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.<sup>1</sup>

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 of new human infectious diseases.<sup>1</sup>

## **Coronavirus Disease 2019 (COVID-19) How Does the Virus Spread?**

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths and/or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).<sup>2</sup>

COVID-19 seems to be spreading easily and sustainably in the community (community spread) in many affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.<sup>2</sup>

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. This is not thought to be the main way the virus spreads, but the Centers for Disease Control and Prevention (CDC) is still learning more about how this virus spreads.<sup>2</sup>

## **Injury and Illness Prevention Program (IIPP)**

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from workplace hazards, including infectious diseases. Employers are required to determine if COVID-19 infection is a hazard in their workplace. If it is a workplace hazard, then employers must implement infection control measures, including applicable and relevant recommendations from the CDC. For most California workplaces, adopting changes to their IIPP is mandatory since COVID-19 is widespread in the community.<sup>3</sup>

## **Anaheim Union High School District Coronavirus Disease 2019 (COVID-19)**

### **Introduction**

The Anaheim Union High 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.

This addendum to the District's Injury and Illness Prevention Program is a framework applicable during the current COVID-19 public health emergency. The protocols outlined in this document comprise 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.

The addendum is not applicable to non-volunteer parents, students, and third-parties who may enter or conduct business at Anaheim Union High School District facilities.

### **Essential Infection Prevention Measures – General Statement**

1. The District supports the use of video and/or telephonic meetings, and the establishment of guidelines for maintaining a distance of at least 6 feet between persons for in-person meetings (i.e., physical distancing), whenever possible.<sup>3</sup>
2. The District supports the distribution of posters (11" x 17") to each school and work location to be displayed in common areas that provide physical distancing guidelines.

### **Essential Infection Prevention Measures District Strategies**

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

1. Before entering any District worksite, employees will be required to undergo a health screening for symptoms related to COVID-19, including temperature check, as well as any exposures to individuals with, or suspected of COVID-19 in the last 14 days.
2. Encourage sick employees to stay home.<sup>3</sup>
3. If identified or upon notification to a supervisor or administrator that an employee is showing symptoms related to COVID-19, send employee home or to medical care, as needed.<sup>3</sup>
4. Follow public health agency recommendations regarding the prearrangement of office and

workplace furniture in keeping with current physical distancing guidelines.

5. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.<sup>3</sup>
6. Face coverings (e.g., cloth face cover; face shield; mask) shall be worn whenever a District employee is interacting in-person or in an indoor or outdoor location visited by others, regardless of whether any other person is present at the time. The face covering requirement does not apply to employees who have trouble breathing or who have a medical or mental health condition.<sup>4</sup>

Cloth face coverings (other than masks and other specifically designated items) are not Personal Protective Equipment (PPE), but combined with physical distancing of at least 6 feet and increase hygiene, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.<sup>3</sup>

7. Place signs and/or instructions in common areas (e.g., front reception area, school office, public common areas, etc.) to help manage physical distancing and provide other COVID-19 infection prevention information to the general public who may enter upon school grounds and buildings.

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## Essential Infection Prevention Measures

### Employee Responsibility

During this COVID-19 public health emergency, 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 COVID-19.

1. Employees are encouraged each workday to self-screen at home for COVID-19 symptoms prior to the employee leaving the home for their shift. Employees should follow the CDC guidelines for self-screening at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.<sup>8</sup>

An employee should stay home if they are sick, follow public health agency guidelines, and contact their administrator or supervisor.

2. Employees who are out ill with fever or acute respiratory symptoms that affect normal breathing and who have not been tested for COVID-19 or who have tested negative for COVID-19, should consult with their physician before physically returning to work.
3. Employees who test positive for COVID-19 should not return to work until the following occurs:
  - ✓ At least three full days pass with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
  - ✓ At least 10 days pass since the symptoms first appeared<sup>3</sup>; and
  - ✓ Provide a medical release to the District before physically returning to work.
4. Employees who return to work following an illness should promptly report any recurrence of symptoms to their immediate supervisor.<sup>3</sup>
5. Employees should practice physical distancing by using video or telephonic meetings as much as practicable, and maintaining a distance of at least 6 feet between persons at the workplace when possible.<sup>3</sup>
6. Employees should avoid shared workspaces (e.g., desks, offices, and cubicles) and work items (e.g., phones, computers, other work tools, and equipment) when possible. If employees must share workspaces, clean and disinfect shared workspaces and work items before and after use.<sup>3</sup>
7. Employees should wash 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.<sup>3</sup>

8. Employees should cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.<sup>3</sup>
9. Employees should avoid sharing personal items with coworkers (e.g., dishes, cups, utensils, towels).<sup>3</sup>
10. 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.
11. No employee shall bring cleaning products and/or disinfectants into the workplace that have not been approved by the Risk Manager.
12. Employees shall complete the Integrated Pest Management training on the proper use of cleaning products and/or disinfectant prior to using such products in the workplace.
13. Employees shall complete the COVID-19 Education Program training within 2 weeks of the start of the employee's work year.

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## **Personal Protective Equipment (PPE)**

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on the updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

## **Identification of High Traffic – High Touch Common Areas**

The District recognizes that high traffic – high touch common areas in the workplace need, to the extent possible, cleaning and disinfecting to limit the spread of COVID-19.

The District will assign personnel and establish routine schedules to clean and disinfect high touch surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, and trash cans.

The process of disinfecting includes providing disinfecting products, that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).

## **District Response - Confirmed or Suspected COVID-19 Case**

The District will consult with the CDC, state health care agencies, and the Orange County Health Care Agency to ensure mitigation practices and response protocols are aligned with current expectations as information about COVID-19 continues to be examined and understood.

### Confirmed COVID-19 Case

The Orange County Health Care Agency orders that persons directly exposed to an individual who has tested positive or been diagnosed with COVID-19, self-quarantine for 14 days (see table below).

Person Exposed	Exposure to	Recommended Precautions
<ul style="list-style-type: none"> <li>Household member<sup>5</sup></li> <li>Intimate partner<sup>5</sup></li> <li>Individual providing care in a household without using recommended infection control precautions<sup>5</sup></li> <li>Individual who has had close contact (less than 6 feet) for a prolonged period of time (15 or more minutes)<sup>5</sup></li> </ul>	<ul style="list-style-type: none"> <li>Person with symptomatic COVID-19 during the period from 48 hours before symptoms onset until 72 hours after symptoms recovery<sup>5</sup></li> </ul>	<ul style="list-style-type: none"> <li>Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times<sup>5</sup></li> <li>Self-monitor for COVID-19 symptoms<sup>5</sup></li> <li>Avoid contact with people at higher risk for severe illness<sup>5</sup></li> </ul>

If an employee is confirmed by medical verification to have COVID-19, the District will inform coworkers in close contact of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and related laws.<sup>3</sup>

#### Cleaning and Disinfecting – Confirmed COVID-19 Case

1. Temporarily close the general area where the infected employee worked until cleaning is completed.<sup>3</sup>
2. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before cleaning and disinfecting the area.<sup>6</sup>
3. Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against the coronavirus.<sup>3</sup>
4. District custodian personnel cleaning the area should be equipped with the proper personal protective equipment for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required).<sup>3</sup>

#### Suspected COVID-19 Exposure

In a case where an employee knew that they have been in close contact with a person who may have contracted but not medically diagnosed with the COVID-19 infection, the employee should self-quarantine in their home or another residence until 14 days from the last date that they were in close contact with that person.

Close contact refers to any person who has been within 6 feet of a potential infectious COVID- 19 person for 15 minutes or more.<sup>4</sup> The employee suspected of being exposed to COVID-19 should, as soon as practical, corroborate their COVID-19 exposure by medical verification.

## Communication

Communication between employees and the Anaheim Union High 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 Director of Risk Management & Insurance that is intended to accomplish clear and concise exchange of information by providing a single point of contact for administrators and supervisors.

1. 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. Alternatively, employees may use the COVID-19 Risk Management Reporting Form located at: <https://bit.ly/3kRoKsK>
2. Administrators and supervisors who, after assessing the report, determine that additional guidance or assistance is required shall contact the Director of Risk Management & Insurance who will triage the report.

<b>Director of Risk Management &amp; Insurance</b>	<b>(714) 936-5202 - Direct Cell Number</b>
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## Employee Training

The District will provide training in the general description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace. The training may consist of reviewing written documentation, online video trainings and/or acknowledge receipt of the District's COVID-19 Injury and Illness Prevention Program addendum.

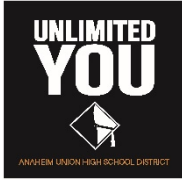
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4. *New Amended Orders and Strong Recommendations of the County of Orange Health Officer*. Orange County Health Care Agency (June 11, 2020). <https://occovid19.ochealthinfo.com/article/oc-health-officers-orders-recommendations>
5. *Public Health Recommendations for Community-Related Exposure*. Centers for Disease Control and Prevention (March 30, 2020). <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>
6. *CDC Activities and Initiatives Supporting the COVID-19 Response and the President’s Plan for Opening America Up Again*. Centers for Disease Control and Prevention (May 2020). <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=45>
7. *Cleaning and Disinfection for Community Facilities*. Centers for Disease Control and Prevention (May 27, 2020). <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
8. *COVID-19 Industry Guidance: Office Workspaces*. California Department of Public Health (May 12, 2020). <https://covid19.ca.gov/pdf/guidance-office-workspaces.pdf>



**Anaheim Union High School District**  
***Risk Management & Insurance***  
**Anonymous Report**

Revised: August 2020

Date of Report: \_\_\_\_\_ Date/Time Unsafe Condition Discovered: \_\_\_\_\_

Site Name: \_\_\_\_\_

Specific Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specific Concern: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How was the unsafe condition discovered?: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was there an injury/illness as a result of this unsafe condition?

☐ YES ☐ NO ☐ N/A

If injury/illness occurred, list the name of the injured person: \_\_\_\_\_

District Employee Previously Notified (if applicable): \_\_\_\_\_

If applicable, list the date(s) the unsafe condition was previously reported: \_\_\_\_\_

**This form may be submitted to: Director of Risk Management and Insurance, Mail Stop #77 or Faxed to 714.520.5741 along with any photos or other supplemental information.**

**For District Use Only**

Date Report Received: \_\_\_\_\_ Date Inspection Occurred: \_\_\_\_\_

District Employee(s) Conducting Inspection: \_\_\_\_\_

Proposed Work to Correct Condition (if necessary): \_\_\_\_\_

Work Order Number (if applicable): \_\_\_\_\_