

PITTSBURG UNIFIED SCHOOL DISTRICT

SAFETY PROGRAM

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INTRODUCTION

I. OVERVIEW OF INJURY AND ILLNESS PREVENTION PROGRAM

A. Purpose

The Pittsburg Unified School District's Injury and Illness Prevention Program prescribes "Safety Ground Rules" for all District employees. It incorporates the minimum safety requirements to follow for the avoidance of injury, loss of time from work, loss of materials, and property damage. The main goal of this safety manual is to reduce and, if possible, eliminate work-related injuries and illnesses. Our goal is zero accidents and injuries.

B. Objectives

The District's Injury and Illness Prevention Program is designed to prevent injuries, illnesses and accidents in the workplace. The primary purpose of the program is to ensure the safety and health of all District employees as well as other personnel under District supervision.

C. Background

Safety and health in our District must be a part of every operation. Without question, it is every employee's responsibility at all levels. Teaching and performing good safety practices is a critical part of everyone's job. It is the intent of this District to comply with all safety laws, and we must constantly be aware of conditions in all work areas that can produce injuries. Employees cannot be required to work at a job known to be unsafe or unhealthful. Your cooperation in detecting hazards and, in turn, controlling them is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

D. Safety and Health Policy

The Pittsburg Unified School District is firmly committed to maintaining a safe and healthy working environment. To achieve this goal, the District has implemented a comprehensive Injury and Illness Prevention Program.

E. The Injury and Illness Program

- Includes a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards for every job.
- Provides training to all employees in good safety and health practices.
- Provides mechanical and physical safeguards to the maximum extent possible.
- Provides employees with personal protective equipment and instructions for its use and care.
- Enforces safety and health rules through a program of incentives and disciplinary procedures.
- Includes a procedure for the investigation of every injury which includes determining the cause of the incident and the corrective actions taken to prevent its recurrence.
- Includes a method for communicating with employees on occupational health and safety matters.

SECTION 1. RESPONSIBILITIES

I. AUTHORITIES AND RESPONSIBILITIES

ALL employees of Pittsburg Unified School District are responsible for working safely and maintaining a safe work environment.

- The District accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- Supervisors are responsible for developing the proper attitudes toward safety and health in themselves and those they supervise and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved.
- Employees are responsible for cooperating with all aspects of the District's safety and health program, including compliance with all rules and regulations and for continuously practicing safety while performing their duties.
- The Board of Education is ultimately responsible for the safety and loss control efforts of the District. In order to achieve this, the Board of Education will provide overall policy direction for the District's Safety Program and hold personnel accountable for the program.

A. The Program Administrator

The Superintendent and/or designee is the Program Administrator. He/she is responsible for the overall implementation and maintenance of Pittsburg Unified School District's Injury and Illness Prevention Program. The Superintendent's and/or designee duties include, but are not limited to:

1. Ensuring that the policies and procedures of the District's Injury and Illness Prevention Program are enforced.
2. Identifying, inspecting and evaluating workplace hazards on a continuous basis.
3. Correcting unsafe or unhealthy conditions and work practices in a timely manner.
4. Providing an occupational health and safety training program designed to instruct employees in general health and safety work practices and to provide specific instruction with respect to hazards specific to each employee's job assignment.

5. Communicating with employees on occupational health and safety matters, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal.
6. Designing a program that ensures employees comply with health and safety work practices.

The Superintendent may assign all or some of the District's Injury and Illness program tasks to other District personnel.

B. Administrators, Managers, Supervisors and Principals

Managers, supervisors, and principals are fully responsible and accountable to the Superintendent and/ or designee for compliance with the provision of the programs within their area of responsibility. Their duties include but are not limited to:

1. Providing job-specific and general safety and hazard training to employees, including safety orientation.
2. Documenting safety training
3. Providing safe and healthful working conditions for all employees.
4. Conducting periodic site inspections and taking immediate action in rectifying dangerous work conditions, work procedures, and/or attitudes that adversely affect the health and safety of all employees.
5. Investigating industrial accidents, injuries, illnesses and/or near miss incidents and determining the cause of the incident and the corrective actions needed to prevent its recurrence.
6. Communicating with employees on occupational health and safety issues.

C. Employees

As a condition of employment, employees must exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and actively contribute to the success of the overall safety program. At minimum, employees must:

1. Comply with all District and departmental safety policies and procedures.

2. Notify their supervisor if they do not fully understand District and/or departmental safety policies and procedures and/or the hazards associated with their job.
3. Report all dangerous work conditions and/or defective tools, equipment and safety devices to their supervisor immediately.
4. Report all accidents, near misses and injuries to their supervisor immediately.
5. Keep work areas clean and orderly at all times.
6. Avoid disorderly conduct such as horseplay, fighting and practical jokes.
7. Wear required protective safety equipment and clothing as required by departmental safety rules and procedures or as directed by their supervisor.

D. The Supervisor of Site Safety and Emergency Preparedness is under the general direction of the Assistant Superintendent of Human Resources.

The District's Supervisor of Site Safety and Emergency Preparedness should implement an accident prevention program. He/she is fully responsible for staff direction and administration of the District's Safety Program and should take all actions deemed essential to produce a positive reduction in accidents and their causes. The duties of the Supervisor of Site Safety and Emergency Preparedness include, but are not limited to:

1. Maintaining a loss prevention program to comply with current laws and to incorporate the current practices and philosophies adopted by the safety industry as most effective in preventing injuries and occupational diseases.
2. Consulting directly with the Superintendent, cabinet members, and employees on accident prevention matters and providing guidance necessary to assure effective administration of this program.
3. Attending staff safety meetings to promote maximum understanding of Injury and Illness Prevention program objectives.
4. Making frequent checks of areas to ensure worker(s') compliance with Cal/OSHA standards and evaluating employee compliance with the District's Safety Program.
5. Conducting periodic inspections of facilities for hazardous conditions and housekeeping.

6. Ensuring thorough investigation of accidents, near misses and injury claims.
7. Maintaining and reviewing all safety hazard investigation reports and publicizing information which would inform management and personnel of circumstances which call for strong corrective measures.
8. Administering the processing of Cal/OSHA citations received by the District.
9. Recommending the use of approved safety equipment and procedures essential for specific hazardous operations.
10. Providing and contracting safety training for District personnel and/or employees who are responsible for training others. Contra Costa County School Insurance Group shall be contacted.
11. Require the maintaining at each site a safety information bulletin board and a separate designated bulletin board containing required Federal and State postings.
12. Displaying and maintaining Material Safety Data Sheets at each site.

SECTION 2. TRAINING

1. SAFETY TRAINING PROTOCOL

A. Recipients of Safety and Hazard Training

Safety and Hazard Training will be provided:

1. To all new employees.
2. To employees given new job assignments for which training has not previously been received.
3. Whenever new substances, processes, equipment procedures or equipment are introduced to the workplace which represent a new hazard.
4. Whenever the District is made aware of a new or previously unrecognized hazard.
5. As training or retraining is necessary or requested by an employee and/or required by law.

B. Safety Training Agenda

The District's Safety Training Program in conjunction with CCSIG may include, but is not limited to:

1. A New Hire Orientation which will cover topics such as:
 - Injury and Illness Prevention program overview and general safety training
 - Sexual harassment
 - Employee Training/Hazardous Substance Safety
 - Bloodborne Pathogens
 - Hazard Communication
 - Heat Illness
 - Control of Hazardous energy (Lock Out/Tag Out)
 - Portable Ladder Safety

- Accident Prevention Signs & Tags
 - Compaction Equipment (Garbage Compactors)
 - Job Hazards (Safe Lifting, Slip Trip and Fall Prevention, Repetitive Motion Injury Prevention)
 - Personal Protective Equipment
2. General safety training which covers the potential occupational safety and hazards in the workplace.
 3. Job specific safety training which covers the potential occupational safety and hazards associated with 1) a department's work site and 2) specific job assignment(s).
 4. **"Codes of Safe Practices"** training which includes details on departmental safe work practices and personal protective equipment required for a job.

Note: The Codes of Safe Practices will also be used for both general and job specific safety and hazard training.

5. Employee "Right-To-Know" training which provides information regarding the hazards of any chemicals to which an employee may be exposed, their right to information contained on material safety data sheets for those chemicals, and how to read and understand the information contained on the MSDS.
6. Training which covers the contents of the District's Injury and Illness Prevention program, emphasizing the employee's right to ask any safety question(s) or provide any information to the employer on safety either directly or anonymously without fear of reprisal and the disciplinary procedures the employer will use to enforce compliance with the Codes of Safe Practice.
7. Tailgate Training Sessions.

C. Documentation Procedures and Forms

All safety training must be documented, as indicated below, and kept on file at the site location and sent over to Human Resources.

1. Document all Safety Training provided to each new employee and/or regular employee who requires safety retraining.
2. The "Injury and Illness Prevention Program" form should be used to document all individual and/or group safety training sessions.

D. "Train-the-Trainer" Workshops

"Train-the-Trainer" safety training courses and/or other safety training materials will be provided to all personnel who are responsible for safety training.

E. The following records will be maintained for the period indicated, at a minimum:

The written IIPP	Indefinitely
OSHA Log 300 Forms	5 Years
OSHA Form 300A	5 Years
Inspection Forms.....	3 Years
Injury/Illness/Incident Investigation Forms	Duration of Employment
Employee Training Forms	
Personnel Records.....	Duration of Employment
Training Attendance Logs.....	3 Years
Records Relating to Employee Communication and Enforcement	
Safety Meeting Attendance Logs.....	3 Years
Employee Safety Suggestion/Hazard Report and Responses	3 Years
Medical and Exposure Records Subject to the Access Standard.....	Duration of Employment Plus 30 Years
All other Safety Records other than those Subject to the Access Standard.....	3 Years

We are a local governmental entity (school district) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

The master copy of this IIPP can be found: HUMAN RESOURCES

Other copies of the IIPP can be found: SCHOOL SITE MAIN OFFICE

SECTION 3. ACCIDENT INVESTIGATIONS

I. ACCIDENT INVESTIGATION POLICY/CLAIM REPORTING

A. Conducting Accident Investigations

Accident investigation is a critical part of the District's Safety Program. It identifies facts so that similar accidents can be prevented in the future. All accidents, illnesses, injuries and near-miss incidents and exposures to hazardous substances during employment with the District will be investigated by the employee's supervisor using the "Employee Accident Investigation Form (for Supervisors)" form. This investigation report will also be reviewed by Human Resources and CCCSIG to determine if additional investigation or corrective action is needed. Particular attention will be given to ways to prevent future occurrences of the accident, illness, injury, near-miss incident or exposure to hazardous substances.

B. Documentation and Claim Reporting Procedures

All incidents must be documented and immediately submitted to Human Resources using the appropriate forms as indicated below.

1. All injuries, illnesses and near-miss incidents must be reported to your supervisor before the end of the work shift during which the incident occurred, regardless of whether medical attention is necessary.

NOTE: Injured employees **MUST** contact Company Nurse to report the injury.

Company Nurse: (888)375-9779 Group code: CSIG

2. Injured employees will receive a claims form from CCSIG directly. Injured employees must complete the claim form. Failure to do this could result in a delay of payment of medical expenses or workers' compensation benefits.
3. "Employee Accident Investigation Form (for Supervisors)" form and submit it to the CCCSIG and Human Resources..
4. Human Resources and a claims adjuster will stay in contact with the injured employee and provide further directions.

SECTION 4. HAZARD ASSESSMENT AND CONTROL

I. INSPECTIONS AND HAZARD IDENTIFICATION

A. Purpose of Inspections

Site inspections are a tool for locating and reporting unsafe conditions and activities which have the potential to cause injuries, accidents and/or property damage.

The Injury and Illness Prevention program regulation requires the employer to provide a system for identifying, evaluating, and correcting unsafe or unhealthy conditions and work practices in a timely manner. Compliance may be performed by conducting documented, scheduled or random, periodic inspections to identify unsafe conditions and work practices, including investigation of injuries and illnesses.

B. Types and Frequency of Inspections

Continuous or daily site inspections should be conducted by supervisors and employees as part of their ordinary work or job responsibilities. This type of inspection activity and safety consciousness is a major contributor to workplace safety. All dangerous work conditions and/or defective tools, equipment and safety devices should be reported to the supervisor immediately.

All Site Safety Representatives will conduct documented site safety inspections utilizing the "Slip, Trip, Falls" Inspection form once a year in accordance to CCCSIG guidelines. Additional inspections may occur throughout the year.

(1) General time-line for conducting employee visual self-inspections.

- (a) Daily: All work sites, playgrounds, certain vehicles, and any area or equipment known to present significant and continuing hazard potential.
- (b) Weekly: High hazard areas, including hazardous waste, chemical storage, and loading/unloading areas, construction and manufacturing plants.
- (c) Monthly: General warehousing, transportation, all school site facilities and grounds. Offices with large numbers of employees/multiple uses, small offices, classroom facilities, nonchemical storage areas, grounds and parking lots.

Visitors: Prior to any scheduled event (athletic contest, open house, public gatherings, etc.) the facilities to be used should be inspected to determine the existence of hazards which may expose participants or spectators to injury. These hazards should be corrected prior to the event. Emergency exits should be inspected to ensure proper operation and clear access.

C. Conducting Inspections

CCCSIG approved inspection checklists are available through Human Resources. A copy of all documented safety inspections should be retained at your site location and a copy filed with Human Resources.

1. The Inspection: Using the CCCSIG-approved inspection checklist is an efficient way to ensure the thoroughness of inspections and, at the same time, document the inspection.

Inspection emphasis should be placed upon the condition of the facilities, equipment and machines as well as implementation of the overall program such as:

- Good housekeeping
 - Use of prescribed protective equipment
 - Compliance with published department work rules
 - Condition of ladders and other equipment
 - Proper storage of flammable/combustible liquids
 - Administrative compliance with the District's SB 198 Injury and Illness Prevention Program.
2. Formal Inspections: A formal documented inspection of select District sites will be conducted at least annually by CCCSIG.

More frequent inspections and investigations may take place as a result of frequent patterns of injuries and illnesses and/or an employee complaint and/or written report of unsafe condition or hazard.

Sites should retain copies of reports for at least three years.

3. Unscheduled Inspections: In addition to scheduled inspections and ongoing review, unscheduled, surprise inspections will also be conducted.

SECTION 5. COMMUNICATION SYSTEM

I. COMMUNICATION OF SAFETY AND HEALTH ISSUES

The Injury and Illness Prevention Program legislation requires employers to establish a system for communicating with employees on occupational health and safety matters. Some means of communicating safety information to employees include:

- Safety meetings
- Training programs
- Posting of safety posters and bulletins
- Written communications
- Labor-management safety advisory committee (Safety Committee)

A. Labor-Management Safety Advisory Committee (Safety Committee)

1. **Committee Representation:** The District's Labor-Management Safety Advisory Committee will consist of a chairperson (lead District safety advisor), two representatives from PEA and CSEA unions, and members from each site. Administration staff can be designated as the Site Safety Representative.

The agenda will be set by the chairperson for each meeting. All additions to the agenda must be submitted to the chairperson at least one week prior to the meeting to allow for inclusion on the agenda.

2. **Meeting Dates:** Safety Advisory Committee meetings will take place at least quarterly dates will be determined by the Safety Advisory Committee members.
3. **Responsibilities of the Safety Advisory Committee include:**
 - Reviewing and approving safety incentive money requests.
 - Reviewing and resolving employee safety suggestions/hazards and recommending resolutions.
 - Discussing site safety problems.
 - Reviewing results of inspections.

- Reviewing and upgrading District safety and health programs
- Producing safety newsletters and announcements.
- Reviewing accident loss runs and experience reports.
- Reviewing employee, student and visitor accidents.
- Evaluating the progress and effectiveness of District accident/loss prevention programs.
- Reviewing health and safety issues as the committee deems necessary (earthquake safety, emergency plans, first aid procedures, safety bulletin boards, etc.).
- Reviewing health and safety legislation.
- Recommending in-service education programs for District employees.

B. Safety Bulletin Boards

Each site will maintain a bulletin board specifically designed for Cal/OSHA materials and safety information. A bulletin board containing federal and state required postings must also be maintained at each site. A bulletin board also falls under PEA Contract Article 11.1.3.

C. Anonymous Notification Procedures

Injury and Illness Prevention Program allows employees to report safety hazards anonymously without fear of reprisal. Employees may complete the “Inspection Request Report” and submit it into the safety suggestion box or send it directly to their supervisor, the Director of Human Resources, the Safety Officer, or other authorities including the Superintendent.

A response to an anonymous suggestion will be directed to the reporting person (if known) or posted on the site’s safety bulletin board.

SECTION 6. SAFETY PROGRAM COMPLIANCE

I. ENFORCEMENT OF THE SAFETY PROGRAM

A. Disciplinary System

Failure to comply with the guidelines of the District's Injury and Illness Prevention Program will result in disciplinary actions covered under the following statutes:

- Classified employees Article XIII of the "CSEA Master Agreement"
- Certificated employees – Article 25 of the "PEA Master Agreement"

NOTE: Your supervisor or an appropriate District administrator should review the specifics of the disciplinary statute affecting your position.

JUNE 2019



Employee Accident Investigation Form (for Supervisors)

Purpose of this form: To assist supervisors in determining root cause of employee incidents, as well as identifying and correcting any hazards that may exist to prevent similar incidents from occurring. Incident investigation and documentation is a Cal OSHA requirement and is stated in the

District's Injury and Illness Prevention Program.

Employee Name:

Position Title:

District Name:

School Site:

Date of Accident:

Location of Incident:
(e.g., parking lot)

Incident Description (What Happened)

Injury Sustained/Body Part(s) Affected

Possible Causes of Incident (i.e. cleaning, rain, unsafe practice, sidewalk, attempting to restrain student, etc.):

Corrective Action(s) Taken (i.e. standard or emergency work order, review of safety practices, CCCSIG ergonomic evaluation/training/job safety analysis, discipline, site inspections, etc):

Date Corrective Action(s) Completed or Scheduled to be Completed:

Name & Title of Supervisor Completing this Form:

Based on your Supervisory knowledge of the work environment, if you have any concerns regarding the relationship between the reported 'Incident Description' and 'Injury Sustained', please contact your District Claims Coordinator.

Supervisor Signature:

Date:

What to do with this Form:

Email or Print Form: send completed form to your District Claims Coordinator.



PITTSBURG UNIFIED SCHOOL DISTRICT

CODE OF SAFE PRACTICES

Safe Practices for Pittsburg Unified School District

Unsafe work practices combined with hazardous conditions are the main ingredients for creating an injury or accident. The District is putting forth its best effort to eliminate unsafe conditions. This Code of Safe Practices, or list of safety rules, is provided to help all employees to work safely.

GENERAL SAFE PRACTICES

1. Report *all* accidents, injuries, and illnesses (no matter how small) to your supervisor, company nurse if injury, and Human Resources if applicable.
2. Report all unsafe conditions and equipment to your supervisor.
3. Ask questions about anything you do not understand about your job.
4. Clothing that covers the back, shoulders, and midriff, and clothing that covers the top portion the legs when seated, should be worn by all employees in the Custodian, Food Service, Grounds, Maintenance, Transportation, and Warehouse areas.
5. Shoes or boots with a low heels, non-skid soles, and closed toe and heel should be worn by all employees who spend more than ten percent of their day in the Custodian, Food Service, Grounds, Maintenance, Transportation, and Warehouse areas.
6. Always wear necessary and/or required protective equipment.
7. Always follow instructions on safety signs and caution tapes.
8. Do not enter construction or remodeling areas unless you are specifically authorized to work there.
9. Be aware of forklifts in operation; keep a safe distance from them.
10. Use a proper step stool or ladder to reach overhead. Do not stand on any chairs, other furniture, or boxes.
11. Always keep work stations clean and orderly.
12. Return materials and equipment to their proper place when finished using them.
13. Throw trash in proper waste containers.
14. Clean up small amounts of spilled materials or liquids immediately. Be sure the custodian is called to clean up larger spills.
15. All food storage, preparation and consumption should be limited to specifically designated areas, such as the staff lounge and the cafeteria/multipurpose room.

16. No overnight storage of food in classrooms or offices.
17. No cleaning chemicals or other pest management products should be brought from home.
18. Pest infestations should be reported to the maintenance department so that proper notification and posting can be accomplished.
19. Use handrails when going up or down stairs.
20. Always keep aisles and passageways clear.
21. Maintain 36 inches of clearance around all electrical equipment and panels.
22. Maintain 36 inches of clearance around fire extinguishers, fire alarms and fire exits.
23. In the event of a fire, sound the alarm.
24. Upon hearing an alarm, stop work and proceed to the nearest clear exit. Assemble at the appointed location.
25. Only trained and designated employees may attempt to respond to a fire or other emergency.
26. Extension cords are for temporary use only and must be unplugged by the end of the work day. Cords must be industrial quality, not household.
27. Handle all chemicals in accordance with manufacturer's instructions.
28. All chemical containers must be properly labeled.
29. Contact the facilities department for chemical disposal.
30. Practical jokes, skylarking, horseplay, scuffling, and fighting are not permitted.
31. Follow proper lifting and material handling procedures.
32. Call the transportation department to move heavy office furniture or equipment.
33. When working outdoors in the heat, properly hydrate yourself and seek shade and a recuperative rest break when necessary.
- 34. Observe all safe practices applicable to the department or area in which you are working or visiting.**

TEACHERS AND OTHER CLASSROOM STAFF

1. Observe all applicable general safe practices.
2. Keep desk and file drawers closed when they are not in use. Open only one file drawer at a time.
3. Do not overload shelves.
4. Use staple removers to remove staples.
5. Paper cutters and other cutting tools are to be properly use and properly maintained.
6. Use multi-outlet strips instead of extension cords and do not place them across the

- floors or working areas that are open to use. Never plug a multi-outlet strip into another multi-outlet strip.
7. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
 8. Art materials in grades Kindergarten through Sixth must be labeled with the AP Nontoxic label or a label to indicate conformance with ASTM D-4236.
 9. Combustible decorations must not cover more than 25% of available wall space. Combustible materials should be distributed in a manner that will not create a continuous fuel source for a fire.
 10. Decorations should not be hung on doors or windows.
 11. Ceilings should be kept free of decorations at all times.
 12. Three-dimensional artwork is to be constructed from non-combustible materials or treated to be flame retardant. In accordance with the State Fire Code, a qualified person must complete Flame retardant treatment.

ADMINISTRATION AND OFFICE STAFF

1. Observe all applicable general safe practices.
2. Keep desk and file drawers closed when they are not in use, open only one file drawer at a time.
3. Do not overload shelves.
4. Use staple removers to remove staples.
5. Paper cutters and other cutting tools are to be properly used, maintained, and stored.
6. Use multi-outlet strips instead of extension cords and do not place them across the floors or working areas that are open to use. Never plug a multi-outlet strip into another multi-outlet strip.

CUSTODIANS

1. Observe all applicable general safe practices.
2. Use proper lifting and material handling techniques.
3. Clothing worn around moving equipment must be tight fitting. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
4. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.
5. Cleaning solutions are to be mixed and used according to label directions and training.
6. Use an appropriate ladder or step stool for over shoulder tasks.
7. After cleaning floor drains, be sure grates have been replaced and securely fastened.
8. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
9. Keep at least one aisle of the storage area open at all times.
10. Use universal precautions when cleaning bodily fluids.
11. Use the buddy system when changing light bulbs or performing other minor electrical tasks.
12. Face the trash bin and lift the container up to rest on the lower edge of the bin.
13. Fill the mop pail only half full.
14. Roll the mop pail, rather than carrying it.
15. Avoid chemical contact with skin and eyes. Wash thoroughly after any such contact.

FOOD SERVICES

1. Observe all applicable general safe practices.
2. Handle hot equipment and dishes slowly and cautiously. Warn fellow workers who are nearby.
3. Oven doors, drawers, and cupboard doors are to be closed when access is not necessary.
4. Dry hands and stand on dry floors to plug in any electrical equipment.
5. Turn off equipment when not in use.
6. Use caution when handling knives or other sharp utensils. Points and sharp edges of sharp tools should be towards the back of the drawer or facing down.
7. Store cleaning products in designated areas, away from food, in properly labeled containers.
8. Use only approved cleaning products with MSDS sheets.
9. No glass or breakables allowed in kitchen/prep area.
10. When cleaning knives, lay flat, and use a sponge or brush.
11. Discard broken tools, pots and pans with broken or weak handles, if not repairable.
12. Use a broom and dustpan to sweep dropped food.
13. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.

GROUNDSKEEPING

1. Observe all applicable general safe practices.
2. Clothing worn around moving equipment must be tight fitting. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
3. Wear clothing that will protect skin from sharp objects, cutting equipment, moving parts, flying debris, hot surfaces, etc.
4. Use proper lifting and material handling techniques.
5. Observe proper safe practices for tree trimming.
6. Observe safe practices for storage, use, dispensing, and cleanup of pesticides.
7. Pesticides should be applied only after proper notification and posting has taken place.
8. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
9. Rags with oil or solvent are to be stored in covered metal containers and removed from the site daily.
10. Ensure equipment has enough fuel before use. Only add fuel to cool engines.
11. Inspect machinery and tools before using. Report damaged, worn, or loose equipment to the department supervisor.
12. Turn off equipment when not in use or left unattended.
13. Do not remove or alter equipment safety guards or safety devices in any way.
14. Use the right tool or equipment for the assigned task. Keep tools clean and sharp.
15. Take precautions to avoid exposure to outdoor temperature extremes.
16. Only properly trained and authorized employees are allowed to drive district vehicles.
17. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks.
18. Passengers are not permitted in or on the bed of trucks, on tractors, or other landscaping equipment.
19. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.

MAINTENANCE

1. Observe all applicable general safe practices.
2. Clothing worn around moving equipment must be tight fitting. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
3. Wear clothing that will protect skin from sharp objects, cutting equipment, moving parts, flying debris, hot surfaces, etc.
4. Use proper lifting and material handling techniques.
5. Follow proper lockout/tag out procedures.
6. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.
7. Turn on lights or use a flashlight. Do not enter dark rooms, hallways, or grounds.
8. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
9. Rags with oil or solvent are to be stored in covered metal containers and removed from the site daily.
10. Ensure equipment has enough fuel before use. Only add fuel to cool engines.
11. Turn off equipment when not in use or left unattended.
12. Inspect machinery and tools before using. Report damaged, worn, or loose equipment to the department supervisor.
13. Do not remove or alter equipment safety guards or safety devices in any way.
14. Keep all electrical cords flat.
15. Use the right tool or equipment for the assigned task. Keep tools clean and sharp.
16. All compressed air is to be directed away from the operator and any other people.
17. Take precautions to avoid exposure to outdoor temperature extremes.
18. Only properly trained and authorized employees are allowed to drive district vehicles.
19. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks.
20. Passengers are not permitted in or on the bed of trucks, on forklift trucks, tractors, or other landscaping equipment.
21. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.

WHILE IN THE WAREHOUSE

1. Observe all applicable general safe practices.
2. Follow forklift operating rules.
3. Only trained and authorized employees may drive the forklift.
4. Inspect pallets and their loads for integrity and stability before loading and/or moving.
5. All materials are to be stacked, racked, or piled in such a manner which prevents tipping, falling, collapsing, rolling, or spreading.
6. Shrink-wrap or band materials on pallets before storing on the top of pallet racks.
7. Keep storage of materials below specified load weight limits.
8. Replace movable guard railing after materials have been elevated onto mezzanine storage.
9. Do not stand or climb on pallets or pallet racks.
10. Only properly trained and authorized employees are allowed to drive district vehicles.
11. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks.
12. Passengers are not permitted in or on the bed of trucks, on forklift trucks, tractors, or other landscaping equipment.
13. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.
14. Vehicles are to be parked in designated areas and are not to block entrances or obstruct traffic.
15. Delivery vehicles are to turn off motors and set brakes prior to loading or unloading. Trucks and trailers are to be secured from movement during loading or unloading operations.

SPECIAL EDUCATION AIDES

1. Observe all applicable general safe practices.
2. Wear closed toed, rubber or leather soled shoes.
3. Be aware of hazards of individual students (biting, head butting, kicking).
4. Utilize mechanical lifts when available and safe lifting techniques at all other times.
5. Practice good disease control methods when handling blood or bodily waste.
6. Read and follow all chemical labels, use protective equipment when necessary.

CAMPUS RESOURCE ASSISTANTS

1. Observe all applicable general safe practices.
2. Wear closed toed, rubber or leather soled shoes.
3. Wear appropriate identification at all times while on duty (ID badge, vest, shirt etc.)
4. Be aware of school site safety plans.
5. Avoid conversation during supervision (both other supervisors and students), move regularly to see all areas of the campus.
6. Become familiar with changing hazards on campus, puddles during rain, sand of the sidewalk near the playground, low areas or holes in the turf. Report new hazards.

PITTSBURG UNIFIED SCHOOL DISTRICT

Meeting/Training Report

Date: _____

Site: _____

Instructor: _____

Topic: _____

Attendees

Employee Name (<i>Printed</i>)	Employee Signature	Department / Site

**PITTSBURG UNIFIED SCHOOL DISTRICT
INJURY AND ILLNESS PREVENTION PROGRAM
COVID-19 ADDENDUM
Updated June 2022**

COVID-19 Prevention Program (CPP) for Pittsburg Unified School District

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

Date: 8 June 2022

Authority and Responsibility

The Supervisor for Site Safety, under the direction the Assistant Superintendent of Human Resources, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

Identification and Evaluation of COVID-19 Hazards

We implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- The vaccination status of our employees is performed and maintained by InformedK12. InformedK12 is a workflow automation and digital platform used to capture confidential medical records within the HR Department.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace. The district is implementing practices and protocols for the workplace as outlined by the Centers for Disease Control and Prevention (CDC), CAL/OSHA, U.S. Department of Health and

Human Services (HHS), California Department of Education (CDE) and Contra Cost Health Services (CCHS). These include but are not limited to employee self-screening before entering the workplace, stay home if sick or exhibiting symptoms of COVID-19. If there has been a direct exposure outside of the workplace the employee needs to contact the Human Resources Department for isolation and quarantine directives. Employees will be notified and provided isolation and quarantine directives if they have been identified through contact tracing as having been exposed to COVID-19 at the work site.

- Review applicable orders and general and industry-specific guidance from the State of California, Cal/ OSHA, and the local health department related to COVID-19 hazards and prevention including:
 - [Cal/OSHA-CDPH Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environment.](#)
 - [CDPH Face Covering Requirements.](#)
 - [CDPH Isolation and Quarantine Guidance.](#)
 - [Applicable CDPH Employees & Workplaces Guidance.](#)
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls, including maximizing the effectiveness of ventilation and air filtration.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

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

Attending COVID- 19 training, engaging in ongoing and exposure communication, participating in contact tracing and health screening, following COVID-19 policies, procedures and posted signage, exercising good personal hygiene and maintaining a sanitized work station, reporting safety or hygiene hazards, and enforcing COVID-19 policies and procedures (this includes but is not limited to educating and informing, wearing a face covering, physical distancing, contact tracing and health screenings, isolating, reporting of exposures, staggered arrival/departure times, etc.).

Employee Screening

We screen our employees and respond to those with COVID-19 symptoms by:

Sending out a Daily Self-Screening check in accordance to California Department of Health and Contra Costa County Health Guidelines.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections form**, and corrected in a timely manner based on the severity of the hazards, as follows: The severity of the hazard will be assessed and correction time frames assigned, accordingly.

- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.
 - Any hazard that is determined to be severe will be addressed quickly as it will become a district priority to resolve the hazard. In addition, regardless of the severity of the hazard, each reported hazard will be assigned to the appropriate department for resolution.

Control of COVID-19 Hazards

Face Coverings info

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) and Contra Costa Health Services (CCHS).

Face coverings and appropriate PPE will be provided to all staff. Employees can request additional need of PPE from their direct supervisor.

Employees required to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- When employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on

the bottom, if their condition permits it. If their condition does not permit it, then the employee will be tested at least weekly for COVID-19.

- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

Any employee not wearing a required face covering will be tested at least weekly for COVID-19.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

Pittsburg Unified School District partners with Predicine to perform COVID-19 screening. At a minimum, testing is provided once per week at all school sites. Additionally, community test sites are readily available for staff, students and community members.

Engineering Controls

For indoor locations, using **Appendix B: COVID-19 Inspections form**, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

- Ensuring that windows that can open are operational and easy to operate as originally installed and designed
- Mechanical systems are adjusted/programmed to allow maximum outside air when permissible
- All district HVAC systems have been inspected by the district's Maintenance & Operations department.
 - Each classroom is equipped with a centralized HVAC system with air filtration with a minimum efficiency reporting value (MERV) of 13 or better.
 - Additionally, we have incorporated portable, stand-alone air purifiers (AP), specifically, Winix and XQ Air Purifier in spaces where central HVAC systems do not exist or under perform. These AP include a three-layer filter with eight levels of purification which includes but not limited to the following:
 - High proficiency air (HEPA) filters.
 - Composite carbon filter

- Anti-bacterial cotton
- Ultraviolet sterilizing filter
- Negative ion filter
- Photo catalyst w/UV lamp
- Stand-alone AP units are HEPA grade filters and maintained annually, per manufacture specs.
- HVAC systems are serviced every six months.
- Building Automated Systems are in place to adjust outside air intake to minimal positions when weather and or air quality is below standards.
- Pre and Post occupancy (Start/End) purge cycles are programmed to ensure adequate fresh air
- HVAC Operating systems are serviced within industry standards, manufactures recommendations and align with State, County Health guidelines.
- HVAC system services consistently maintained (meaning what/intervals).
- Any HVAC Contract Service Agreements, if needed, reflects all items above
- Provide/install solid plastic partitions where necessary
- Providing necessary PPE's
- Maintain hand sanitizer in all rooms.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we:

- Evaluate handwashing facilities.
- Determine the need for additional facilities.
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.

Personal Protective Equipment (PPE) To Control Employees' Exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

Upon request, we provide respirators for voluntary use to all employees who are not vaccinated and who are working indoors or in vehicles with more than one person. **See Appendix D: Respiratory Protection - Voluntary Respirator Use Form.**

Employees may request a respirator (N95) daily from their supervisor. The supervisor will ensure that all necessary documentation, regarding training and rules and regulations, are handed to the employee upon request of a respirator. The school site will maintain the written consent of voluntary use at their individual school site. We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

Shared personal protective equipment (PPE)

PPE shall not be shared, e.g., gloves, face coverings, face shields.

Testing Of Employees

We make COVID-19 testing available at no cost to employees with or without COVID-19 symptoms during the employees' paid time. Additionally, PUSD provides the following to assist with testing accessibility and at no cost to the employee:

- Provide each employee with two COVID19 at home tests.
- The district has entered into a contract with Predicine to administer COVID-19 tests at no cost to the employee during their working hours where a workplace outbreak is suspected.

Investigating and Responding to COVID-19 Cases

We have developed effective procedure to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the Appendix C: Investigating COVID-19 Cases Form.

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

- Notified by Human Resources within 24 hours of exposure.
- Partner with Contra Costa Health Department to provide on-site vaccination clinics, as needed.
- Offered COVID-19 testing at no cost during the employees working hours.

The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to these employees.

- Provide written and/or verbal notification to potentially exposed individuals within one business day of a known work-related COVID-19 case. This notice will be provided to all employees, independent contractors and other employers on the premises at the same worksite as the COVID-19 case during the infectious period.
- Written documentation is performed by contact tracers supplemented by PUSD's Intake Form.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can

readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms, possible close contacts and hazards to, and how.
- In the event that an employee should experience any COVID-19 symptoms, they should contact Human Resources Department immediately.
- Contact can be made by emailing Human Resources or over telephone. Human Resources will determine the next steps for the employee.
- All employees can report symptoms and hazards without fear of reprisal. All reports are considered confidential.
- Employees who believe they have increased risk of severe COVID-19 illness can contact Human Resources for next steps and if any accommodations are needed.
- Employees are provided free COVID-19 testing onsite through Predicine Inc.
- An employee can also seek free COVID-19 testing through Contra Costa Health Services (CCHS) or their own health provider.
- How employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations.

In the event PUSD is required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for testing and inform affected employees of the reason for the testing and the next steps after receiving a positive test result.

- PUSD has partnered with Predicine Inc. to ensure testing will be available for all employees, in accordance with CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.
- PUSD continues to assess all COVID-19 hazards and will continue to update our COVID-19 policies and procedures, as necessary.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:

- COVID-19 is an infectious disease that can be spread through the air.
- COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
- An infectious person may have no symptoms.
- Particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- COVID-19 can be spread by people who are not showing symptoms or before their symptoms begin.
- You can get COVID-19 more than once.
 - Exposure to new variants can increase the risk of reinfection.
- The right of employees that are not vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements **Appendix D: Respiratory Protection - Voluntary Respirator Use Form**
 - How to properly wear them.
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
- The conditions where face coverings must be worn at the workplace.
- Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination.
 - Vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

Exclusion of COVID-19 Cases and Employees who had a Close Contact

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

- Ensuring that COVID-19 cases are excluded from the workplace until the return-to-work requirements in section 3205(c)(10) are met.
- Reviewing current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
- Developing, implementing, and maintaining effective policies to prevent transmission of COVID-19 by persons who had close contacts.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits. This will be accomplished by
 - Providing employees at the time of exclusion with information on available benefits.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.
 - This will be accomplished by providing employer paid sick leave via worker's compensation benefits should the employee test positive after exposure. Contract based leave options and any additional leave time provided through will be used. Employees, at the time of exclusion, will be provided with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- The Human Resources department also keeps a record of every positive case and/or direct exposure.

The record includes the date of the onset of symptoms and/or the exposure and the date the employee is cleared to return to work.

Return-to-Work Criteria

We will meet the following return to work criteria for COVID-19 cases and employees excluded from work:

- **COVID-19 cases, regardless of vaccination status or previous infection and who do not develop symptoms or symptoms are resolving**, cannot return to work until we can demonstrate that all of the following criteria have been met:
 - At least five days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test;
 - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever reducing medications; and
 - A negative COVID-19 test from a specimen collected on the fifth day or later is obtained; or, if unable to test or the employer chooses not to require a test, 10 days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test.
- **COVID-19 cases, regardless of vaccination status or previous infection, whose COVID19 symptoms are not resolving**, may not return to work until:
 - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication; and
 - 10 days have passed from when the symptoms began.
- COVID-19 tests may be self-administered and self-read only if the following independent verification of the results can be provided.
 - Contact HR for instruction regarding the applicability requirements of self-read only/independent verification (e.g., pictures, time/date stamp)
- Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
- The return to work requirements for COVID-19 cases who do or do not develop symptoms apply regardless of whether an employee has previously been excluded or other precautions were taken

in response to an employee's close contact or membership in an exposed group.

- If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. **[Reference section 3205(c)(10)(E) and (F) for additional guidance.]**

Assistant Superintendent of Human Resources
Nancie Castro

Appendix A: Identification of COVID-19 Hazards

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

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

Person conducting the evaluation:

Date:

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

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration*			
Administrative			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

*Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments and information specific to your industry, location, and operations. We maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

Appendix C: Investigating COVID-19 Cases (PUSD Intake Form)

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept **confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law. PUSD utilizes a COVID-19 Case Intake Form that consists of the following questions:**

1. Date:
2. Employee ID
3. Name of COVID-19 case
4. Occupation:
5. Site/Room number/Grade of Student:
6. Contact Information:
7. Reason for completion of Intake form:
8. Last Physical day at work/on site:
9. Did individual report to work with symptoms?
10. Onset of symptoms date:
11. Does individual currently have symptoms?
12. Exposure date
13. Was it a work site exposure?
14. Did employee sign in on site?
15. Describe your interaction
16. (Explain workday and exposure to other employees, student, contractors, if masked, distanced, minutes interacted):
17. Last vaccine (1 dose, 2 Dose) and Date:
18. Boosted Eligible
19. Boosted test date:
20. COVID-19 Result (negative or Positive)
21. Quarantine Start Date
22. Add to Dashboard
23. Contact Tracer Name:

Intake Form is utilized to identify who may have had a close contact with the COVID-19 case during the infectious period. As necessary, additional information is gathered/provided to include:

- Names of those found to be in close contact.
- Date of contact
- Their vaccination status.
- The names of those that were excluded per our Exclusion of COVID-19 Cases and Employees who had a Close Contact requirements.
- Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:
 - All employees who were in close contact and the employee representatives, if applicable.
- Other items as necessary

Appendix D: Voluntary Respiratory Protection Program



Respiratory Protection Program for Pittsburg Unified School District

SCOPE

This Program applies filtering face piece masks worn by one or more of the following checked groups of employees:

- Maintenance personnel
- Grounds personnel
- Custodial personnel
- This program applies to all District employees on a voluntary basis. Currently, no airborne contaminant levels are known to exceed Permissible Exposure Levels (PELs).

This Program does not apply to wearing of any respirator with a rubber face piece and cartridges or any atmosphere-supplying respirators.

DEFINITIONS

Respirator: A device to protect the wearer from inhalation of harmful contaminants.

Mask: A filtering face piece in the air purifying respirator (APR) category. A disposable device, usually made of layers of fabric or paper used to protect the wearer from inhalation of nuisance contaminants and odors, or harmful contaminants at low airborne concentrations.

RESPONSIBILITY

Pittsburg Unified School District is to give every consideration to the use of effective engineering and/or administrative controls to reduce the need for respiratory protection. Filtering face piece masks may be worn:

- As voluntarily determined by the employee
- Where emergency protection against occasional and/or relatively brief exposure is desired;

SELECTION OF RESPIRATORY PROTECTION

- Voluntary use of respirators is restricted to simple particulate filtering dust masks including N, R, and P varieties with 95%-100% effectiveness in blocking particulate aerosols.
- More advanced types of respirators such as half-face cartridge types and air supplied systems require medical evaluations and clearance, training, and fit testing, as well as procedures for selection and maintenance of equipment, which are determined by the employer and are not included in the voluntary use program.

All respiratory protective equipment has use limitations. The type of personal protective equipment selected, including respirators, is dependent upon the type of work being performed, the airborne hazard, and available oxygen.

Improper selection or using inadequate equipment can lead to serious injury or illness, and under certain conditions could be fatal.

This District allows employees to use the following respirators voluntarily:

- Only respirators that can be used in the District are those approved by the National Institute for Occupational Safety and Health (NIOSH).

RESPIRATOR USE LIMITS

Air purifying respirators (APRs) have limitations and are not approved for use:

1. When the contaminant has poor warning properties and is not easily recognized by taste, smell or irritation at or below its permissible exposure limit, such as Carbon Monoxide.
2. In oxygen-deficient atmospheres (atmospheres containing less than 19.5% oxygen), or oxygen enriched atmospheres. APRs do not supply oxygen, or filter out high levels of oxygen or other gases.
3. When the contaminant concentration exceeds the NIOSH maximum designated use concentration for the respirator.
4. In atmospheres that could become immediately dangerous to life or health (IDLH): where a short exposure could cause death, injury, illness, or delayed reaction.

ADDITIONAL CAUTION WARNINGS

1. Failure to properly use and maintain this product could result in injury or death
2. All approved respirators shall be selected, fitted, used, and maintained in accordance with OSHA, and other applicable regulations.
3. Employees must never substitute, modify, add, or omit parts.
4. Employees are encouraged to refer to the user's instructions and or maintenance manuals for information on use and maintenance of respirators.

LEAKAGE

A poor face seal may be caused by weight gain/loss changing the physical features of the wearer's face.

Leakage can also be caused by a growth of beard or other facial hair, or wearing any item that interferes with the facepiece seal.

TRAINING

Respirator Training is not required for voluntary users of a particulate mask, however, it is recommended to ensure the user understands the procedures for donning and wearing a mask. Also, the employee must be given the Appendix D information sheet per Cal/OSHA regulations.

FIT TESTING

No fit testing is required for the voluntary use of a particulate mask.

MEDICAL SURVEILLANCE

Medical approval is not required from an approved medical source before a particulate mask can be worn **for voluntary use**.

MAINTENANCE AND STORAGE

Disposable masks, if not thrown away at the end of the day, must be stored to protect it against dust and damaging chemicals, and so that the inside will not be contaminated. Place disposable masks in a sealable plastic bag when not in use. **Each disposable mask should be discarded after eight (8) hours of cumulative use.**

RECORDKEEPING

Records are to be maintained for all employees who voluntarily choose to wear a particulate mask.

- An **Appendix D Acknowledgement** must be signed by the employee when choosing to voluntarily wear a respirator

YOU SHOULD DO THE FOLLOWING:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health

and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Employee Signature: _____ Date: _____

Program Administrator: _____ Date: _____

Addendum: Multiple COVID-19 Infections and COVID-19 Outbreaks

[This addendum will be added to our CPP should 20 or more employee COVID-19 cases in an exposed group visit your workplace during the infectious period within a 30-day period. Reference section [3205.2](#) for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.

COVID-19 testing consists of the following:

- All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will 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, we will continue to provide 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, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
- We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we 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 will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from

- remaining home when sick.
- Our COVID-19 testing policies.
- Insufficient outdoor air.
- Insufficient air filtration.
- Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.
 - Other applicable controls

Notifications to the local health department

Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.

We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.

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