

COAST



**UNIFIED SCHOOL DISTRICT
INJURY & ILLNESS**

PREVENTION

PROGRAM

(IIPP)

COAST UNIFIED SCHOOL DISTRICT
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SECTION 1

INJURY AND ILLNESS PREVENTION PROGRAM

COAST UNIFIED SCHOOL DISTRICT
1350 MAIN STREET
CAMBRIA, CA 93428

Name and Contact Information for Individual Completing this form

Don Adams, Director of Maintenance, Operations and Transportation (805) 924-2818

The Coast Unified School District, through its administration and management, is committed to the safety of all employees and recognizes the need to identify and prevent employee injuries, accidents, and promote employee safety.

PROGRAM OBJECTIVES

The primary objective of the Injury and Illness Prevention Program (IIPP) is to reduce job related employee injuries and accidents as follows:

- Establish and maintain an effective Injury and Illness Prevention Program.
- Provide a safe working environment.
- Establish safety policies, committees, training and communications to improve accident and injury prevention.
- Make available written records of safety issues discussed at the safety committee meetings, for employees, union representatives, and government agencies.

RESPONSIBILITY FOR OUR IIPP (Title 8 California Code of Regulations §3203(a)(1))

The following individuals have the authority and responsibility for implementing and maintaining the IIPP:

Overall Coordinators: Scott Smith, Superintendent and Kathy Barnes, Human Resources

Assistant Coordinator: Don Adams, Safety Coordinator

Assistant Coordinator: Carolyn Meadows, Worker's Compensation Clerk

The responsibilities of our IIPP Administrators include (check all that apply):

- ☒ Preparing and updating our workplace's IIPP.
- ☒ Implementing the provisions in our IIPP.
- ☒ Making sure accidents, injuries, illnesses and exposures in our workplace are investigated.
- ☒ Conducting regular workplace inspections for hazard identification.

This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

- ☒ Taking action to mitigate identified hazards.
- ☒ Providing health and safety training to employees.
- ☒ Instituting a Health and Safety Committee.
- ☒ Establishing procedures for employee reporting of workplace hazards, accidents, injuries, illnesses and general safety concerns.

☐ Other: _____

☐ Other: _____

- ☒ All employees have been told who is in charge of health and safety in our workplace.

INJURY AND ILLNESS INVESTIGATIONS (Title 8 CCR §3203(a)(5))

Investigations of workplace accidents, injuries, illnesses and hazardous substance exposures will be conducted by: Annie Lachance, CBO (District Office Staff) Jill Southern, Principal (Cambria Grammar School), Kyle Martin, Principal (Santa Lucia Middle School), Scott Ferguson, Principal (Leffingwell Continuation High School and Coast Union High School), Don Adams, Director of Maintenance, Operations and Transportation.

Our procedures for investigating accidents, injuries and illnesses and hazardous substance exposures include:

- ☒ Visiting the scene as soon as possible.¹
- ☒ Interviewing injured employees and witnesses.¹
- ☒ Determining the cause(s) of the accident/exposure.¹
- ☒ Taking corrective action to prevent the accident/exposure from reoccurring.¹
- ☒ Identifying and addressing the underlying factors that may have contributed to the incident.
- ☒ Investigating "near miss" incidents when they occur.
- ☒ Recording the findings and actions taken.
- ☒ Taking photos of the accident scene and the employee(s) involved.
- ☐ Other:

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

Periodic inspections to identify and evaluate hazards in our workplace will be performed by the following individual(s): Don Adams, Director of M.O.T.

Periodic inspections are always performed according to the following schedule:

- ☒ Whenever new substances, processes, procedures or equipment are introduced into our workplace that present potential new hazards.¹
- ☒ Whenever new, previously unidentified hazards are recognized.¹
- ☒ Whenever occupational injuries and illnesses occur.¹
- ☒ Whenever workplace conditions warrant an inspection.¹

This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

- ☒ When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.¹
- ☒ Other times: Quarterly

Other methods we use to identify hazards: _____

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

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards, including:

- ☒ When a hazard is observed or as soon as it is discovered.¹
- ☒ When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection and training.¹

We have plans/policies (which are attached) for addressing the following specific hazards we have identified in our workplace.

N/A (list of hazards, for example, chemicals, noise, workplace violence, etc.)

☐ (plans for addressing these hazards are attached)

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

All supervisors are responsible for communicating with their employees about occupational health and safety hazards and protections in a manner that is easily understandable by all employees.

- ☒ We have a communication system that includes all of the following checked items:
 - ☒ New employee orientation including a discussion of safety and health policies and procedures and a review of our Injury and Illness Prevention Program.¹
 - ☒ A system for employees to anonymously inform management about workplace hazards without fear of reprisal.¹ This system involves: Calling District Office Personnel.
 - ☒ Posted or distributed safety information.¹
 - ☒ Regularly scheduled safety meetings. Our safety meetings are held on the following schedule: Monthly. Our safety meetings are held more frequently as deemed necessary by the creation of hazards or the occurrence of injuries and illnesses.

¹This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

- ☐ Other methods we use to ensure communication with and involvement of employees include: _____
- ☒ Our workplace elects to use a labor/management health and safety committee to meet the communication requirements of the IIPP standard. As required, our committee meets regularly (at least quarterly), prepares written records of the safety and health committees' meetings, reviews results of the periodic scheduled inspections, reviews investigations of accidents and exposures and makes suggestions to management for the prevention of future incidents, reviews investigations of alleged hazardous conditions, and submits recommendations to assist in the evaluation of employee safety suggestions.

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

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

- ☒ When our IIPP was first established.¹
- ☒ To all new employees.¹
- ☒ To all employees given new job assignments for which training has not previously been provided.¹
- ☒ Whenever new substances, processes, procedures, or equipment are introduced into our workplace and represent a new hazard.¹
- ☒ Whenever anyone is made aware of a new or previously unrecognized hazard.¹
- ☒ To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.¹
- ☒ To all employees about the hazards specific to each employee's job assignment.¹
- ☐ Other:

We provide training to employees and supervisors on topics such as but not limited to:

1. Explanation of our IIP Program, emergency action plan and fire prevention plan, measures for reporting any unsafe conditions, safe work practices, injuries and when additional instruction is needed.
2. Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
3. Information about chemical hazards to which employees could be exposed and other hazard communication program information, including access to all Safety Data Sheets.
4. Availability of toilet, hand-washing and drinking water facilities.
5. Provisions for medical services and first aid including emergency procedures.

¹This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

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

The following is a description of how our training is conducted:

1. Monthly safety meetings in a group setting.
2. School Insurance Program for Employees (SIPE) on-line Training Modules.
3. One-on-one new employee training.

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

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and lead personnel are expected to enforce the rules fairly and uniformly.

All of our employees, including supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes all of the following checked practices.¹

- ☒ Informing employees of the provisions of our IIPP.¹
- ☒ Recognizing employees who perform safe and healthful work practices.¹ This recognition is accomplished by: "Caught In The Act" program, whereas any employee has the opportunity to report a fellow employee who was caught doing the "right thing" or working safely, keeping a clean work environment, etc. Employees whose names were submitted are chosen at random to receive a gift card from the Safety Committee. These drawings are held monthly at the Safety Committee Meeting.
- ☒ Fair and consistent disciplining of employees who fail to comply with safe and healthful work practices.¹ The following outlines our disciplinary process:
 1. Consultation with the supervisor to go over the safe working practices and a "Conference Summary is written and kept in a side file in the supervisor's office.
 2. Upon a second offense, employee will receive an official disciplinary write-up which be placed in the employee's personnel file.
 3. The third offense will result in an additional disciplinary write-up and may result in the suspension of the employee.
 4. Continued unsafe acts, or the refusal to adhere to safe work practices, will result in the termination of employment.
- ☒ Evaluating the safety performance of all employees

This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

- ☒ Providing training to employees whose safety performance is deficient
- ☒ Other systems we have in place to ensure compliance with safety practices: Additional performance evaluations as necessary, in conjunction with the aforementioned disciplinary procedures.

The responsibilities of all employees include the following checked practices:

- ☒ Reporting unsafe conditions, work practices or accidents to their supervisors or the site safety coordinator(s) immediately.
- ☒ Following safe work practices.
- ☒ Using appropriate personal protective equipment (PPE) as instructed by their supervisors.
- ☐ Other: _____

LABOR / MANAGEMENT SAFETY & HEALTH COMMITTEE

A District Safety Committee had been formed to create and maintain an active interest in employee safety, reduction of accidents and near-misses, and to address and investigate safety issues. This committee shall be under the directions of the Safety Coordinator. The committee shall operate with the close contact and communication with the program coordinators, administration, and department managers. The District Safety Committee at a minimum shall:

1. Conduct Committee meetings a minimum of once per month.
2. Prepare written records of safety and health issues discussed, make copies of the records available to all affected employees, and maintain the records on file.
3. Review investigations of occupational accidents or near-misses and causes of incidents resulting in injury, illness, or exposure to hazardous substances and, where appropriate, submit suggestions to the Safety Coordinator for aiding in the prevention of future incidents.
4. Review the results of any periodic scheduled facility or site inspections.
5. Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions.
6. When appropriate, submit recommendations to assist in the evaluation of employee safety suggestions.
7. Assist the Program Coordinator in promoting safety by communicating safety and health issues back to each site and department, coordinating, training, developing incentive programs or other special safety programs.

This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

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

- ☐ Our workplace has more than ten employees and so maintains the following records to help us effectively implement our IIPP: (If you have checked this box, the following documentation is required.)
 - ☐ Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection, the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices). These records are maintained for at least one (1) year.¹
 - ☐ Documentation of our safety and health training for each worker, including their name, training date(s), types of training and the name(s) of our training provider(s).¹
- ☐ Our workplace has fewer than ten workers, including managers and supervisors, and so we maintain inspection records only until the hazard is corrected and only maintain a log of instructions to workers with respect to their job assignments when they are first hired or assigned new duties.
- ☒ We are a local government entity (county, city district or other public agency) and are therefore not required to keep written records of the steps taken to implement and

The master copy of this IIPP can be found at: Maintenance, Operations and Transportation Office, located at 2950 Santa Rosa Creek Road, Cambria, CA 93428.

Other copies of the IIPP can be found at: www.coastusd.org

We train our workers about the following checked training subjects: (unchecked items are not applicable to our business)

- ☒ Our policies of Safe Work Practices.
- ☐ Confined Spaces.
- ☐ Safe Practices for operating any agricultural equipment.
- ☒ Good housekeeping, fire prevention, ~~safe practices for operating any construction equipment.~~
- ☒ Safe procedures for cleaning, repairing, servicing and adjusting equipment and machinery.
- ☐ Safe access to working areas.
- ☒ Protection from falls.
- ☒ Electrical hazards, including working around high voltage lines.
- ☐ Crane Operations.
- ☒ Trenching and excavation work.
- ☒ Proper use of powered tools and grounds equipment, including riding lawn mowers, edgers, weed whackers, blowers, etc.
- ☒ Guarding of belts and pulleys on various equipment such as drill presses and air compressors.

This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

- ☐ Machine, machine parts, and prime movers guarding.
- ☒ Chainsaw and other power tool operation.
- ☐ Tree falling/bucking procedures and precautions, including procedures for recognizing and working with hazard trees, snags, lodged trees, and unsafe weather conditions.
- ☐ Yarding operations, including skidding, running lines, unstable logs, rigging and communication.
- ☐ Landing and loading areas, including release of rigging, landing layout, moving vehicles and equipment, and log truck locating, loading and wrapping.
- ☒ Fall protection from elevated locations.
- ☒ Use of elevated platforms, including condors and scissor lifts.
- ☐ Safe use of explosives.
- ☒ Driver safety.
- ☒ Slip, trip, fall and back injury prevention.
- ☐ Ergonomic hazards, including proper lifting techniques and working on ladders or in a stooped position for prolonged periods at one time.
- ☒ Personal protective equipment.
- ☐ Respiratory equipment.
- ☐ Hazardous chemical exposures.
- ☒ Hazard communication.
- ☒ Physical hazards, such as heat/cold stress, noise and ~~ionizing and non-ionizing radiation~~.
- ☐ Laboratory safety.
- ☒ Bloodborne pathogens and other biological hazards.
- ☐ Other job-specific hazards, such as: _____

REPORTING REQUIREMENTS:

Title 8 of the California Code of Regulations (T8CCR) Section 330(h): "Serious injury or illness" means any injury or illness occurring 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, but does not include any injury or illness or death caused by commission of a Penal Code violation, except the violation of Section 385 of the Penal Code, or an accident on a public street or highway.

T8CCR 342(a): "Every employer shall report immediately 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".

Immediately means as soon as practically possible but not longer than 8 hours after the employer knows or with diligent inquiry would have known of the death or serious injury or illness. If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident.

T8CCR 342(b): "Whenever a state, county, or local fire or police agency is called to an accident involving an employee covered by this part in which a serious injury, or illness, or death occurs, the nearest office

This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

of the Division of Occupational Safety and Health shall be notified by telephone immediately by the responding agency".

T8CCR 342(c): "When making such report, whether by telephone or telegraph, the reporting party shall include the following information, if available":

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

T8CCR 342(d): "The reporting in (a) and (b) above, is in addition to any other reports required by law and may be made by any person authorized by the employers, state, county, or local agencies to make such reports".

This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT

Company Name Coast Unified School District

Job Title	Hazard/Potential Hazards	PPE Required
Account Clerk I, II, III	Slips, trips, falls	Appropriate footwear for the work environment
Bus Driver/Mechanic	Cleaning / degreasing chemicals, eye injuries, cuts/abrasions, foot injuries, Slips, trips & falls,	Chemical-resistant gloves, eye protection, proper footwear
Utility Worker (includes: custodial, grounds, general maintenance and mechanic duties)	Cleaning / degreasing chemicals, eye injuries, cuts/abrasions, foot injuries, hearing loss, chainsaw-related injuries, falls from height, pesticide exposure, slips, trips & falls, head injuries due to falling branches	Chemical-resistant gloves, eye protection, proper footwear, hearing protection, hard hat, face shield, chainsaw chaps, boots, leather gloves, fall-prevention apparatus
Clerk Typist	Slips, trips, falls	Appropriate footwear for the work environment
Computer Support Technician	Slips, trips, falls	Appropriate footwear for the work environment
Counseling Specialist	Slips, trips, falls	Appropriate footwear for the work environment
Custodian (includes: Driver/Custodian, all "Utility" positions; Custodian Lead)	Cleaning / degreasing chemicals, eye injuries, cuts/abrasions, foot injuries, pesticide exposure, Slips, trips & falls	Chemical-resistant gloves, eye protection, proper footwear
Food Service (all titles)	Slips, trips, falls, burns	Proper footwear, hand protection from burns, aprons
Grounds (includes: Driver/Grounds, all "Utility"; Grounds Lead)	Cleaning / degreasing chemicals, eye injuries, cuts/abrasions, foot injuries, hearing loss, chainsaw-related injuries, falls from height, pesticide exposure, slips, trips & falls, head injuries due to falling branches	Chemical-resistant gloves, eye protection, proper footwear, hearing protection, hard hat, face shield, chainsaw chaps, boots, leather gloves, fall-prevention apparatus
Instructional Aides (All Titles)	Slips, trips, falls	Appropriate footwear for the work environment

This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

Driver/Maintenance, all "Utility"; Maintenance Lead)	cuts/abrasions, foot injuries, hearing loss, chainsaw-related injuries, falls from height, pesticide exposure, slips, trips & falls, head injuries due to falling branches	protection, proper footwear, hearing protection, hard hat, face shield, chainsaw chaps, boots, leather gloves, fall-prevention apparatus
Playground Supervisor	Slips, trips, falls	Appropriate footwear for the work environment
Secretary/Clerk Secretary/Registrar	Slips, trips, falls	Appropriate footwear for the work environment
Translator/Interpreter	Slips, trips, falls	Appropriate footwear for the work environment
Van Driver/Utility Worker (all titles)	Cleaning / degreasing chemicals, eye injuries, cuts/abrasions, foot injuries, hearing loss, chainsaw-related injuries, falls from height, pesticide exposure, slips, trips & falls, head injuries due to falling branches	Chemical-resistant gloves, eye protection, proper footwear, hearing protection, hard hat, face shield, chainsaw chaps, boots, leather gloves, fall-prevention apparatus
Teacher (science/lab/chemistry/Info. Processing & Engineering)	Chemical burn exposure, eye injuries, hearing loss, foot injuries, hand injuries, cuts/abrasions, slips, trips, falls	Chemical-resistant gloves, eye protection, proper footwear, hearing protection, face shield, leather gloves, proper footwear, chemical resistant aprons

Completed by: Don Adams

Date: 11/06/2020

This IIPP was last updated: November, 2020

SECTION 2

**Coast Unified
School District**

**Coronavirus Disease 2019
COVID-19**

Date: 07/01/2020

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Centers for Disease Control and Prevention

California Division of Occupational Safety and Health

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What is Coronavirus Disease 2019 (COVID-19)

On February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19.¹

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

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

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

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

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

Injury and Illness Prevention Program (IIPP)

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from workplace hazards, including infectious diseases. Employers are required to determine if COVID-19 infection is a hazard in their workplace. If it is a workplace hazard, then employers must implement infection control measures, including applicable and relevant recommendations from the CDC.

**Coast Unified School District
Coronavirus Disease 2019 (COVID-19)**

Introduction

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

This addendum to the District's Injury and Illness Prevention Program is a framework applicable during the current (COVID-19) public health emergency. The protocols that are outlined in this document are a phased approach and will be modified based on the ongoing and updated guidance from the CDC, state and local public health agencies, and District operations.

The addendum is not applicable to non-volunteer parents, students, and third parties that may enter or conduct business at Coast Unified School District facilities.

This Injury and Illness Prevention Program addendum (COVID-19) was reviewed, modified and approved by the Superintendent of Coast Unified School District.

The Coast Unified School District hereby assigns responsibility for implementing and maintaining the Injury and Illness Prevention Program addendum (COVID-19) to Don Adams, Director of Maintenance, Operations and Transportation.

Essential Infection Prevention Measures – General Statement

1. The District supports the use of video and/or telephonic meetings, and the establishment of guidelines for maintaining a distance of at least 6 feet between persons, whenever possible.³
2. The District supports the distribution of [posters, bulletins, etc.] to each school and work location to be displayed in common areas that provide physical distancing guidelines.

Essential Infection Prevention Measures – District Strategies

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

1. Encourage sick employees to stay home.³
2. If identified at work and upon notification to a supervisor or administrator that an employee is showing symptoms related to COVID-19, send employee home or to medical care, as needed.³
3. Follow public health agency recommendations regarding the prearrangement of office and workplace furniture in keeping with current physical distancing guidelines.
4. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.³
5. Encourage employees to use their own face covers. Face coverings (cloth face cover; face shield; mask) should be worn whenever a District employee comes within 6 feet of others.⁴The face covering requirement does not apply to employees who have trouble breathing or who have a medical or mental health condition that prevents the use of a face covering.⁴

Cloth face coverings are not Personal Protective Equipment (PPE), but combined with physical distancing of at least 6 feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.³

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

Essential Infection Prevention Measures – Employee Responsibility

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

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

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

2. Employees who are out ill with fever or acute respiratory symptoms that affect normal breathing who have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, should consult with their physician before physically returning to work.
3. Employees who test positive for the COVID-19 virus should not return to work until the following occurs:
 - ✓ At least three full days pass with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
 - ✓ At least 10 days pass since the symptoms first appeared³; and
 - ✓ Provide a medical release to the District before physically returning to work.
4. Employees who return to work following an illness should promptly report any recurrence of symptoms to their immediate supervisor.³
5. Employees should practice physical distancing by using video or telephonic meetings as much as practicable and maintaining a distance of at least 6 feet between persons at the workplace when possible.³
6. Employees should avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If employees must share workspaces, clean, and disinfect shared workspaces and work items before and after use.³
7. Employees should wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with other persons and after contacting shared surfaces or objects.³
8. Employees should cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.³
9. Employees should not share personal items with coworkers (i.e., dishes, cups, utensils, towels).³
10. Employees should notify their administrator or supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water and single-use towels or blowers.
11. No employee shall bring cleaning products and/or disinfectants into the workplace that have not been approved by Coast Unified School District.

Personal Protective Equipment (PPE)

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

Identification of High Traffic – High Touch Common Areas

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

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

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

District Response - Confirmed or Suspected COVID-19 Case

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

Confirmed COVID-19 Case

The CDC recommends that persons directly exposed to an individual who has tested positive or been diagnosed with COVID-19 should self-quarantine for 14 days (see table below).

Person Exposed	Exposure to	Recommended Precautions
<ul style="list-style-type: none"> Household member⁵ Intimate partner⁵ Individual providing care in a household without using recommended infection control precautions⁵ Individual who has had close contact (less than 6 feet) for a prolonged period of time (15 or more minutes)⁵ 	<ul style="list-style-type: none"> Person with symptomatic COVID-19 during the period from 48 hours before symptoms onset until 72 hours after symptoms recovery⁵ 	<ul style="list-style-type: none"> Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times⁵ Self-monitor for COVID-19 symptoms⁵ Avoid contact with people at higher risk for severe illness⁵

If an employee is confirmed by medical verification to have the COVID-19 infection, the District will inform immediate coworkers of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).³

Cleaning and Disinfecting – Confirmed COVID-19 Case

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

Suspected COVID-19 Exposure

In a case where an employee knew that they have been in close contact with a person who may have contracted the COVID-19 infection, the employee should self-quarantine in their home or another residence until 14 days from the last date that they were in close contact with that person.⁴

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

Communication

Communication between employees and the Coast Unified School District on matters relating to COVID-19 mitigation and response is an important aspect to ensure employee safety while in the workplace. Therefore, the District has a communication system through the Director of M.O.T. that is intended to accomplish clear and concise exchange of information by providing a single point of contact for administrators and supervisors.

1. All District employees are encouraged to report to their immediate administrator or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace.
2. Administrators and supervisors who, after assessing the report, determine that additional guidance or assistance is required shall contact the Director of M.O.T. who will triage the report and notify essential District personnel for an appropriate response.

Director of M.O.T.

(805) 924-2818 - Direct Office

Employee Training

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

References

1. *Coronavirus Disease 2019 Basics*. Centers for Disease Control and Prevention (May 12, 2020). <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Coronavirus-Disease-2019-Basics>
2. *How Does the Virus Spread?* Centers for Disease Control and Prevention (March 23, 2020). <https://faq.coronavirus.gov/spread/how-does-the-virus-spread/>
3. *Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19*. State of California—Department of Industrial Relations (May 14, 2020). <https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html>
4. *New Amended Orders and Strong Recommendations of the County of Orange Health Officer*. Orange County Health Care Agency (June 11, 2020). <https://occcovid19.ochealthinfo.com/article/oc-health-officers-orders-recommendations>
5. *Public Health Recommendations for Community-Related Exposure*. Centers for Disease Control and Prevention (March 30, 2020). <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>
6. *CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again*. Centers for Disease Control and Prevention (May 2020). <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=45>
7. *Cleaning and Disinfection for Community Facilities*. Centers for Disease Control and Prevention (May 27, 2020). <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
8. *COVID-19 Industry Guidance: Office Workspaces*. California Department of Public Health (May 12, 2020). <https://covid19.ca.gov/pdf/guidance-office-workspaces.pdf>

SECTION 3

COAST UNIFIED SCHOOL DISTRICT

HEAT ILLNESS PREVENTION PROGRAM

Cal/OSHA Publications Unit

Rev. May 2019



California employers with any outdoor places of employment must comply with the Heat Illness Prevention standard, California Code of Regulations, title 8, section [3395](#) (8 CCR 3395). These procedures have been created to assist employers in establishing their own heat illness prevention procedures and to reduce the risk of work-related heat illnesses to their employees.

These procedures are not intended to supersede or replace the application of any other title 8 sections, particularly 8 CCR [3203](#), Injury and Illness Prevention Program (IIPP), which requires an employer to establish, implement, and maintain an effective IIPP. You may integrate your heat illness prevention procedures into your IIPP. You must also be aware that other standards also apply to heat illness prevention, such as the construction, agriculture, and general industry requirements to provide drinking water, first aid, and emergency response.

Note: These procedures describe the minimum essential heat illness prevention steps applicable to most outdoor work settings. In work environments where there is a higher risk for heat illness (e.g., during a heat wave or other severe working or environmental conditions), you must exercise greater caution and employ protective measures beyond what is listed in this document, as needed to protect employees.

To effectively establish your company procedures, carefully review the key elements listed in this document, as well as the examples provided, then develop written procedures applicable to your workplace. The Heat Illness Prevention Plan must be written in English and the language understood by the majority of the employees and must be available at the worksite. Implement procedures, train employees and supervisors on your company procedures, and follow-up to ensure your procedures are fulfilled.

To tailor these procedures to your work activities, evaluate and consider the specific conditions present at your site such as:

1. The size of the crew.
2. The length of the work-shift.
3. The ambient temperature (which can either be taken using a simple thermometer or estimated by monitoring the weather).

4. Additional sources of heat or the use of personal protective equipment that may increase the body's heat burden.
5. Again, these sample procedures do not include every workplace scenario so it is crucial that you take into account and evaluate conditions found in your individual workplace that are likely to cause a heat illness.

Mandatory requirements for written procedures must also do the following:

1. Identify the person(s) responsible for the particular task(s) (e.g., supervisor, foreman, safety coordinator, crew leader).
2. Describe in detail the steps required to carry out the task and ensure that the task is accomplished successfully, including the number and size of water containers and shade structures; distance to their placement; and frequency of water replenishment, water breaks/reminders, weather-tracking, etc. For additional information, see the [Enforcement Q&A](#).
3. Specify how you will communicate these procedures to your employees, particularly the person(s) assigned to be responsible for them, and how you will verify that the procedures and instructions are being followed.

Coast Unified School District

The following designated person(s) (e.g., program administrator, safety coordinator, supervisor, foreman, field supervisor, crew leader) has (have) the authority and responsibility for implementing the provisions of this program at this worksite.

Name/Title/Phone Number

1. Don Adams/Director of M.O.T./(805) 924-2818
2. Dave Bidwell/Maintenance Lead/(805) 924-0126
3. Juan Espinoza/Grounds Lead/(805) 909-0855
4. Emmanuel Cosme/Custodian Lead/(805) 924-0126
- 5.

Instructions: Choose the items below that are applicable to your work operations for water and shade provision, high heat procedures, acclimatization methods, and emergency procedures, and add additional language to specify how your company intends to implement these provisions at the job site.

Procedures for the Provision of Water:

- ☐ Drinking water containers (5 to 10 gallons each) will be brought to the site so that at least two quarts per employee are available at the start of the shift. All employees, whether working individually or in smaller crews, will have access to drinking water.
- ☐ Paper cones or bags of disposable cups and the necessary cup dispensers will be made available to employees and will be kept clean until used.
- ☐ As part of the Effective Replenishment Procedures, the water level of all containers will be checked periodically (e.g., every hour, every 30 minutes) and more frequently when the temperature rises. Water containers will be refilled with cool water when the water level within a container drops below 50 percent. Additional water containers (e.g., five-gallon bottles) will be delivered to replace water as needed.
- ☒ Water will be fresh, pure, suitably cool, and provided to employees free of charge. Supervisors will visually examine the water and pour some on their skin to ensure that the water is suitably cool. During hot weather, the water must be cooler than the ambient temperature, but not so cool as to cause discomfort.
- ☐ Water containers will be located as close as practicable to the areas where employees are working (depending on the working conditions and layout of the worksite) to encourage the frequent drinking of water. If field terrain prevents the water from being placed within a reasonable distance from the employees, bottled water or personal water containers will be made available so that employees can have drinking water readily accessible.
- ☐ Since water containers are smaller than shade structures, they can be placed closer to employees

than shade structures. Placing water only in designated shade areas or where toilet facilities are located is not sufficient. When employees are working across large areas, water will be placed in multiple locations. For example, on a multi-story construction site, water will be placed in a safely accessible location on every floor where employees are working.

☐ All water containers will be kept in a sanitary condition. Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are used, they must be approved for potable drinking water systems, as shown on the manufacturer's label.

☒ Daily, employees will be reminded of the location of the water coolers and of the importance of drinking water frequently. When the temperature exceeds, or is expected to exceed, 80 degrees Fahrenheit, brief "tailgate" meetings will be held with employees each morning to review the importance of drinking water, the number and schedule of water and rest breaks, and the signs and symptoms of heat illness.

☐ Audible devices, such as whistles or air horns, will be used to remind employees to drink water.

☒ When the temperature equals or exceeds 95 degrees Fahrenheit, or during a heat wave, pre-shift meetings will be conducted before the commencement of work to both encourage employees to drink plenty of water and to remind employees of their right to take a cool-down rest when necessary. Additionally, the number of water breaks will be increased. Supervisors/foremen will lead by example and remind employees throughout the work shift to drink water.

☐ Individual water containers or bottled water provided to employees will be adequately identified to eliminate the possibility of drinking from a co-worker's container or bottle.

In addition to the procedures above, the employer will ensure the provision of water using the following procedures:

1. All school sites and work locations (i.e., M.O.T. Office, Maintenance Shop and Grounds Barn, etc.) are supplied with a five-gallon water cooler available to all employees.
- 2.
- 3.
- 4.

Procedures for Access to Shade:

☐ Shade structures will be opened and placed as close as practicable to the employees when the temperature equals or exceeds 80 degrees Fahrenheit. When the temperature is below 80 degrees Fahrenheit, access to shade will be provided promptly, when requested by an employee.

Note: The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned and the air conditioner is on.

☒ Enough shade structures will be available at the site to accommodate all of the employees who are on a break at any point in time. During meal periods, there will be enough shade for all employees who choose to remain in the general area of work or in areas designated for recovery and rest periods. (Employers may rotate employees in and out of meal periods, as with recovery and rest periods.)

☒ Daily, employees will be informed of the location of the shade structures and will be encouraged to take a five-minute cool-down rest in the shade. An employee who takes a preventative cool-down rest break will be monitored and asked if they are experiencing symptoms of heat illness. In no case will the employee be ordered back to work until signs or symptoms of heat illness have abated (see the section on [Emergency Response](#) for additional information).

☐ As crews move, shade structures will be relocated to be placed as close as practicable to the employees so that access to shade is provided at all times. All employees on a recovery or rest break or a meal period will have full access to shade so they can sit in a normal posture without having to be in physical contact with each other.

☐ Before trees or other vegetation are used to provide shade (such as in orchards), the thickness and shape of the shaded area will be evaluated to ensure that sufficient shadow is cast to protect employees.

☐ In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), a note will be made of these unsafe or unfeasible conditions and alternative procedures will be used to provide access to shade upon request. (Below, describe the alternative procedure for access to shade.)

☐ For non-agricultural employers, cooling measures other than shade (e.g., use of misting machines) are provided in lieu of shade if these measures are demonstrably as effective as shade in allowing employees to cool, and of the steps that will be taken to provide alternative cooling measures but with equivalent protection as shade.

In addition to the procedures above, the employer will ensure access to shade using the following procedures:

1. All employees are encouraged to cool off inside the air-conditioned buildings on site.
- 2.
- 3.
- 4.

Procedures for Monitoring the Weather:

☒ The supervisor will be trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked with the aid of the internet (<http://www.nws.noaa.gov/>), by calling the National Weather Service phone numbers (see CA numbers below), or by checking the Weather Channel TV Network. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. This type of advanced planning should take place whenever the temperature is expected to reach 70 degrees Fahrenheit or higher.

CALIFORNIA Dial-A-Forecast

- Eureka 707-443-7062
- Hanford 559-584-8047
- Los Angeles 805-988-6610 (#1)
- Sacramento 916-979-3038

CALIFORNIA Dial-A-Forecast

- San Diego 619-297-2107 (#1)
- San Francisco 831-656-1725 (#1)

☒ Prior to each workday, the forecasted temperature and humidity for the worksite will be reviewed and will be compared against the National Weather Service Heat Index to evaluate the risk level for heat illness. Determination will be made of whether or not employees will be exposed to a temperature and humidity characterized as either “extreme caution” or “extreme danger” for heat illnesses. It is important to note that the temperature at which these warnings occur must be lowered as much as 15 degrees if the employees are working in direct sunlight. Additional steps, such as those listed below, will be taken to address these hazards.

☒ Prior to each workday, the supervisor will monitor the weather (using <http://www.nws.noaa.gov/> or a simple thermometer, available at most hardware stores) at the worksite. This critical weather information will be taken into consideration to determine when it will be necessary to make modifications to the work schedule (e.g., stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).

☒ A thermometer will be used at the job site to monitor for a sudden increase in temperature and to ensure that once the temperature exceeds 80 degrees Fahrenheit, shade structures will be opened and made available to the employees. In addition, when the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures, such as high-heat procedures, will be implemented.

In addition to the procedures above, the employer will ensure the weather is monitored using the following procedures:

- 1.
- 2.
- 3.
- 4.

Procedures for Handling a Heat Wave:

For purposes of this section only, “heat wave” means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit **and** at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

☐ During a heat wave or heat spike, the work day will be cut short or rescheduled (e.g., conducted at night or during cooler hours).

☒ During a heat wave or heat spike and before starting work, tailgate meetings will be held to review the company Heat Illness Prevention Procedures (HIPP), the weather forecast, and emergency response procedures. Additionally, if schedule modifications are not possible, employees will be provided with an increased number of water and rest breaks and observed closely for signs and symptoms of heat illness.

☒ Each employee will be assigned a “buddy” to be on the lookout for signs and symptoms of heat

illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

In addition to the procedures above, the employer will ensure heat waves are addressed with the following procedures:

- 1.
- 2.
- 3.
- 4.

High Heat Procedures:

High Heat Procedures are additional preventive measures that this company will use when the temperature equals or exceeds 95 degrees Fahrenheit.

- ☒ Effective communication by voice, direct observation (applicable for work crews of 20 or fewer), mandatory buddy system, or electronic means will be maintained so that employees at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the employees (to observe them or communicate with them), then an electronic device, such as a cell phone or text messaging device, may be used for this purpose if reception in the area is reliable.
- ☒ Frequent communication will be maintained with employees working by themselves or in smaller groups (via phone or two-way radio), to be on the lookout for possible symptoms of heat illness. The employee(s) will be contacted regularly and as frequently as possible throughout the day since an employee in distress may not be able to summon help on their own.
- ☒ Effective communication and direct observation for alertness and signs and symptoms of heat illness will be conducted frequently. When the supervisor is not available, a designated alternate responsible person must be assigned to look for signs and symptoms of heat illness. If a supervisor, designated observer, or any employee reports any signs or symptoms of heat illness in any employee, the supervisor or designated person will take immediate action commensurate with the severity of the illness (see [Emergency Response Procedures](#)).
- ☒ Employees will be reminded constantly throughout the work shift to drink plenty of water and take preventative cool-down rest breaks when needed.
- ☒ Pre-shift meetings will be held before the commencement of work to review the high heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary.

In addition to the High Heat Procedures listed above, the following High Heat Procedures apply to agricultural work sites.

- ☒ When the temperature equals or exceeds 95 degrees Fahrenheit, employees will be provided one 10-minute "preventative cool-down rest period" every two hours. During the first eight hours of a shift, the cool-down periods may be provided at the same time as the rest periods already required by Industrial Welfare Commission Order No. 14.

☒ Employees working longer than eight hours will be provided an additional 10-minute cool-down rest period every two hours. For example, if the shift extends beyond eight hours, an additional rest period is required at the end of the eighth hour of work. If the shift extends beyond 10 hours, another rest period is required at the end of the 10th hour, and so on.

☒ All employees will be required to take the cool-down rest periods. Merely offering the opportunity for a break is not enough.

☒ Once the temperature equals or exceeds 95 degrees Fahrenheit, records will be kept documenting the fact that mandatory cool-down rest periods are provided and taken.

In addition to the procedures above, the employer will ensure high heat is addressed with the following procedures:

- 1.
- 2.
- 3.
- 4.

Procedures for Acclimatization:

Acclimatization is the temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave or heat spike strikes, or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. Employers are responsible for the working conditions of their employees, and they must implement additional protective measures when conditions result in sudden exposure to heat their employees are not accustomed to.

☒ The weather will be monitored daily. The supervisor will be on the lookout for heat waves, heat spikes, or temperatures to which employees haven't been exposed for several weeks or longer.

☒ During a heat wave or heat spike, the work day will be cut short (e.g., 12:00 p.m.), be rescheduled (e.g., conducted at night or during cooler hours), or if at all possible, cease for the day.

☒ New employees and those who have been newly assigned to a high heat area will be closely observed by the supervisor or designee for the first 14 days. The intensity of the work will be lessened during a two-week break-in period by using procedures such as scheduling slower-paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early morning or evening). Steps taken to lessen the intensity of the workload for new employees will be documented.

- ☒ The supervisor or the designee will be extra vigilant with new employees and stay alert to the presence of heat-related symptoms.
- ☒ New employees will be assigned a “buddy,” or experienced coworker, so they can watch each other closely for discomfort or symptoms of heat illness.
- ☒ During a heat wave, all employees will be observed closely (or maintain frequent communication via phone or radio) for possible symptoms of heat illness.
- ☒ Employees and supervisors will be trained on the importance of acclimatization, how it is developed, and how these company procedures address it.

In addition to the procedures above, the employer will ensure employee acclimatization is accomplished with the following procedures:

- 1.
- 2.
- 3.
- 4.

Procedures for Emergency Response:

- ☐ When a crew is assigned to a particular worksite, the employees and the foreman will be provided a map of the site that will allow them to give clear and precise directions to the worksite (e.g., street or road names, distinguishing features and distances to major roads) to avoid a delay of emergency medical services. N/A
- ☐ Prior to assigning a crew to a worksite without an infirmary, clinic, or hospital nearby, the employer will ensure that an appropriately trained and equipped person is available at the site to render first aid, if necessary. N/A
- ☒ Prior to the start of the shift, a determination will be made as to whether a language barrier is present at the site, and, if necessary, steps will be taken, such as assigning the responsibility to call emergency medical services to the foreman or an English speaking employee, to ensure that emergency medical services can be immediately called in the event of an emergency.
- ☒ All foremen and supervisors will carry cell phones or other means of communication to ensure that emergency medical services can be called. Checks will be made to ensure that these electronic devices are functional prior to each shift.
- ☒ When an employee shows symptom(s) of possible heat illness, emergency medical services will be called, and steps will immediately be taken to keep the stricken employee cool and comfortable to prevent the progression to more serious illness. Under no circumstances will the affected employee be left unattended.
- ☐ At remote locations, such as rural farms, lots, or undeveloped areas, the supervisor will designate an

employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee(s) shall be given reflective vests or flashlights to direct emergency personnel to the sick employee's location, which may not be visible from the road or highway. N/A

☒ During a heat wave, heat spike, or hot temperatures, employees will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.

☒ Employees and supervisors will be trained on every detail of these written Procedures for Emergency Response.

In addition to the procedures above, the employer will ensure emergency response with the following procedures:

- 1.
- 2.
- 3.
- 4.

Procedures for Handling a Sick Employee:

☒ When an employee displays possible signs or symptoms of heat illness, a trained first aid employee or supervisor will evaluate the sick employee and determine whether resting in the shade and drinking cool water will suffice or if emergency service providers will need to be called. A sick employee will not be left alone in the shade, as they could take a turn for the worse!

☒ When an employee displays possible signs or symptoms of heat illness and no trained first aid employee or supervisor is available at the site, emergency service providers will be called.

☒ Emergency service providers will be called immediately if an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look okay, or does not get better after drinking cool water and resting in the shade. While the ambulance is en route, first aid will be initiated (i.e., cool the employee by placing the employee in the shade, removing excess layers of clothing, placing ice packs in the armpits and groin area, and fan the victim). **Do not let a sick employee leave the site, as they can get lost or die before reaching a hospital!**

☒ If an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face) and the worksite is located more than 20 minutes away from a hospital, emergency service providers will be called, the signs and symptoms of the victim will be communicated to them, and an Air Ambulance will be requested.

In addition to the procedures above, the employer will ensure sick employees are attended to with the following procedures:

- 1.

- 2.
- 3.
- 4.

Procedures for Employee and Supervisor Training:

To be effective, training must be understood by employees. Therefore, it must be given in a language and vocabulary the employees understand. Training records will be maintained and will include the date of the training, who performed the training, who attended the training, and the subject(s) covered.

- ☒ Supervisors will be trained prior to being assigned to supervise other employees. Training will include this company's written procedures and the steps supervisors will follow when employees exhibit symptoms consistent with heat illness.
- ☒ Supervisors will be trained on their responsibility to provide water, shade, cool-down rests, and access to first aid, as well as the employees' right to exercise their rights under this standard without retaliation.
- ☒ Supervisors will be trained in appropriate first aid and/or emergency response to different types of heat illness and made aware that heat illness may progress quickly from mild signs and symptoms to a serious, life-threatening illness.
- ☒ Supervisors will be trained on how to track the weather at the job site (by monitoring predicted temperature highs and periodically using a thermometer). Supervisors will be instructed on how weather information will be used to modify work schedules, increase the number of water and rest breaks, or cease work early if necessary.
- ☒ All employees and supervisors will be trained prior to working outside. Training will include all aspects of implementing an effective Heat Illness Prevention Plan, including providing sufficient water, providing access to shade, high-heat procedures, emergency response procedures, and acclimatization procedures contained in the company's written plan. Employees and supervisors will also be trained on the environmental and personal risk factors of heat illness and the importance of immediately reporting signs and symptoms of heat illness.
- ☒ In addition to initial training, employees will be retrained annually.
- ☒ Employees will be trained on the steps for contacting emergency medical services, including how they are to proceed when there are non-English speaking employees, how clear and precise directions to the site will be provided, and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them to their worksite.
- ☒ When the temperature is expected to exceed 80 degrees Fahrenheit, short "tailgate" meetings will be held to review the weather report, reinforce heat illness prevention with all employees, provide reminders to drink water frequently, inform them that shade will be available, and remind them to be on the lookout for signs and symptoms of heat illness.
- ☒ New employees will be assigned a "buddy," or experienced co-worker, to ensure that they

understand the training and follow company procedures.

In addition to the procedures above, the employer will ensure proper training of employees and supervisors with the following procedures:

- 1.
- 2.
- 3.
- 4.

Resources:

Heat Illness Prevention Enforcement Q&A	https://www.dir.ca.gov/dosh/heatIllnessQA.html
Cal/OSHA Heat Illness Prevention etool	https://www.dir.ca.gov/dosh/etools/08-006/index.htm
Cal/OSHA Heat Illness Prevention Website	https://www.dir.ca.gov/dosh/heatillnessinfo.html
Cal/OSHA Consultation Program	https://www.dir.ca.gov/dosh/consultation.html
Toll-free Number: 1-800-963-9424	

This Heat Illness Prevention Plan was last updated: August 3, 2020

Coast Unified School District

Cardiac Emergency Action Plan

This Cardiac Emergency Action Plan is adopted by **Coast Unified School District** effective **August 1, 2020**. This plan was reviewed and approved by **Scott Smith, Superintendent**, for **Coast Unified School District** on **June 19, 2020**.

A cardiac emergency requires immediate action. Cardiac emergencies may arise as a result of a Sudden Cardiac Arrest (SCA) or a heart attack but can have other causes. SCA occurs when the electrical impulses of the heart malfunction resulting in sudden death.

Signs of Sudden Cardiac Arrest can include one or more of the following:

- Not moving, unresponsive or unconscious, *or*
- Not breathing normally (i.e., may have irregular breathing, gasping or gurgling or may not be breathing at all), *or*
- Seizure or convulsion-like activity.

The Cardiac Emergency Action Plan of **Coast Unified School District** is as follows:

1. Cardiac Emergency Responders (CER's)

- (a) The Cardiac Emergency Responders are comprised of those individuals who have current CPR, AED and First Aid certification. It includes the school nurse, coaches, and others at each school site. It also includes an administrator and office staff who can call 9-1-1 and direct EMS to the location of the SCA.
- (b) CER's are identified at each site in the "Cardiac Emergency Responders" attachment, to be updated at least yearly and as needed to remain current. One of the members is designated as the Cardiac Emergency Responders Coordinator.
- (c) All CER's receive and maintain nationally recognized training, which includes a CPR, AED, and First Aid certification card with an expiration date of not more than 2 years.
- (d) As many other staff members as reasonably practicable also receive training and will be encouraged to respond to a SCA event.
- (e) Non-school sites such as MOT and District Office also have CER's

2. Activation of Cardiac Emergency Responders

- (a) The Cardiac Emergency Responders are notified immediately when a cardiac emergency is suspected.
- (b) The method to notify the CER's and other responders to a cardiac emergency are described in Section 8. Each site will determine the most efficient manner.

3. Automated External Defibrillators (AED's) – Placement and Maintenance

- (a) The number of AED's at each site is sufficient to enable the school staff or another person to retrieve an AED and deliver it to any location at the immediate school site, ideally within 3-5 minutes of being notified of a possible cardiac emergency
- (b) The District will regularly check and maintain each school-owned AED in accordance with the AED's operating manual and maintain a log of the maintenance activity. The school will designate a person or outside service who will be responsible for verifying equipment readiness and maintenance.
- (c) A resuscitation kit is connected to each AED carrying case. The kit contains latex-free gloves, razor, scissors, towel, antiseptic wipes and a CPR barrier mask.
- (d) AEDs will not be locked in an office or stored in a location that is not easily and quickly accessible at all times.
- (e) AED's will be readily accessible for use in responding to a cardiac emergency, during both school-day activities and after-school activities, in accordance with this Plan. Each AED has one set of defibrillator electrodes connected to the device and one spare set. All AEDs have clear AED signage so as to be easily identified. Locations of the AED's are listed in the site-specific Cardiac Emergency Action Plan.

4. Communication

- (a) The Cardiac Emergency Action Protocol will be posted as follows:
 - (1) In each faculty break room and in all school offices.
 - (2) Adjacent to each AED.
 - (3) In the gym, near the swimming pool, and in all other indoor locations where athletic activities take place.
 - (4) At other strategic school campus locations.
- (b) The Cardiac Emergency Action Plan is distributed to:
 - (1) All staff, administrators, and school nurses at the start of each school year, with updates distributed as made.
 - (2) All athletic directors, coaching staff, athletic trainers, and applicable advisors at the start of each school year and as applicable at the start of the season for each activity, with updates distributed as made.
- (c) Results and recommendations from Cardiac Emergency Action drills performed during the school year are communicated to all staff and administrative personnel. See paragraph 5(b) below.
- (d) A copy of this Cardiac Emergency Action Plan has been provided to all outside organizations using school facilities. A signed acknowledgment of the receipt of this Plan by any outside organization using the school is kept in the school office. School administration and any outside organization using the school can agree upon a modified Cardiac Emergency Action Plan. The modified Plan will take into consideration the nature and extent of the use and will

meet the spirit and intent of this Plan which is to ensure that preparations are made to enable a quick and effective response to a cardiac emergency on school property.

5. **Training in Cardiopulmonary Resuscitation (CPR) and AED Use**

(a) Staff Training:

- (1) In addition to the school nurse, a sufficient number of staff members are trained in cardiopulmonary resuscitation (CPR) and in the use of an AED to enable the District to carry out this Plan. Training is renewed at least every two years.
- (2) Training is conducted by an instructor currently certified by a nationally recognized organization to conform with current American Heart Association guidelines for teaching CPR and/or Emergency Cardiac Care (ECC).
- (3) Training may be traditional classroom, on-line or blended instruction but includes cognitive learning, hands-on practice and testing.

(b) Cardiac Emergency Action Plan Drills:

Cardiac Emergency Action Plan drills are an essential component of this Plan. Each school site performs a minimum of two successful Cardiac Emergency Action Plan drills each school year with the participation of staff, administrators, athletic trainers, athletic directors, school nurses, coaches, campus safety officials and other targeted responders. A successful drill is defined as full and successful completion of the drill in 5 minutes or less. Each site prepares and maintains a Cardiac Emergency Action Plan Drill Report for each drill conducted. These reports are maintained with other safety documents at each site. The reports include an evaluation of each drill and recommendations for the modification of the CEAP if needed.

6. **Local Emergency Medical Services (EMS) Integration**

- (a) The District will provide a copy of this Plan to local emergency response and dispatch agencies (e.g., the 9-1-1 response system), which may include local police and fire departments and local Emergency Medical Services (EMS).
- (b) The development and implementation of the Cardiac Emergency Action Plan will be coordinated with the local EMS Agency, campus safety officials, on-site first responders, administrators, athletic trainers, school nurses and other members of the school and/or community medical team.
- (c) The District will work with local emergency response agencies to 1) coordinate this Plan with the local emergency response system and 2) inform local emergency response system of the number and location of on-site AED's.

7. **Annual Review, Evaluation, and Plan Update**

The District conducts an annual internal review of this Plan and the CEAP Protocol for each site. The annual review will focus on ways to improve the school's response process, to include:

- (a) A *post-event review* following an event. This includes a review of existing school-based documentation for any identified cardiac emergency that occurred on the school campus or at any off-campus school-sanctioned function. The school will designate the person who will be responsible for establishing the documentation process.

Post-event documentation and action includes the following:

- (1) A contact list of individuals to be notified in case of a cardiac emergency.
 - (2) Determine the procedures for the release of information regarding the cardiac emergency.
 - (3) Date, time, and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
 - (4) The identification of the person(s) who responded to the emergency.
 - (5) The outcome of the cardiac emergency. This includes but is not limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers are not collected unless the information is publicly available.
 - (6) An evaluation of whether the Plan was sufficient to enable an appropriate response to the specific cardiac emergency. The review includes recommendations for improvements in the Plan and in its implementation if the Plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.
 - (7) An evaluation of the debriefing process for responders and post-event support. This includes the identification of aftercare services and crisis counselors.
- (b) A review of the documentation for all Cardiac Emergency Action Plan drills performed during the school year.
- (c) A determination, at least annually, as to whether additions, changes or modifications to the Plan are needed. Reasons for a change in the Plan may result from a change in established guidelines, regulations, an internal review following an actual cardiac emergency, or from changes in school facilities, equipment, processes, technology, administration, or personnel.

8. **Protocol for School Cardiac Emergency Responders**

Cardiac Emergency Action Plan

(To be posted near the AED)

In the event a person on school district property should collapse unexpectedly and appears to be unconscious and unresponsive the following steps should be followed immediately:

1. Call 9-1-1 to initiate the Emergency Medical System.
2. Alert the site emergency medical responders via classroom intercom, cell phone or hand-held two-way radio providing the location of the emergency, the need for an AED (automated external defibrillator) and other medical supplies.
3. Determine if the person requiring medical attention shows signs of normal, rhythmic breathing. If yes, put them into the recovery position (on their side).
4. If normal breathing is absent (no breathing, irregular breathing, snorting, or gurgling), begin CPR starting with 30 chest compressions followed by two ventilations (if a barrier device is available).
5. Continue CPR until an AED arrives and is prepared for use.
6. If possible, dispatch one or more bystanders to flag down both the site responders and Emergency Medical Personnel guiding them to the scene.
7. Request all bystanders to leave the area.
8. As soon as an AED arrives at the scene, turn it on and follow the voice prompts.
9. If indicated by the AED, continue CPR until the AED directs you to stop or EMT's arrive and do the same.
10. All responders to the medical emergency should stay at the location until released by the person in charge.
11. Contact school administration personnel as soon as possible.

LOCATION AND CONTACT INFORMATION

SCHOOL NAME:

ADDRESS:

NEAREST CROSS STREET(S):

PHONE NUMBER: (805)

AED LOCATIONS

1.

2.

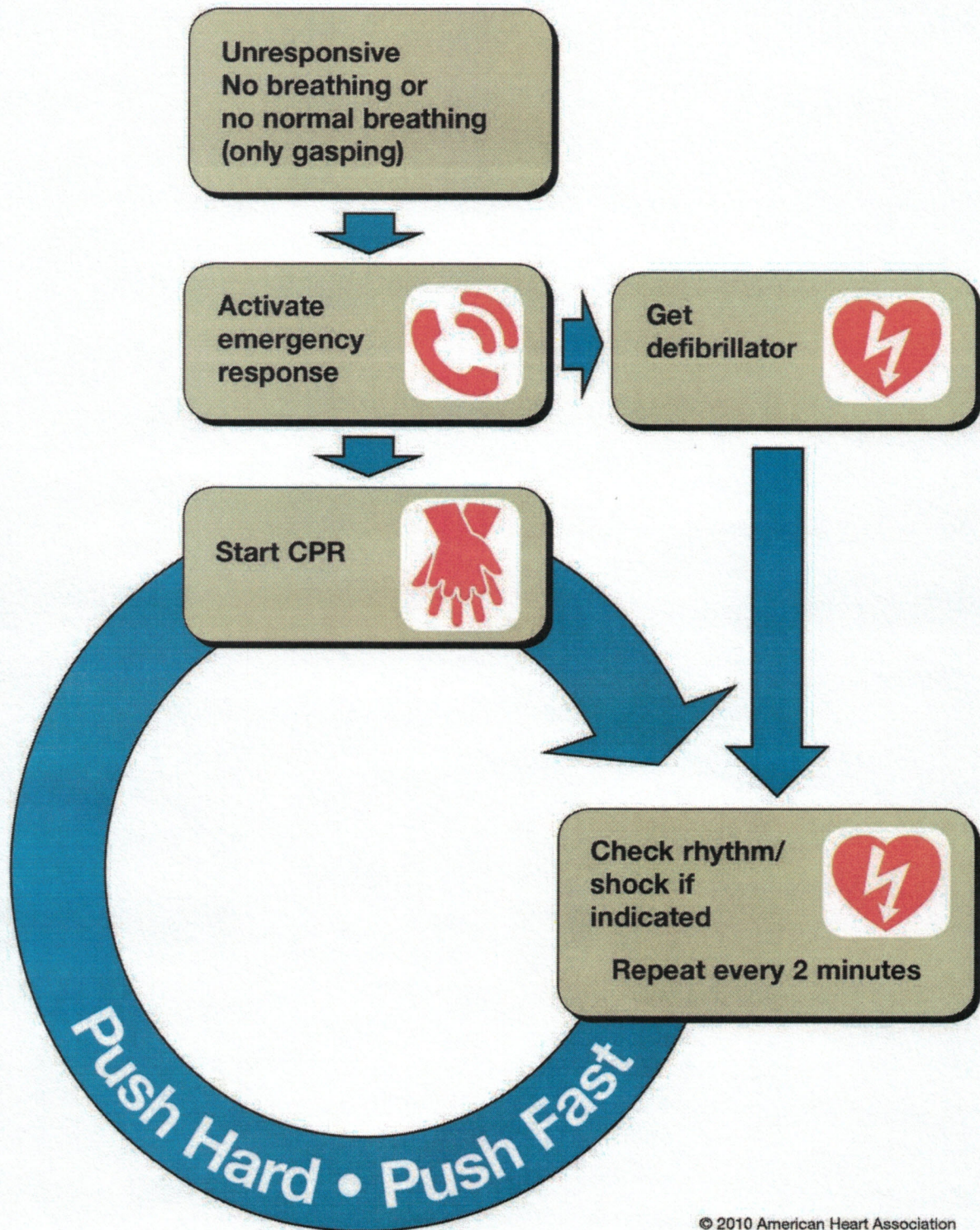
3.

4.

Action To Be Taken By Office/Administrative Staff:

- Confirm the exact location and the condition of the patient.
- Activate the Cardiac Emergency Responders and give the exact location if not already done.
- Confirm that the Cardiac Emergency Responders are en route.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member(s) to direct EMS to the scene.
- If the AED is located in the office, immediately take it to the emergency location.
- Direct staff members to perform “crowd control”, directing others away from the scene.
- Notify other staff as needed: school nurse, athletic trainer, athletic director, etc.
- Consider delaying class dismissal, recess, or other changes to facilitate CPR and EMS functions.
- Designate people to cover the duties of the CPR responders.
- Copy the patient’s emergency information for EMS (if known).
- Notify the patient’s emergency contact (parent/guardian, spouse, etc.).
- Notify staff and students when to return to the normal schedule.
- Contact school district administration and district safety coordinator.

Simplified Adult BLS



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