

INJURY & ILLNESS PREVENTION PROGRAM



KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT

**1900 18th Ave.
Kingsburg, CA 93631**

**Revised: January 2022/Approved: February 2021
Reviewed: August 2023**

Table of Contents

HEAD MAINTENANCE OPERATION TRANSPORTATION (MOT) AND SUPERVISOR RESPONSIBILITIES.....	4
EMPLOYEE RESPONSIBILITIES	4
COMPLIANCE.....	5
KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT COMMITMENT	5
EMPLOYEE COMPLIANCE	5
DISCIPLINARY ACTION	5
COMMUNICATION	6
GENERAL INFORMATION	6
REVIEW OF INJURY & ILLNESS PREVENTION PROGRAM	6
KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT SAFETY COMMITTEE	6
HAZARD ASSESSMENT	7
GENERAL INFORMATION	7
SAFETY WALKS	7
SAFETY EVALUATIONS	7
SAFETY INSPECTIONS	8
HAZARD REPORTING SYSTEM	8
HAZARD CORRECTION	8
HAZARD CORRECTION RESPONSIBILITIES	8
HAZARD CORRECTION FOLLOW-UP	9
ACCIDENT INVESTIGATION	9
SUPERVISOR ACCIDENT INVESTIGATION	9
OUTSIDE AGENCY INVESTIGATION	10
REPORTS TO CAL-OSHA	11
TRAINING & INSTRUCTION	12
TRAINING PROGRAMS	12
INITIAL JOB INSTRUCTION/ONLINE TRAINING	12
PRE-JOB SAFETY INSTRUCTIONS FOR HAZARDOUS JOBS	12
SAFETY TALKS.....	13
RECORDKEEPING	13
APPENDIX A - INJURY ILLNESS PREVENTION FORMS	16
KJUHSD EMPLOYEE FIRST NOTICE REPORTING PROCESS.....	18
EMPLOYEE REPORT OF INJURY OR ILLNESS	19
(WILL BE CREATED INTO PDF FILLABLE ONCE EDITED)	20
SUPERVISOR REPORT OF INJURY OR ILLNESS	20
BASIC RULES FOR ACCIDENT INVESTIGATION	21
SUPERVISOR’S INJURY FOLLOW-UP REPORT	22
QUARTERLY SAFETY WALK CHECKLIST.....	23
ADDENDUM TO IIPP- COVID-19 SAFETY PLAN	26

Introduction

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

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

The SUPERINTENDENT is responsible for the implementation and coordination of the Injury and Illness Prevention Program. This plan will be reviewed annually and revised as necessary. The master copy of this IIPP can be found at the District Office. Copies of the IIPP will be available on our district website: Kingsburghigh.com > District Information > Injury & Illness Prevention Program.

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

Responsibility

The Superintendent Designation Form

The SUPERINTENDENT is the person responsible for implementing the KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT Schools' Injury and Illness Prevention Program.

The SUPERINTENDENT is responsible for occupational safety and health, and will assure that the KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT provides employees with a safe and healthy workplace, which complies with all Cal/OSHA and other applicable health and safety standards and regulations.

(If the IIPP is changed in procedures and protocols, it should internally be approved by the Board of Trustees. In 2023 the IIPP Plan was reviewed with no needed updates as of August 2023. *Therefore, only the Superintendent's signature is needed to execute as stated below.)

APPROVED: Superintendent

 _____ Date 9/11/23

ACCEPTED:

 _____ Date _____

The Safety Officer

The SUPERINTENDENT will serve as the Injury & Illness Prevention Program Coordinator/Safety Officer for the KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT. The Injury & Illness Prevention Program Coordinator/Safety Officer is responsible for implementing and maintaining the following aspects of the safety program:

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

Head Maintenance Operation Transportation (MOT) and Supervisor Responsibilities

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

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

Employee Responsibilities

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

Employee responsibilities are listed below:

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

Compliance

Kingsburg Joint Union High School District Commitment

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

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

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

(Board Policy Reference #4257/4357)

Employee Compliance

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

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

Disciplinary Action

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

Communication

General Information

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

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

Review of Injury & Illness Prevention Program

The Injury & Illness Prevention Program is to be used as a reference source for safety information pertaining to the KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT Schools. All employees are entitled to review the contents of the Injury & Illness Prevention Program. The program will be accessible to all employees on our district website: KJUHS.com.

All new employees will be informed of the program and where copies of the written plan are located. All employees will be notified of any revisions to the program as the revisions are made. The plan will be posted on the district website.

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

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

Kingsburg Joint Union High School District Safety Committee

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

The KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT Safety Committee is District-wide and is comprised of both management and staff.

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

The employees on the KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT Safety Committee are to provide direct feedback to senior management of organizational and operational issues that are directly affecting injuries and Workers' Compensation costs.

All KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT Safety Committee meetings are to be documented in the form of written meeting minutes. Original meeting minutes will be kept in the Business office at the District Office.

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

Hazard Assessment

General Information

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

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

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

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

Periodic inspections are always performed according to the following schedule:

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

Safety Walks

The Head of Maintenance Operations and Transportation (MOT) is encouraged to conduct safety walks. MOT should continuously monitor areas during the work day for safety hazards and report and safety concerns to the SUPERINTENDENT.

The MOT, will review all safety walks and initiate corrective action via the district's work order system.

Safety Evaluations

Head of Maintenance Operations and Transportation (MOT) shall conduct safety evaluations annually in areas where he is knowledgeable.

Safety evaluations must be documented. All documentation shall be forwarded to the SUPERINTENDENT.

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

The SUPERINTENDENT and the KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT Safety Committee will also review the safety evaluations and investigate long-term solutions to recurring hazards.

Safety Inspections

The KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT has site safety inspections conducted every three years via an outside consultant. Approximately six months after the conclusion of the inspection, a visit is paid to the district to obtain information regarding the status of priorities 1 and 2. Also, approximately 18 months after the three year inspection is conducted, high school industrial arts, AG, science, and art facilities are inspected again.

Hazard Reporting System

It is the responsibility of all employees to report unsafe work conditions and practices to their appropriate supervisor or the SUPERINTENDENT. Employees may use the district's work order system to report unsafe work conditions or practices.

Employees may also use the *Report of Unsafe Condition or Hazard Form*, (Appendix A), to report unsafe work conditions and practices. Employees should forward the completed form to their supervisor for review and appropriate action. The *Report of Unsafe Condition or Hazard Form* may be obtained from the district website or by contacting the SUPERINTENDENT, and can be submitted anonymously.

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

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

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

Hazard Correction

Hazard Correction Responsibilities

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

The Superintendent

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

The SUPERINTENDENT is responsible for immediately initiating corrections to any hazard that has come to his/her attention.

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

The SUPERINTENDENT will follow up on corrective activity for all reports of unsafe or unhealthy conditions.

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

Head Maintenance Operations & Transportation (MOT)

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

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

MOT has the responsibility of investigating and determining the root cause of any unsafe condition. Any source of hazard that is beyond the ability of the MOT to correct should be immediately reported to the SUPERINTENDENT.

MOT is also responsible for taking temporary precautions until corrections can be made. MOT shall provide a status report to the SUPERINTENDENT when a temporary correction has been made.

Employees

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

Hazard Correction Follow-Up

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

Any unnecessary delays in hazard correction should be investigated by MOT and reported to the SUPERINTENDENT.

In the event an unreasonable delay in correcting safety hazards occurs, the SUPERINTENDENT should inquire with the necessary personnel the status of the work and report any pertinent information back to the Principal and/or Director of Alternative Education Center.

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

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

Accident Investigation

Supervisor Accident Investigation

It is the responsibility of the immediate supervisor to investigate all injuries (or near misses) and report on the KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT'S *Supervisor's Report of Injury or Illness*, (Appendix A).

The district office will retain a copy and supply a separate copy to the appropriate department. These reports are subject to review by the SUPERINTENDENT. All Workers' Compensation forms are available from Human Resources in the Business Office.

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

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

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

Procedures for investigating employee injuries include:

1. Visiting the accident scene as soon as possible.

This will allow the supervisor to see the scene of the accident before any alterations to the scene can be made. It also allows the supervisor to be visible and available to Employees in the area.

2. Interviewing injured workers and witnesses.

Several points of view may be helpful in determining the actual cause of an accident. Always include statements in the accident investigation report.

3. Examining the workplace for factors associated with the accident.

It is essential to inspect the scene of the accident to determine if any hazards are present that may cause future accidents.

4. Determining the cause of the accident.

Understanding the root cause of an accident will allow management to develop measures to prevent similar accidents from recurring. Determining the root cause of an incident may be a difficult or arduous task. A diligent investigation will allow management to understand the root cause.

5. Taking corrective action to prevent the accident from recurring.

Immediate and complete corrective action is essential.

6. Documenting the findings and corrective actions taken by completing Supervisor's Accident Investigation Report, (Appendix A). Attach all necessary information to the investigation report.

Outside Agency Investigation

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

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

Reports to Cal-OSHA

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

Serious injuries warranting Cal/OSHA notification include injuries that occur in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation, or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.

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

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

California Division of Occupational Safety and Health Enforcement Office in Fresno
Phone (559) 445-5302 Mariposa Street, Ste. 4000 Fresno, CA 93721 Fax (559) 445-5786

Training & Instruction

Training Programs

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

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

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

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

Initial Job Instruction/Online Training

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

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

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

Pre-Job Safety Instructions for Hazardous Jobs

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

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

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

Safety Talks

Planned Safety Talks

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

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

Correctional Safety Talks

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

Recordkeeping

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

Safety Evaluation Documentation

- Safety evaluation documentation will be maintained by the SUPERINTENDENT
- Safety evaluation documentation should include the name(s) of the person(s) conducting the evaluation
- Safety evaluation documentation should include any unsafe conditions or work practices
- Safety evaluation documentation should include corrective actions
- Safety evaluation documentation should be maintained for no less than three (3) years

Safety Training Documentation

- District Office will maintain safety training documentation for a period of no less than three (3) years
- Safety training documentation should include the employee's name, training dates, type of training, and training providers
- Safety training documentation is available via the District's Online Training Resource

Employee Injury Reports/Supervisor Accident Investigation Reports

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

Quarterly Safety Walk Checklist

District Received

Inspection date: N 9-11-2023

Location: Kingsburg High School Saint District

Inspector's Name: Arturo Campos

Exterior Areas		Yes	No	NA	Comments	
1	Are paved surfaces, such as parking lots, sidewalks, and courtyards, free of hazardous conditions or deterioration?	✓				
2	Is turf in good condition; is landscape well-groomed and free of overhang, concealment, or other potential hazards?	✓				
3	Does the site drainage system appear to effectively remove irrigation and storm water runoff and prevent standing water or unacceptable erosion?	✓				
Building Conditions		Yes	No	NA	Comments	
4	Is the building free of apparent leaks or other obvious water intrusion?	✓				
Doors, Exits, and Means of Egress		Yes	No	NA	Comments	
5	Are exits and exit paths unobstructed and are doors free of inappropriate locks?	✓				
6	Is the site emergency evacuation map posted near all classroom and/or office doors?	✓				
Emergency Action Equipment & Systems		Yes	No	NA	Comments	
7	Are the appropriate types of fire extinguishers properly installed, unobstructed, inspected on a monthly and annual basis, and equipped with service tags?	✓				
8	Are alarm systems installed and tested on a regular basis, and are pull stations and alarm panels unobstructed?	✓				
Mechanical and Utility Systems		Yes	No	NA	Priority	Comments
9	Are electrical panels and utility shutoff switches and valves unobstructed, properly labeled or identified, and protected from tampering?	✓				

10	Are electrical wiring systems in good condition; is live wiring properly capped and concealed; and is wiring free of damage or improper usage?	✓			
11	Are electrical power cords and extension cords properly placed and free from damage or inappropriate use?	✓			
Chemicals and Chemical Storage Practices		Yes	No	NA	Comments
12	Are hazardous chemicals properly stored?	✓			
13	Are all containers holding hazardous materials properly labeled with the chemical name and an appropriate hazard warning?	✓			
Housekeeping and Storage Practices		Yes	No	NA	Comments
14	Are storage areas uncluttered with adequate aisles maintained, and is overhead storage secured with sufficient clearance to the ceiling or sprinkler heads?	✓			
15	Are mechanical and electrical utility rooms free of inappropriate storage?	✓			
General Conditions - Other		Yes	No	NA	Comments
16	Is the site free of graffiti or other signs of vandalism?	✓			
17	Are other general conditions free of apparent hazards or concerns?	✓			

Appendix A - Injury Illness Prevention Forms

(PDF Fillable Form)
KJUHSD
Report of Unsafe Condition or Hazard Form

*Please use this form to report unsafe or uncorrected conditions which could endanger employees or students of this District, or to request assistance from the District Safety Committee or District Safety Officer. **You may report conditions or hazards anonymously.** Send completed form to your Supervisor.*

Name: _____ (Optional) Date: _____

Department: _____ (Optional)

Phone # _____ Email: _____ (Optional)

Name Hazard:
Location of Hazard:
How Can This Hazard Be Corrected:

Note: All workplace safety concerns communicated to your management team are strictly confidential. Under no circumstances shall the employee be reprimanded or be retaliated against for making the District aware of any safety hazard.

KJUHSD Employee First Notice Reporting Process

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

1. Report all on-the-job injuries or illnesses, whether you go to the doctor or not. Immediately call (Toll-Free) 1-(844) 752-0415.
2. A Registered Nurse will answer your call, initiate the claim and assist with determining the appropriate medical advisor.
3. Notify your supervisor immediately. Follow your department procedures.
4. You must submit a work status report to your supervisor after you go to a Medical Provider Network (MPN) Clinic or Physician.
5. After the initial medical appointment, future appointments should be scheduled not to conflict with your work schedule.
6. The Workers' Compensation Claims Administrator is TRISTAR Risk Management. For follow-up information on your claim, call (559) 432-1260 to speak with the claims team.
7. LIFE- OR LIMB-THREATENING EMERGENCIES: Call 911 or go to the nearest medical facility. Immediately notify your supervisor. Supervisor or designee will report injury to (Toll-Free) 1-(844) 752-0415.
8. For NON-LIFE-THREATENING EMERGENCIES and AFTER HOURS CARE, go to the closest hospital. Follow-up care must be provided by one of the designated providers.

(PDF Fillable Form)
KJUHSD
Employee Report Of Injury Or Illness

Return this form to your supervisor

Employee's name _____

Job Position/Title _____

Shift hours _____ Days off _____ Supervisor's name _____

Date and time of injury or illness _____ Location _____

Task being performed when injury occurred _____

Date and time injury or illness reported _____ To whom? _____

Name(s) of witness (es) _____

Describe how the injury or illness occurred:

What part of the body was affected?

Describe the injuries or illness in detail:

Date, time you first sought medical attention:

Name of doctor and/or hospital:

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

Signature of Employee

Date

(Will be created into PDF Fillable once edited)
Supervisor Report Of Injury Or Illness

Return this form and the Employee's Report of Injury or Illness to the district office.

Employee's name _____

Job position/title _____ Supervisor's name _____

Date and time of injury or illness _____ Location _____

Task being performed when injury occurred _____

Date and time injury was reported to you _____

Name(s) of witness(es) _____

Accident resulted in: Injury _____ Fatality _____ Property damage _____

First aid given? _____ Medical treatment required? _____ Workdays lost _____

Describe how the injury or illness occurred:

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

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

Signature of Supervisor

Date

Signature of Safety Officer

Date

Comments:

Basic Rules For Accident Investigation

- The purpose of an investigation is to find the cause of an accident and prevent further occurrences, not to fix the blame. An unbiased approach is necessary to obtain objective findings.
- Visit the accident scene as soon as possible while the facts are fresh and before witnesses forget important details.
- If possible, interview the injured worker at the scene of the accident and “walk” him or her through a re-enactment.
- All interviews should be conducted as privately as possible. Interview witnesses one at a time. Talk with anyone who has knowledge of the accident, even if they did not actually witness it.
- Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
- Document details graphically. Use sketches, diagrams, and photos as needed, and take measurements if appropriate.
- Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could be prevented. Determine what caused the accident itself, not just the injury.
- Every investigation should include an action plan. How will you prevent such accidents in the future?
- If a third party or defective product contributed to the accident, save any evidence. It could be critical to the recovery of claims costs.

* Every employer shall report immediately (within 24 hours) by telephone or telegraph to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death of an employee occurring in a place of employment or in connection with any employment (see Cal. Code Reg., tit. 8, § 342)

(To be created into PDF Fillable Once Edited)
Supervisor's Injury Follow-Up Report

Return this form and Employee's Report of Injury or Illness to the district office.

Employee's name _____ Supervisor's name _____
Job Position/Title _____ Date and time of injury or illness _____ Location _____

Follow-up Action Taken:

Work request submitted? Yes _____ No _____ If yes, Date _____

Online training assigned? Yes _____ No _____ If yes, Title of Class _____

[Go to www.fcsigweb.org; Choose "Online Training;" Sign in; Select Employer; Choose class]

Other follow-up action taken? Yes _____ No _____

If yes, describe:

Signature of Supervisor

Date

Signature of Safety Officer

Date

Comments:

(DRAFT)
KJUHS
Quarterly Safety Walk Checklist

Inspection date: _____

Location: _____

Inspector's Name: _____

Exterior Areas		Yes	No	NA	Comments
1	Are paved surfaces, such as parking lots, sidewalks, and courtyards, free of hazardous conditions or deterioration?				
2	Is turf in good condition; is landscape well-groomed and free of overhang, concealment, or other potential hazards?				
3	Does the site drainage system appear to effectively remove irrigation and storm water runoff and prevent standing water or unacceptable erosion?				
Building Conditions		Yes	No	NA	Comments
4	Is the building free of apparent leaks or other obvious water intrusion?				
Doors, Exits, and Means of Egress		Yes	No	NA	Comments
5	Are exits and exit paths unobstructed and are doors free of inappropriate locks?				
6	Is the site emergency evacuation map posted near all classroom and/or office doors?				
Emergency Action Equipment & Systems		Yes	No	NA	Comments
7	Are the appropriate types of fire extinguishers properly installed, unobstructed, inspected on a monthly and annual basis, and equipped with service tags?				
8	Are alarm systems installed and tested on a regular basis, and are pull stations and alarm panels unobstructed?				

		Yes	No	NA	Priority	Comments
Mechanical and Utility Systems						
9	Are electrical panels and utility shutoff switches and valves unobstructed, properly labeled or identified, and protected from tampering?					
10	Are electrical wiring systems in good condition; is live wiring properly capped and concealed; and is wiring free of damage or improper usage?					
11	Are electrical power cords and extension cords properly placed and free from damage or inappropriate use?					
Chemicals and Chemical Storage						
12	Are hazardous chemicals properly stored?					
13	Are all containers holding hazardous materials properly labeled with the chemical name and an appropriate hazard warning?					
Housekeeping and Storage Practices						
14	Are storage areas uncluttered with adequate aisles maintained, and is overhead storage secured with sufficient clearance to the ceiling or sprinkler heads?					
15	Are mechanical and electrical utility rooms free of inappropriate storage?					
General Conditions – Other						
16	Is the site free of graffiti or other signs of vandalism?					
17	Are other general conditions free of apparent hazards or concerns?					
Stadium/Tennis Grounds						
18	Are all bleachers in good repair, the track intact and no hazards present, grounds clean and snack shack building organized and clean. Tennis court blacktop surface free of cracks, bleachers in good repair and restroom facilities in good repair.					
Swimming Pool						
19	Pool ladders anchored and free of rust, diving board platforms free of signs of excessive wear, diving boards covered with non-skid material, all surfaces free of cracks and foreign matter, restrooms in good repair, stadiums in					

	good repair, are first aid kits properly stocked nearby.				
Baseball Field		Yes	No	NA	Comments
20	Stadium bleachers, roofs, restrooms, grounds and fences all in good repair.				
Softball Fields/Soccer		Yes	No	NA	Comments
21	Stadium bleachers, roofs, snack shacks, grounds and fences all in good repair.				

KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT AN ADDENDUM TO THE INJURY AND ILLNESS PREVENTION PROGRAM

Addendum to IIPP- Covid-19 Safety Plan

KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT



COVID-19 Safety Plan COVID-19 Prevention Program

*This **COVID-19 Safety Plan** was designed by the Kingsburg Joint Union High School District (KJUHS), in conjunction with the Fresno County Superintendent of Schools (FCSS), to set forth standards and protocols for the safety and well-being of KJUHS employees and any other persons accessing KJUHS facilities and school settings. Its contents are to be implemented organization-wide and utilized in conjunction with department/program site-specific plans. This document was developed with the most current information known at the time and may be amended as guidance from Local, State and Federal agencies change.*

August 2020

TABLE OF CONTENTS

<u>COVID-19 PREVENTION PROGRAM</u>	28
<u>INTRODUCTION: PURPOSE SCOPE AND RESPONSIBILITIES</u>	28
<u>PROTECTION GUIDELINES</u>	29
<u>TRAINING PROVIDED BY DISTRICT REGARDING COVID-19</u>	30
<u>BUILDING ACCESS AND PROTOCOL: EMPLOYEES AND VISITORS</u>	30
<u>BUILDING COMMON AREAS USAGE PROTOCOL</u>	31
<u>HEALTH SCREENING SELF-CERTIFICATION PROTOCOL</u>	32
<u>FACE COVERING PROTOCOL</u>	34
<u>HAND SANITIZING</u>	36
<u>SOCIAL DISTANCING PROTOCOL</u>	36
<u>DISINFECTING PROTOCOL</u>	37
<u>DISINFECTING CLEANING A BUS PROTOCOL</u>	37
<u>PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDELINES</u>	38
<u>COVID-19 MITIGATION PLAN</u>	39
<u>TESTING</u>	39
<u>EMPLOYEE AND STUDENT COVID-19 EXPOSURE RESPONSE PLAN</u>	40
<u>COVID-19 POSITIVE RESPONSE PROCESS FOR KJUHSD EMPLOYEES</u>	40
<u>COVID-19 POSITIVE RESPONSE PROCESS FOR KJUHSD EMPLOYEE FLOW CHART</u>	41
<u>COVID-19 SCREENING OF KJUHSD STUDENTS</u>	42
<u>COVID-19 SCREENING FLOW CHART KJUHSD STUDENTS</u>	43
<u>RETURN TO WORK AFTER ILLNESS PROTOCOL</u>	44
<u>RECORDS AND CONFIDENTIALITY</u>	44
<u>FREQUENTLY ASKED QUESTIONS</u>	45
<u>COVID-19 SAFETY PLAN ACKNOWLEDGEMENT</u>	47
<u>APPENDIX A : MINIMUM CRITERIA FOR RETURN TO WORK</u>	48
<u>APPENDIX B: COVID-19 GUIDANCE CHECKLIST</u>	49

COVID-19 PREVENTION PROGRAM

INTRODUCTION: PURPOSE SCOPE AND RESPONSIBILITIES

KJUHS D is committed to the creation of a safe work environment that reflects guidance from the Centers for Disease Control and Prevention (CDC) [CDC- Coronavirus Website](#), California Department of Public Health (CDHP) [COVID-19 Industry Guidance: Schools and School-Based Programs](#), and Fresno County Department of Public Health (FCDPH) [Fresno County- COVID- 19 Website](#) to mitigate the spread of COVID-19. COVID-19 has propelled the world into unprecedented times. For the first time in over 100 years, we find ourselves developing new processes with the goal of protecting staff, students, parents and members of the public. Until there is a way to rapidly test individuals entering KJUHS D buildings or a viable vaccine that will help our community achieve herd immunity, we must rely on mitigation strategies to decrease the spread of COVID-19. Together, we can contribute to the wellness of our schools and community as a whole and protect the most fragile and high-risk individuals around us.

Dr. Vohra, Interim Health Officer for Fresno County Department of Public Health, reminds us that it will be a combination of mitigation strategies that will guard us against COVID-19. Proven mitigation strategies include:

- Social distancing (staying at least six feet away from others, when practical).
- Wearing a facial covering.
- Good respiratory etiquette.
- Hand hygiene.
- Frequent cleaning and disinfecting of surfaces.

Any one of the strategies indicated above could offer some protection against COVID-19. However, in combination with each other, the strategies will offer layers of protection to the people who practice them. There will be times where one strategy may not be feasible, but using other strategies can make up for the absence of another. For example, when six feet between people cannot be maintained, we can wear facial coverings and be mindful of the amount of time we are in close proximity to better protect those involved.

The following KJUHS D COVID-19 Safety Plan is designed to set forth standards and protocols for KJUHS D employees as we return to our onsite work locations, in order to provide a safe, unified return to work plan and provide employees confidence of workplace safety. We will update this guideline to account for the necessary changes as the virus evolves. In the meanwhile, we must offer grace and civility to each other as we make our way through the new learning environment.

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

PROTECTION GUIDELINES

PURPOSE: To identify the employer and employee responsibilities as KJUHSD facilities reopen for staff and students.

EMPLOYER RESPONSIBILITIES

The following Protection Guidelines are KJUHSD responsibilities that will be in place until further notice:

- Implement daily self-monitoring health screening processes for staff and students.
- Provide PPE and cleaning/sanitizing supplies for KJUHSD employees.
- Post additional signage throughout KJUHSD buildings and worksites to raise awareness regarding health and safety protocols (See Building Access and Building Common Area Usage Protocols).
- Ensure routine cleaning of frequently touched surfaces (See Disinfecting Protocol).
- Limit the size of gatherings to ensure alignment with Fresno County Department of Public Health guidance.
- Consider flexible/rotating work schedules for KJUHSD employees, when possible.
- Implement measures encouraging physical distancing of a minimum of six feet between individuals, when practical; when physical distancing cannot be maintained, implement procedures to protect employees and students.

EMPLOYEE RESPONSIBILITIES

The following Protection Guidelines are minimum standards and employee responsibilities that will be in place until further notice:

- Extend grace and civilities to all those you interact with while in the workplace.
- Self-certify your health daily (See Health Screening Self-Certification Protocol).
- Wear face covering in accordance with the Face Covering Protocol.
- Maintain a minimum of six feet of physical distance in accordance with the Social Distancing Protocol.
- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing or sneezing; if soap and water are not available, use an alcohol-based (60% or higher) hand sanitizer.
- Avoid touching eyes, nose and mouth with unwashed hands.
- If you are ill, stay home, except to get medical care, utilize your leave entitlements and return to work when symptom-free.
- Cover your cough with a tissue or cough into your sleeve; throw tissue in the trash after use.
- Maintain a clutter-free work surface and workstation for efficient and regular cleaning/disinfecting.
- Avoid large gatherings during assigned breaks and lunch times as much as possible.
- Do not share washable dishes/utensils in the break room, bring your own or use paper/plastic.
- Minimize close contact.

TRAINING PROVIDED BY DISTRICT REGARDING COVID-19

Through the District Keenan SafeSchools online training platform, Kingsburg Joint Union High School District is providing standardized and custom training modules on the following COVID-19 topics and procedures:

- Safe Guidelines During Covid – Cleaning Disinfecting
- IPM For Teachers & Office Staff
- Maintenance Crew Cleaning Disinfecting During Covid-19
- Personal Protective Equipment (PPE)
- Coronavirus Awareness
- Coronavirus: Managing Stress and Anxiety
- Coronavirus: Cleaning & Disinfecting Your Workplace
- Cal/OHSA Covid-19 Training for California Workers (<http://trainingacademy.dir.ca.gov>)

Training and procedures are also provide to employees through the following documents distributed via email, posted to district website or presented at staff meetings:

- KJUHSD COVID-10 Safety Plan
- Return to School Health & Safety Plan
- Information Regarding COVID-19 related benefits and leaves
- Staff Letters (Upon Exposure) “Notification of Potential Workplace Exposure to Covid-19” and “Notification of Potential Workplace Exposure to Covid-19 Outbreak” from AB 685 & CAL/OSHA Emergency Temporary Standards.
- Student Exposure, Symptom and Positive Letter outlining COVID-19 Procedures.
- Transportation Expectation Guidelines

BUILDING ACCESS AND PROTOCOL: EMPLOYEES AND VISITORS

PURPOSE: To inform KJUHSD employees of the standards when entering KJUHSD schools or department offices to ensure the health and safety of employees and visitors.

BUILDING PREPARATION

- Signs will be posted at main entrance doors with health and safety reminders.
- Six-foot distance markers will be placed at main entrances and other areas where lines may form in KJUHSD buildings, as appropriate.
- Physical barriers will be used when appropriate.
- Hand sanitizer will be available at main entrances and other locations as appropriate, for KJUHSD school sites and department offices.

PROTOCOL FOR ENTERING A KJUHSD BUILDING

All visitors will need to knock on the attendance window for Kingsburg High School (KHS) or office door for Kingsburg Alternative Education Center (KAEC) and District Office before entering the main building entrance. (KHS Office, KAEC Office, District Office, Maintenance Building). Visitors will have to self-certify their health before being allowed to enter.

VISITORS

- Departments and offices are highly encouraged to schedule appointments in advance for all visitors; walk-in visitors will be seen at the discretion of the department or site.

- All visitors will be expected to self-certify their health status before entering a KJUHSD building or school site by answering the health questions listed on posted signs at main entrances. Staff will verify that self-certification questions were all no.
- The staff member is required to contact a department or classroom staff member prior to sending a visitor to their destination.
- When department staff member or teacher greets their visitor at the main entrance, they are expected to ask the same health screening questions as listed on posted signs prior to escorting visitor to their destination.
- If department or teacher does not answer receptionist call, the visitor will be provided with the contact information to schedule or reschedule their appointment.

BUILDING COMMON AREAS USAGE PROTOCOL

PURPOSE: To provide guidance for staff on protocols for usage of common areas.

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

Common areas are unique areas that will require modifications, both physically and procedurally, to minimize potential exposure. Disinfection of all common areas has been intensified in accordance with the Disinfecting Protocol. Because these areas may be accessed by others at any time and maintaining six feet of distance may not always be possible, face coverings shall be worn in all common areas except when eating.

LOBBIES AND WAITING AREAS

Excess furniture will be removed or identified as not for use. Remaining furniture will be spread out to meet social distancing guidelines. Physical barriers will be put in place as appropriate at reception desks. Signage will be posted regarding self-certified health screenings, hand hygiene and social distancing.

MEETING ROOMS

The capacity of meeting rooms is reduced to accommodate social distancing.

HALLWAYS

Because hallways may not be wide enough to allow passing while maintaining six feet of distance, face coverings shall be worn. Do not linger in hallways or engage in conversations as this will make the area more congested.

RESTROOMS

Restrooms are to be stocked at all times with sufficient supplies, particularly hand soap. Adjacent urinals and sinks may be taken out of service to maintain social distancing. If a multiple person restroom is already occupied, consider using a different restroom or waiting if social distancing cannot be maintained.

BREAK ROOMS

Staff is encouraged to eat their meals in their office/room or outdoors at a safe social distance. Break room seating capacity is reduced to maintain social distancing. Facial coverings may be removed while eating. Shared items should be taken out of service. Shared items include, but are not limited to, condiments, seasonings and toasters, Coffee stations, water dispensers, microwaves and refrigerators may be available for staff use. Staff is strongly encouraged to use proper sanitizing procedures before and after using any shared appliances. Signage encouraging proper hygiene and social distancing will be placed in break rooms.

WORKROOMS

Staff is strongly encouraged to use proper sanitizing procedures before and after using shared office equipment, including but not limited to copy machines, laminating machines, paper cutters, etc.

HEALTH SCREENING SELF-CERTIFICATION PROTOCOL

PURPOSE: KJUHSD has implemented a health screening process on a daily basis for all employees, students and visitors prior to entering KJUHSD office and school settings as a preventive measure to mitigate the spread COVID-19.

EMPLOYEE HEALTH SCREENING

All KJUHSD employees who report to work (in-person) are required to "self-certify" their health by answering the questions below prior to entering their assigned work location (These questions may change as we receive guidance from the county public health):

- Are you feverish?
- Do you have chills?
- Do you have a new or worsening cough?
- Do you have shortness of breath?
- To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days? (Close contact is considered as being within six feet of someone, unmasked, for more than 15 minutes at one time.)

If employee answers "no" to the questions above, they can report to work. KJUHSD employees will be expected to adhere to the following precautions:

- Wash hands with soap and water or alcohol-based sanitizer before starting work and frequently throughout the day.
- Practice social distancing, sit and/or stand at least six feet from other people.
- Do not share food or drinks.
- Avoid touching eyes, nose and mouth with unwashed hands.
- Sanitize work area before leaving each day.
- Practice good respiratory etiquette (cover cough and sneezes with a tissue or into sleeve).
- Contact immediate supervisor and leave work immediately if employee starts to feel feverish or have respiratory symptoms.

If employee has subjective or documented fever AND any of the respiratory symptoms:

- Stay home and contact immediate supervisor for further instructions.
- Supervisors will utilize and consistently apply the COVID-19 Health Screening Decision Tree for Supervisors to determine whether the employee should stay home or report to work.

If employee has respiratory symptoms but NO subjective or documented temperature:

- If symptoms secondary to underlying disease (such as allergies or asthma) and not worsened compared to baseline, then employee can continue to work and follow precautions as stated above.
- If symptoms are new, stay home and contact immediate supervisor for further instructions.

STUDENT SCREENING

Parents of KJUHSD students will be educated on the questions they should consider regarding their child's health before their child reports to school.

Passive Screening: Instruct parents to screen their child's health before they send their child to school. Observe the symptoms outlined by public health officials and ask yourself the following questions. (These questions may change as we receive guidance from the county public health.):

- Are you feverish?
 - Do you have chills?
 - Do you have a new or worsening cough?
 - Do you have shortness of breath?
 - To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days? (Close contact is considered as being within six feet of someone, unmasked, for more than 15 minutes at one time.)
- If the parent answers "no" to all questions, they can allow their child to come to school.
 - If the parent answers "yes" to any of the questions, they will need to stay home and consult with their doctor.

All students who report to campus are required to "self-certify" their health by answering the questions below before school or during the first period. (These questions and protocol may change as we receive guidance from the county public health.):

- Are you feverish?
 - Do you have chills?
 - Do you have a new or worsening cough?
 - Do you have shortness of breath?
 - To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days? (Close contact is considered as being within six feet of someone, unmasked, for more than 15 minutes at one time.)
- If student answers "no" to all questions and appears well, student will be allowed to proceed onto campus.
 - If the student answers "yes" to any question, the student should be sent to the office and told to keep mask on.

VISITORS SCREENING

Passive Screening: Any visitor coming on campus will need to certify their health before coming to a KJUHSD building or school site. They will complete a survey on a computer. (These questions and protocol may change as we receive guidance from the county public health.):

- Questions that visitors are expected to answer regarding their own health:
 - Are you feverish?
 - Do you have chills?
 - Do you have a new or worsening cough?
 - Do you have shortness of breath?
 - To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days? (Close contact is considered as being within six feet of someone, unmasked, for more than 15 minutes at one time.)

- Staff member will review answers.
 - If the visitor answers "no" to all questions, they may enter the KJUHSD office/school setting.
 - If the visitor answers "yes" to any of the questions, they will be asked to not come to campus or leave campus immediately.

FACE COVERING PROTOCOL

PURPOSE:

Face coverings must be used in accordance with CDPH- [Guidance for the Use of Face Coverings](#) guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

- Teach and reinforce use of face coverings, or in limited instances, face shields.
- Students and staff should be frequently reminded not to touch the face coverings and to wash their hands frequently.
- Information will be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
- Policy on how people who are exempted from wearing a face covering be addressed.

What is a cloth face covering?

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.

When should I wear a cloth face covering?

You should wear face coverings when in public places, particularly when those locations are indoors or in other areas where physical distancing is not possible.

How should I care for a cloth face covering?

It's a good idea to wash your cloth face covering frequently, ideally after each use, or at least daily. Have a bag or bin to keep cloth face coverings in until they can be laundered with detergent and hot water and

dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face.

- Discard cloth face coverings that:
- No longer cover the nose and mouth.
- Have stretched out or damaged ties or straps.
- Cannot stay on the face.
- Have holes or tears in the fabric.

KJUHSD EMPLOYEES

All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection, (CCR Title 8, section 3380; 3205(c)(E).

- Inside of, or in line to enter, any indoor public space;
- Driving, operating or passenger in any school vehicle or bus. When no passengers are present, face coverings are strongly recommended.
- While outdoors in public spaces when maintaining a physical distance of 6 feet from persons who are not members of the same household or residence is not feasible.
- Engaged in work, whether at the workplace or performing work off-site, when:
 - o Interacting in-person with any member of the public
 - o Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time.
 - o Working in any space where food is prepared or packaged for sale or distribution to others; Workers or other persons handling or serving food must use gloves in addition to face coverings.
 - o Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities.
 - o In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.

In limited situations where face coverings cannot be used for pedagogical or development reasons, (i.e. communicating or assisting those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.

KJUHSD STUDENTS

All students in high school must use face coverings in accordance with California Department of Public Health guidelines.

In order to comply with his guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one at school. A student who inadvertently fails to bring a face covering to school or for bus transportation, one will be provided.

- Face coverings must meet dress code.

KJUHSD VISITORS

Visitors must wear a face covering when entering and moving about KJUHSD facilities. When a visitor reaches their destination, they may remove their face covering when a minimum of six feet can be maintained. However, visitors may be expected to keep face coverings on at all times in certain situations.

FACE COVERING EXEMPTIONS

The following individuals are exempt from wearing a face covering:

- Persons who are working in an office or in a room alone.
- Persons who are actively eating or drinking provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence.
- Persons who are outdoors and maintaining at least 6 feet of social distancing from others not in their household. Such persons must have a face covering with them at all times and must put it on if they are within 6 feet of others who are not in their household.
- Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service.
- Workers who are required to wear respiratory protection.
- Persons who are specifically exempted from wearing face coverings by other CDPH guidance.

HAND SANITIZING

In order to implement effective hand sanitizing procedures, the District has:

- Provided automatic soap dispensers and paper towel dispensers in all restrooms
- Encouraged handwashing of 20 seconds or more and as frequently as needed to mitigate exposure
- Provided hand sanitizer to all classrooms
- Installed stand-alone dispensers at all entrances to public buildings
- Ensured that all hand sanitizer supplied at district does not contain methanol.

SOCIAL DISTANCING PROTOCOL

PURPOSE: To provide guidance to staff on best practices for social distancing.

The most important mitigation strategy in the fight against COVID-19 is social distancing. The document provides best practices for both the school and office setting. Following these strategies will help assure that office, classrooms, and common areas meet the Center for Disease Control and Prevention (CDC) guidelines for social distancing. If social distancing is not feasible, individuals will need to wear masks until social distancing can be achieved.

DEFINITIONS

Social Distancing: According to the CDC, social distancing, also called physical distancing, means keeping space between yourself and other people outside of your home by:

- Staying at least six feet (about two arm's length) from other people.
- Not gathering in groups.
- Staying out of crowded places and avoiding mass gatherings.

Close Contact: Refers to a person who may have been exposed to someone who tested positive for COVID-19. A close contact should be asked to self-quarantine for 10 days at home. According to the Fresno County Department of Public Health, to be considered a close contact, a person needs to be within six feet of a COVID-19 positive person, unmasked, for 15 minutes (cumulative per day) or more. A contact tracer, clinic or hospital staff, or the Fresno County Department of Public Health will contact someone considered a close contact once that determination has been made.

DISINFECTING PROTOCOL

PURPOSE: To provide information on intensified disinfecting efforts during the COVID-19 pandemic.

In both school and office settings serviced by a custodian, high-touch surfaces in common areas will be disinfected daily. In the office setting, staff may utilize disinfecting supplies that will be provided at stations around offices to disinfect computers, monitors, mouse and keyboards and personal workspaces. In the school setting, staff will be provided disinfecting supplies as appropriate.

Only approved Environmental Product Agency (EPA) products will be used to disinfect. The list of EPA-approved products can be found at [Disinfectants for Use Against COVID-19](#).

All product label instructions shall be followed by anyone using a disinfecting product, paying attention to appropriate Personal Protective Equipment (PPE) and required product dwell time to effectively disinfect.

KJUHSD SCHOOL SITES

KJUHSD custodians will disinfect high-touch surfaces in all common areas, including door handles, light switches, reception area and restrooms, daily. Classrooms, including student desks, student chairs, trash cans, in-classroom restrooms and all hard surface flooring will be disinfected one time per day. Items such as student manipulatives, toys, equipment, teacher/paraprofessional desks and chairs or items not listed above are the responsibility of the teacher/paraprofessional to clean or disinfect. Disinfecting supplies are available to staff in designated areas or by contacting the site custodian.

All classrooms and bathrooms are fogged with a probiotic spray one time daily.

DISINFECTING CLEANING A BUS PROTOCOL

ESSENTIAL GUIDANCE TO FOLLOW:

- Use Environmental Protection Agency (EPA) registered disinfectants to kill germs. The EPA has published a list of disinfectants for use against COVID-19. If you cannot find a product on this list look at different product's labels to confirm it has an EPA registration number and that human coronavirus is listed as a target pathogen.
- Read and follow the label directions carefully as there may be separate procedures for use as a cleaner or as a disinfectant.
- Disinfection usually requires the product to dwell or remain on the surface for a certain period of time (e.g. let it stand for three to five minutes). Make sure the surface remains wet during the dwell time to properly disinfect and kill germs. Read and follow the label directions!
- All non-porous, hard surfaces should be disinfected with EPA approved products known to kill the COVID-19 virus.
- Clean high-contact surfaces first and most frequently. Particular attention should be given to buttons, handholds, pull cords, rails, steering wheels, door handles, shift knobs, dashboard controls and stanchions.
- Consider requesting disinfecting wipes for quick disinfecting between cleanings and rides.
- Consider requesting placement of hand sanitizer dispensers in buses as another way for riders and drivers to clean their hands when they are not able to access soap and water.

ROUTINE PROCEDURES FOR CLEANING AND DISINFECTING A BUS:

Buses will thoroughly be cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers will be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

- Daily sanitizing of surfaces and frequently touched items.
- If surfaces and/or objects are visibly soiled immediately clean and use standard precautions for contact with potentially infectious bodily fluids.
- Remove trash.
- Wipe heat and air conditioning vents.
- Dust and wet mop vehicle floors.
- Clean windows.
- Clean and either sweep or vacuum the vehicle interior after each morning and evening route or at least once each day.

WORKER PROTECTIONS:

- Ventilation while cleaning and disinfecting busses is critical. Keep doors and windows open to maximize air flow.
- If new products are introduced, workers should be given training on these new chemicals and their proper use, access to the SDS of the new product and the Personal Protective Equipment (PPE) needed for its safe use.
- Anyone using cleaners and disinfectants must be trained to read and understand all instruction labels and understand the safe and appropriate use. This might require that instructional materials and training be provided in other languages. Close attention should be paid to hazard warnings and directions on product labels.
- The appropriate Personal Protective Equipment (PPE) as specified by the product SDS must be provided and worn while cleaning and disinfecting. Be sure to wash hands thoroughly after each work session.
- You should always consult Chemical Labels and Safety Data Sheets (SDS) for guidance on the proper application of product use, including dilution requirements and dwell time, or the time that disinfectants need to remain on the surface in order to be effective at killing the virus.

PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDELINES

PURPOSE: To provide guidance to staff on what PPE may be applicable to their job duties in response to COVID-19.

FACE MASKS

Who should use: All staff in accordance with public health guidance.

When to use: When required by state or local health order.

MEDICAL-GRADE GLOVES

Who should use: Custodians, maintenance personnel, teachers, paraprofessionals, school nurses, health aides, and anyone using disinfecting products that require skin protection.

When to use: When using cleaning products that require skin protection, when a person may come into contact with bodily fluid or other contaminants.

FACE SHIELDS/EYE PROTECTION

Who should use: Custodians/bus drivers, teachers, paraprofessionals, school nurses, health aides or anyone trained to do specialized healthcare procedures.

When to use: When splash protection is required.

NOTE: The face shield guidance on this PPE protocol is for specific medical procedures and tasks that require splash protection.

COVID-19 MITIGATION PLAN

TESTING

COVID-19 EXPOSURE

Chief Business Official should be notified to begin the testing process. The District offers COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the resources on benefits.

COVID-19 OUTBREAK

The District will provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 10 day period(s). COVID-19 testing shall be provided at no cost to employees during employees' working hours.

COVID-19 testing shall consist of the following:

- All employees in the exposed workplace shall be tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department.
- After the first two COVID-19 tests, the District will provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department.
- District will provide additional testing when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with Department of Industrial Relations..

Exclusion of COVID-19 cases: The District will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our COVID-19 Safety Plan and local health officer orders if applicable.

Investigation of workplace COVID-19 illness: The District will immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak in accordance with our COVID-19 Safety Plan.

COVID-19 Investigation, review and hazard correction: In addition to the requirements of our COVID-19 Safety Plan the District will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and include:

- Investigation of new or unabated COVID-19 hazards including the employer's leave policies and practices and whether employees are discouraged from remaining home when sick; the

employer's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.

- The review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
- The District will implement changes to reduce the transmission of COVID-19 based on the investigation and review required by our COVID-19 Safety Plan. The District 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, and other applicable controls.

EMPLOYEE AND STUDENT COVID-19 EXPOSURE RESPONSE PLAN

PURPOSE: KJUHSD recognizes the importance of responding quickly and appropriately to possible or confirmed COVID-19 exposure to an KJUHSD employee or student. Therefore, the KJUHSD has created, in conjunction with the Fresno County Department of Public Health, flow charts to ensure employees know and understand who to notify and what will occur in response. The flow charts were created to protect confidential health information, including the identity of affected individuals.

NOTICE: District will give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:

- All employees who may have had COVID-19 exposure and their authorized representatives.
- Independent contractors and other employers present at the workplace during the high-risk exposure period.

COVID-19 POSITIVE RESPONSE PROCESS FOR KJUHSD EMPLOYEES

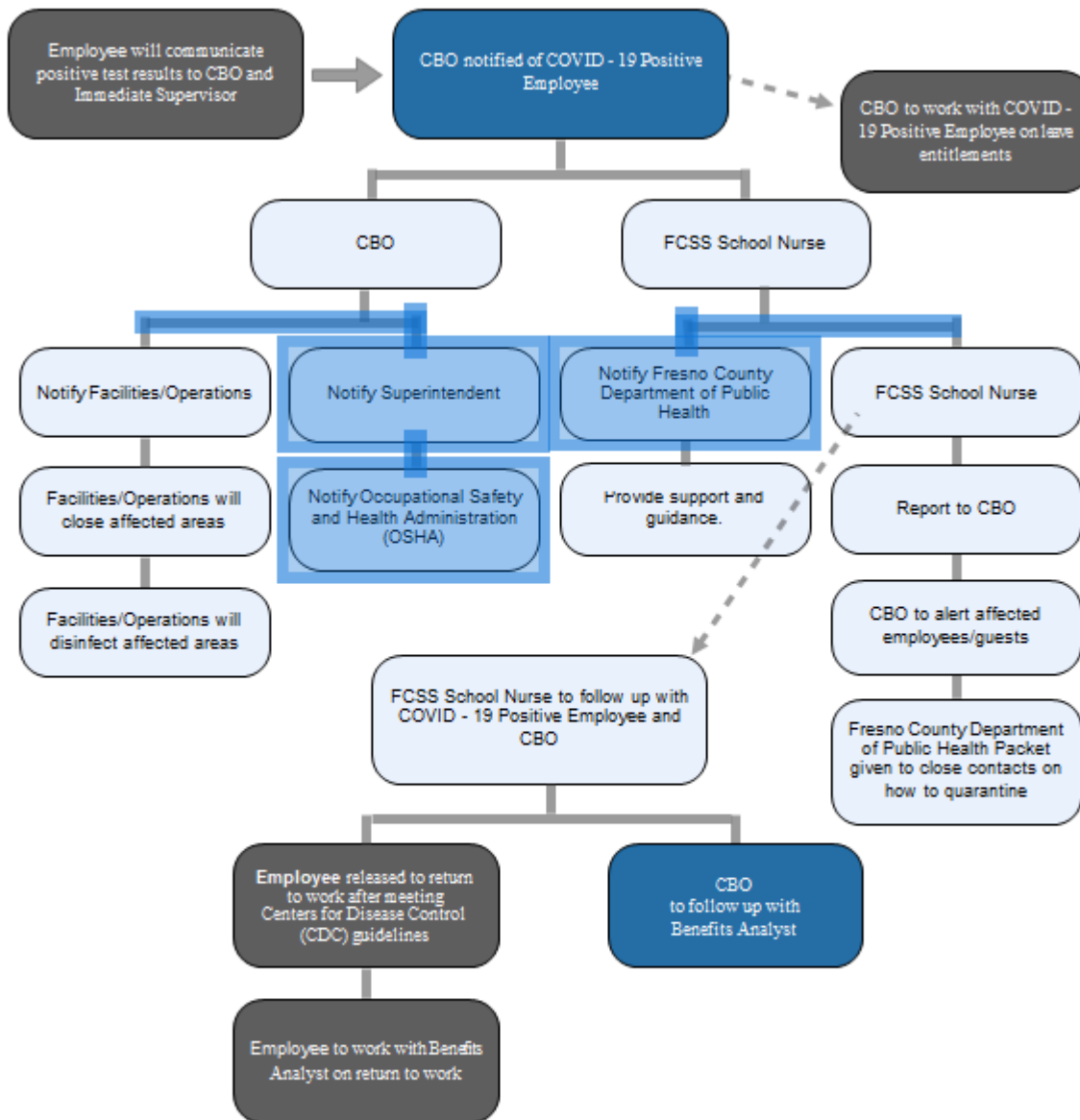
Steps when positive response occurs:

- Employee notify Supervisor and Chief Business Official (CBO)
- CBO to work with employee regarding leave entitlements
- CBO will notify Superintendent, FCSS School Nurse, OSHA
- CBO will notify Head Maintenance and Operations to close off and disinfect affected area
- FCSS School Nurse will contact employee and Fresno County Department of Public Health
- FCSS School Nurse is the Contact Tracer for KJUHSD and will follow up with employee
- Employee released to return to work after meeting CDPH guidelines
- Employee notifies CBO and submits note to return to work

Refer to COVID-19 Positive Response Process for KJUHSD Employees Flow Chart and the following page.

IMPORTANT TO NOTE: Aside from the specified contacts noted above, the Superintendent and KJUHSD employees should not identify any such employee by name in the workplace to ensure compliance with privacy laws. KJUHSD may notify affected employees in a way that does not reveal personal health-related information of an employee. Employees can report symptoms and hazards regarding COVID-19 without fear of reprisal (KJUHSD Policy 0470: Covid-19 Mitigation Plan).

COVID-19 POSITIVE RESPONSE PROCESS FOR KJUHSD EMPLOYEE FLOW CHART



Important Note: Aside from the specified contacts noted above on this flow chart, the Superintendent and KJUHSD employees should not identify any such employee by name in the workplace to ensure compliance with privacy laws. KJUHSD may notify affected employees in a way that does not reveal personal health-related information of an employee.

COVID-19 SCREENING OF KJUHSD STUDENTS

Student with COVID-19 symptoms sent to health office wearing face mask. School nurse to provide mask if student is not wearing one.

School Nurse Assessment:

Verbal- When did the symptoms start? Any exposure to someone ill? What are your signs and symptoms?

Visual- Flushed cheeks, difficulty breathing, fatigue, extreme fussiness/agitation, coughing.

Physical Exam-Temperature: >100 degrees F.

Visual Verbal Physical Concerns Identified:

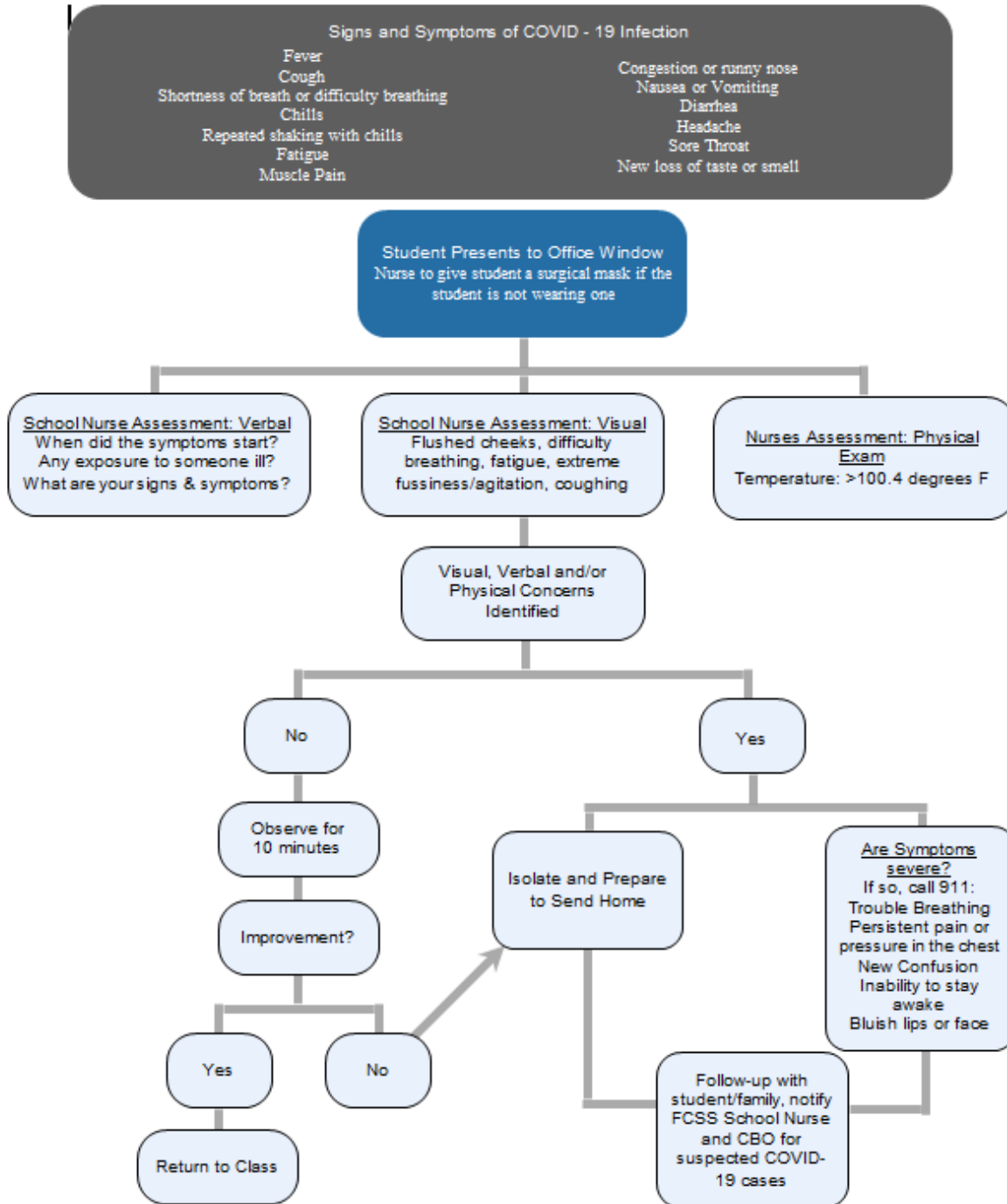
No: Observe for 10 minutes, if improvement, return to class. If no improvement, isolate and prepare to send home.

Yes: Isolate and prepare to send home. If symptoms are severe, call 9-1-1: Trouble breathing, persistent pain or pressure in the chest, new confusion, inability to stay awake, bluish lips or face.

School nurse to contact FCSS. School nurse for follow-up with student/family.

Refer to the following COVID-19 Screening Flow Chart KJUHSD Students on the following page.

COVID-19 SCREENING FLOW CHART KJUHSd STUDENTS



RETURN TO WORK AFTER ILLNESS PROTOCOL

PURPOSE: To provide guidance on when to allow an employee to return back to work after showing signs of a fever and respiratory illness.

To assure that employees and students are free from fever and respiratory illness or completely recovered from COVID-19 confirmed illness before returning to work. Case management of ill staff assures staff only return to work when safe to do so.

CRITERIA FOR RETURN TO WORK AFTER CONFIRMED POSITIVE COVID-19 TEST

Per the Fresno County Department of Public Health, staff may return to work after a positive COVID-19 test, as soon as the following criteria are met. (These criteria may change with guidance from county public health):

- If tested for COVID-19 and were positive, they can return to work if:
 - They have no fever for three days without the aid of medications and show improvement in respiratory symptoms, and;
 - It has been 10 days since onset of symptoms.
 - For individuals who NEVER had any symptoms, but tested POSITIVE, they can return to work after 10 days have passed since the date of their first positive COVID-19 diagnostic test.
 - If individual had an exposure, but never had any symptoms and were told to self- isolate, they can return to work after 10 days of self-isolation are over.
 - For all other scenarios refer to the Appendix page 24 Responding to COVID-19 in the Workplace

ROLE OF FCSS SCHOOL NURSE/CONTACT TRACER

- Once alerted to a fever or respiratory illness in an employee, the FCSS School nurse/contact tracer should communicate with the employee to obtain information about onset of symptoms, specific symptoms and any other pertinent information regarding the illness.
- The FCSS school nurse should call staff daily to check on symptoms and to offer support to the ill employee.
- Once ill employee meets criteria listed above, the FCSS school nurse will clear the staff member to return to work.

RECORDS AND CONFIDENTIALITY

Confidentiality of Personal Identifying Information

All personally identifying information regarding COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer shall be provided in a manner that ensures the confidentiality of employees.

Confidentiality of Employee Medical Records

All Employees medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.

FREQUENTLY ASKED QUESTIONS

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

Notify immediate supervisor and Chief Business Official (CBO) immediately as outlined on the COVID-19 Positive Response Process for KJUHS D Employees Flow Chart contained in this Guideline. By following the steps on the Flow Chart, the identity and health information of the employee will be confidential and aid in decreasing the chance of spreading COVID-19.

2. What should I do if someone living in my immediate household tests positive for COVID-19?

Notify immediate supervisor and the CBO. The circumstances will be confidentially reviewed with the FCSS School Nurse and the employee will, in most cases, be asked to quarantine for 10 days.

3. What if a person in my immediate household has been exposed to COVID-19 and directed to quarantine for 10 days? What should I do?

If the person living in your immediate household is not showing any symptoms of COVID-19, the KJUHS D employee may continue to report to work. If the person living in immediate household begins to show signs of COVID-19, consult with medical provider and notify immediate supervisor who will consult with the CBO and FCSS School Nurse.

4. Do I need to quarantine for 10 days when I return from out-of-state travel?

No, there is no longer an isolation requirement when travelling state-to-state; however, when an employee travels outside of the country, the employee may need to self-isolate for 10 days and be symptom-free before returning to work.

5. What should I do if I see someone in a common area or walking around a KJUHS D school site or department without a face covering?

Confidently, with mutual respect, civility, courtesy and orderly conduct among district employees, you may ask the person to wear a face covering. If an employee is not comfortable addressing the matter directly with their co-worker, they are highly encouraged to share their observation with their immediate supervisor. The employee's immediate supervisor is then expected to work with the co-

6. I have a note from my doctor that states I cannot wear a mask. What should I do?

Contact the CBO at (559) 897-7721, ext. 2306. The CBO will initiate the Interactive Process to address work restriction in an effort to determine if there is a reasonable accommodation.

7. What happens if I am exposed to, or taken ill by, COVID-19? What leave do I use?

Employee sick leave provisions will be in accordance with the Families First Coronavirus Response Act, and/or new or existing statutory regulations, Board Policy, Administrative Regulation and/or the KJUHS D/KJUSDTA collective bargaining agreement, whichever is most beneficial to the District employees.

8. Will I be expected to return to work if I have an underlying health condition?

If employee has an underlying medical condition, they must provide medical certification to the CBO who will then trigger the Interactive Process to determine if there is a reasonable accommodation.

9. I am 65+ years of age and am expected to report to work. What do I do?

Communicate directly with your immediate supervisor, who will work in conjunction with the CBO to discuss available options if you have concerns with reporting back to work.

10. What if my child's school does not reopen and I have ongoing childcare needs, what do I do?

Contact the CBO to review possible leave entitlements.

11. What does a contact tracer do?

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

12. How will KJUHSD protect my HIPPA rights and confidentiality should I test positive for COVID-19?

By following the steps outlined on the COVID-19 Positive Response Process for KJUHSD Employees Flow Chart, only those persons who need to know will be informed. These individuals are trained to respond quickly and confidentially to protect you and those who may have been in contact with you.

COVID-19 SAFETY PLAN ACKNOWLEDGEMENT

With the current COVID-19 pandemic in our environment for the foreseeable future, all employees must review and abide by new standards and protocols upon their return to work. As the situation evolves, appropriate adjustments may be implemented.

In an effort to ensure the health and safety of our staff, all employees will be expected to follow the KJUHSD Covid-19 Standard and Protocol, including, but not limited to:

- Conduct daily self-certification health screening
- Wear face covering in accordance with the Face Covering Protocol
- Maintain a minimum of six feet of physical distancing in accordance with the Social Distancing Protocol
- Practice frequent hand washing (with soap and water for a minimum of 20 seconds)
- Avoid touching eyes, nose, and mouth
- Practice respiratory etiquette
- When feeling ill, and displaying signs of flu-like symptoms, stay home and notify your supervisor

In addition, should I test positive for COVID-19, I will immediately follow the steps as specified on the COVID-19 Positive Response Process for KJUHSD Employees Flow Chart and notify my immediate supervisor and the CBO.

*******ACKNOWLEDGEMENT*******

I certify that I have read the KJUHSD COVID-19 Safety Plan acknowledgement in its entirety. My signature below signifies that I acknowledge and understand its contents and will abide by the established standards and protocols.

Print Name

Site/Department

Signature

Date

APPENDIX A : MINIMUM CRITERIA FOR RETURN TO WORK

Employees

Minimum Criteria for Return to Work

(As of June 7, 2020)

<p>Symptomatic Positive Employees with symptoms who are laboratory confirmed to have COVID-19</p>	<p>At least 1 days (24 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and, at least 10 days have passed since symptoms first appeared.</p>
<p>Asymptomatic Positive Employees who never had symptoms and are laboratory confirmed to have COVID-19</p>	<p>A minimum of 10 days have passed since the date of their first positive COVID-19 test. If they develop symptoms, then the criteria for laboratory confirmed cases with symptoms apply.</p>
<p>Symptomatic Negative Employees who had symptoms of COVID-19 but test result returned negative</p>	<p>Use the same criteria for return to work as laboratory confirmed cases.</p>
<p>Asymptomatic Negative Employees who never had symptoms but were tested due to close contact with a laboratory-confirmed case patient and were negative</p>	<p>Employees should quarantine at home for 10 days after the last known close contact with the case patient. Symptoms can develop even after testing negative within 10 days after exposure. The LHD may consider allowing earlier return to work only for an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the same role.*</p>
<p>Symptomatic Untested Employees who had symptoms of COVID-19 but were not tested</p>	<p>Testing is highly recommended. If the employee cannot be tested, use the same criteria for return to work as laboratory confirmed cases.</p>
<p>Asymptomatic Untested Employees who had close contact to a laboratory-confirmed case patient at work, home, or in the community and do not have symptoms. OR Employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from LHD or healthcare provider, and do not have symptoms.</p>	<p>Employees should be quarantined at home for 10 days after the last known close contact with the case patient. Testing is highly recommended; if testing has not occurred, the LHD may consider allowing an employee who had close contact to a confirmed case to continue to work only in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the same role.*</p> <p>Employees who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider. Even if they are not tested, the same criteria for return to work should be used as laboratory-confirmed cases.</p>

APPENDIX B: COVID-19 GUIDANCE CHECKLIST

Next Page

COVID-19 School Guidance Checklist

January 14, 2021



2021

Name of Local Educational Agency or Equivalent:
Kingsburg Joint Union High School District

Number of schools: **3**

Enrollment: **1191**

Superintendent (or equivalent) Name: **Mr. Don Shoemaker**

Address: **1900 18th Ave.**

Kingsburg, CA 93631

Phone Number: **(559)897-7721**

Email:
dshoemaker@kingsburghigh.com

County: **Fresno**

Current Tier: **Purple**

(please indicate Purple, Red, Orange or Yellow)

Grade Level (check all that apply)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: **Public- High School**

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is: K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, **Superintendent Don Shoemaker**, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: **6 feet or more**

Minimum: **6 feet**. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.



Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

10% of Staff will be tested monthly as directed by FCDPH

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results.

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for Fresno County **Dr. Rais Vohra, MD**. Fresno County has certified and approved the CSP/COVID-19 School Reopening Notification (SRN) on this date: **October 15, 2020**. If more than 7 business days have passed since the submission without input from the LHO, the CSP/COVID-19 SRN shall be deemed approved.

Additional Resources:

[KJUHSD Covid-19 Resources](#)
<http://kjuhsd.com/covid-19-resources/>
[Guidance on Schools Safe](#)
[Schools for All Hub](#)