INJURY & ILLNESS PREVENTION PROGRAM

FOR

EARLIMART SCHOOL DISTRICT
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**INTRODUCTION**

In order to maintain a safe and healthful work environment the Earlimart School District has developed this Injury & Illness Prevention Program for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, and Program Documentation. By making employee safety a high priority for every employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at Earlimart School District.

**GOALS**

Diligent implementation of this program will reap many benefits for Earlimart School District. Most notably it will:

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

**STATUTORY AUTHORITY**

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

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to district facilities and operations rests with the Director of Human Resources, Maria G. Bustos-Flores. General policies, which govern the activities and responsibilities of the Injury & Illness Prevention Program, are established under her final authority.

It is the responsibility of Site Administrators Supervisors and Managers to develop procedures, which ensure effective compliance with the Injury & Illness Prevention Program, as well as other health and safety policies related to operations under their control.

Site Administrators, Supervisors and Managers, are responsible for enforcement of this Program among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow and ensuring that employees receive the general safety training. Each Site Administrator, Supervisor, and Manager must also ensure that appropriate job specific safety training is received, and that safety responsibilities are clearly outlined in the job descriptions, which govern the employees under their direction. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee, for purchasing appropriate personal protective equipment, and for evaluating employee compliance.

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

The Director of Human Resources is responsible for developing and managing this Injury & Illness Prevention Program.
COMPLIANCE

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

1. Site Administrators, Supervisors, and Managers will set positive examples for working safely and require that all staff under their direction work safely.

2. Site Administrators, Supervisors, and Managers will use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action are available.

3. Site Administrators, Supervisors, and Managers will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.

4. Site Administrators, Supervisors, and Managers will establish appropriate means of recognition for employees who demonstrate safe work practices.

Earlimart School District has developed this comprehensive Injury & Illness Prevention Program to enhance the health and safety of its employees.
HAZARD IDENTIFICATION

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

Scheduled Safety Inspections

Upon initial implementation of this Program inspections of all work areas will be conducted. All inspections will be documented using the attached forms (or equivalent) with appropriate abatement of any hazards detected.

Thereafter, safety inspections will be conducted at the frequency described below:

1. Annual inspections of all office areas will be conducted to detect and eliminate any hazardous conditions that may exist.

2. Semi-annual inspections of all potentially hazardous areas (shops, cafeterias, warehouses, gymnasiuems, sheds, etc.) will be conducted to detect and eliminate any hazardous conditions that may exist.

Unscheduled Safety Inspections

1. Additional safety inspections will be conducted whenever new equipment or changes in procedures are introduced into the workplace that presents new hazards.

2. The Superintendent/Administrator will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.

3. Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.
ACCIDENT INVESTIGATIONS

Superintendents, Site Administrators, Supervisors, and Managers will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the root cause. Appropriate repairs or procedural changes will be implemented promptly to correct the hazards implicated in these events.

To ensure timely accounting for Workers’ Compensation procedures, both employee and supervisor must complete their respective portions on the Report of Employee Injury/Exposure Form and District Accident Investigation Form available at the District Office or school site.

HAZARD CORRECTION

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

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

General Safe Work Practices

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

1. Fire Safety, Evacuation, and Emergency Procedures
2. Hazard Communication (Use of Material Safety Data Sheets)
3. Bloodborne Pathogens
4. Injury & Illness Prevention Program

Specific Safe Work Practices

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

The Superintendent is responsible for providing Site Administrators, Supervisors, and Managers with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to.

It is the responsibility of each Site Administrator, Supervisor, and Manager to know the hazards related to his/her employee’s job tasks, and ensure they receive appropriate training.

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

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

3. All training will be documented and kept in employee files. The attached Employee Training Checklist Form (or equivalent) will be used for this purpose.
COMMUNICATION

Effective two-way communication, which involves employee input on matters of workplace safety, is essential to maintaining an effective Injury & Illness Prevention Program. To foster better safety communication the following guidelines will be implemented:

The department will use an Employee Bulletin Board for posting information on safety in a location accessible to all employees. Changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information will be posted, as they become available.

Site Administrators, Managers, and Supervisors will provide time at periodic staff meetings to discuss safety topics. Status reports will be given on safety inspections, hazard correction projects, and accident investigation results, as well as feedback to previous employee suggestions. Employees will be encouraged to participate and give suggestions without fear of reprisal. The attached attendance sheet should be used to document attendance and topics covered. Additional communication methods to be used are:

- Posters
- Meetings
- Manuals
- Newsletters
- Bulletins
- Warning Labels

Other, please specify:

Employees are encouraged to bring to the District’s attention any potential health or safety hazard that may exist in the work area. The attached Employee Safety Recommendation form (or equivalent) can be used for this purpose. These forms are available in the District Office and at each school site.

Supervisors will follow up all suggestions and investigate the concerns brought up through these communication methods. Feedback to the employees is critical, and must be provided for effective two-way communication.
Compliance will be reinforced by:

_______  Appropriate comments on performance evaluations.

Other, please specify:

Non-compliance will be addressed by:

_______  An immediate discussion between the supervisor and the employee who is discovered working in an unsafe manner.

_______  Appropriate disciplinary action up to dismissal.

Other, please specify:

The District will pursue readily understandable health and safety communications for all affected employees.
DOCUMENTATION

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

2. Copies of all Accident Investigation Forms. Retain 5 years.
3. Copies of all Employee Training Checklists and related Training Documents. Retain for duration of each individual’s employment.

The District will ensure that these records are kept in their files, and present them to Cal/OSHA or other regulatory agency representatives if requested. A review of these records will be conducted by the Superintendent during routine inspections to measure compliance with the Program.

A safe and healthy workplace must be the goal of everyone at Earlimart School District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact the District Office at (661) 849-3386.
APPENDIX A

ACCIDENT INVESTIGATION CHECKLIST
APPENDIX B

EMPLOYEE SAFETY RECOMMENDATION FORM
# Employee Safety Recommendation Form

**Location:**

**Department:**

**Supervisor:**

**Date:**

## Identification of Safety or Health Hazard

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## Suggestion for Abatement of the Safety or Health Hazard

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## Do Not Write Below This Line

Date complaint was investigated:

Investigated by:

Action taken:

Date Action was reported to the employee:

Comments:

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APPENDIX C

OFFICE SAFETY INSPECTION CHECKLIST
EARLIMART SCHOOL DISTRICT

OFFICE SAFETY INSPECTION CHECKLIST

Date: __________ Location: _______________________________ Phone: ____________

Supervisor: ___________________________ Department: ____________________________

Inspector: ___________________________ Job Title: ________________________________

ADMINISTRATION AND TRAINING

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1. Does the department have a written Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Is it current?

| o   | o  | o   |

2. Have all of the employees attended an IIPP training class? If not, what percentage has received training? _____

| o   | o  | o   |

3. Does the department have a completed Emergency Action Plan? Percentage completed? _____ Is training being provided to employees on its contents?

| o   | o  | o   |

4. Are chemical products used in the office? (Are Material Safety Data Sheets maintained?)

| o   | o  | o   |

5. Are the Cal/OSHA Information Poster, Workers’ Compensation Bulletin, Annual Accident Summaries (must be posted during February, at a minimum) and Emergency Response Guide flipchart posted? Is the Safety Briefs newsletter being sent to the area?

| o   | o  | o   |

6. Are annual workplace inspections being performed? Are records being maintained?

| o   | o  | o   |

7. Has there been any employee accidents from this department? Are there Accident Investigation Reports completed for each accident?

GENERAL SAFETY

| o   | o  | o   |

8. Are all exits, fire alarms, pullboxes, extinguishers, sprinklers, and fire notification devices clearly marked and unobstructed?

| o   | o  | o   |

9. Are all aisles/corridors unobstructed to allow unimpeded evacuations?

| o   | o  | o   |

10. Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (No empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor.)
### GENERAL SAFETY (CONTINUED)

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<th>Yes</th>
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11. Are ergonomic issues being addressed for administrative personnel using computers?

12. Is a fully stocked first-aid kit available? Do all employees in the area know its location?

13. Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?

14. Are all books and supplies stored so as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.)

15. Is the office kept clean of trash and other recyclable materials removed promptly?

### ELECTRICAL/MECHANICAL SAFETY

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16. Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)?

17. Are all circuit breaker panels accessible with each breaker appropriately labeled?

18. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?

19. Is lighting adequate throughout the work environment?

20. Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisleways; not to be used as a permanent source of electrical supply--use fused outlet strips or have additional outlets installed; not to be linked together. No “thin” zip cords.)

21. Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.)

**Comments**
APPENDIX D

LABORATORY SAFETY INSPECTION CHECKLIST
EARLIMART SCHOOL DISTRICT

LABORATORY SAFETY INSPECTION CHECKLIST

Date: __________ Location: ________________________________ Phone: __________
Supervisor: ________________________ Department: __________________________
Inspector: ________________________ Job Title: ____________________________

HEALTH AND SAFETY MANAGEMENT

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>1. Is there a Chemical Hygiene Program present?</th>
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<tr>
<td>o</td>
<td>o</td>
<td>o</td>
<td>2. Are personnel trained in chemical health/physical hazards and laboratory safety?</td>
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<tr>
<td>o</td>
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<td>o</td>
<td>3. Do lab personnel have access to and are familiar with the use of Material Safety Data Sheets (MSDSs)?</td>
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<tr>
<td>o</td>
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<td>4. Have personnel using biohazards, toxins, and regulated carcinogens been given documented special training?</td>
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<tr>
<td>o</td>
<td>o</td>
<td>o</td>
<td>5. Are personnel instructed in emergency procedures (exits, location, and use of fire extinguishers, medical)?</td>
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<tr>
<td>o</td>
<td>o</td>
<td>o</td>
<td>6. Have personnel been instructed on how to respond in the event of a chemical spill?</td>
</tr>
<tr>
<td>o</td>
<td>o</td>
<td>o</td>
<td>7. Are complete training records and documents available for review by the Personnel Office and outside agencies?</td>
</tr>
<tr>
<td>o</td>
<td>o</td>
<td>o</td>
<td>8. Have all hazards identified by the annual survey been abated? (Action records must be retained.)</td>
</tr>
<tr>
<td>o</td>
<td>o</td>
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<td>9. Do laboratory personnel perform semi-annual lab inspections? (PI must retain records.)</td>
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</table>

GENERAL SAFETY

<p>| o   | o  | o   | 10. Are rooms and cabinets containing regulated carcinogens, biohazards, and radioactive materials labeled? |
| o   | o  | o   | 11. Are work areas clean and uncluttered? |
| o   | o  | o   | 12. Do employees know the location of the first aid kit and is it accessible? |</p>
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<tr>
<td>No</td>
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<td>No</td>
<td>Yes</td>
<td>13. Is equipment greater than 5 feet tall seismically secured to prevent tipping during an earthquake?</td>
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<tr>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>14. Do shelves have lips, wires, or other seismic restraints to prevent items from falling?</td>
</tr>
<tr>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>15. Are food and beverages kept away from work areas and out of laboratory refrigerators or cabinets?</td>
</tr>
<tr>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>16. Are fire extinguishers accessible and charged? (If not, please call Physical Plant Services.)</td>
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<tr>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>17. Are sinks labeled, “Industrial Water – Do Not Drink”?</td>
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<tr>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>18. Have personnel been instructed on the hazards of wearing contact lenses in the laboratory?</td>
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<tr>
<td>No</td>
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<td>No</td>
<td>Yes</td>
<td>19. Are protective gloves available and worn for laboratory procedures where skin absorption/irritation may occur?</td>
</tr>
<tr>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>20. Are safety glasses or other eye protection available and worn in the laboratory?</td>
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**COMMENTS**

Biosafety Cabinet: Date last inspected?
Types of regulated carcinogens
Types and quantity of compressed gasses
Gallons of flammable liquids
Types of personnel protective equipment

---

**LABORATORY EQUIPMENT**

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<tr>
<td>No</td>
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<td>No</td>
<td>Yes</td>
<td>21. Have chemical fume hoods been tested within the past year?</td>
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<tr>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>22. Is storage in hoods kept to a minimum and is it placed so it does not impede proper airflow?</td>
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<tr>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>23. Does fume hood draw air (test with a tissue on hood edge) and is alarm installed and working?</td>
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<td>No</td>
<td>No</td>
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<td>Yes</td>
<td>24. Is the lab ventilation negative with respect to corridors and offices?</td>
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<tr>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>25. Are rotating or moveable parts and belts guarded with screens having less than ( \frac{1}{4} ) inch opening?</td>
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<td>26. Are refrigerators and freezers, which are used for storage of flammables, spark proof and properly labeled?</td>
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<td>o</td>
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<td>27. Are non-spark proof refrigerators labeled as “Unsafe for Flammable Storage”?</td>
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<td>28. Are all gas cylinders restrained to prevent tipping or falling?</td>
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<td>29. Are valves of gas cylinders capped when not in use?</td>
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**HAZARDOUS MATERIALS**

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<td>30. Are chemicals labeled to identify contents and hazards?</td>
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<td>31. Are regulated carcinogens handled safely to reduce employee exposure?</td>
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<td>32. Are chemicals separated by hazard class and stored to prevent spills (acids, bases, oxidizers, flammables, etc.)?</td>
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<td>33. Are chemicals inventoried (chemical name, quantity on hand, amount used per year)?</td>
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<td>34. Are chemical wastes properly segregated and stored with Waste Pick-up Tags attached to the containers?</td>
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<td>35. Are all hazardous wastes disposed of and not poured into the sewer system?</td>
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<td>36. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash onto an employee’s body?</td>
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<td>37. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash or mechanical hazards such as grinding?</td>
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<td>38. Are either and other peroxide formers dated?</td>
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<td>39. Are sharps stored in puncture-proof containers and labeled appropriately (infectious waste or hazardous waste)?</td>
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</tr>
</tbody>
</table>

**FIRE AND ELECTRICAL SAFETY**

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>o</td>
<td>o</td>
<td>o</td>
<td>40. Are fire doors unobstructed and readily closeable?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o</td>
<td>o</td>
<td>o</td>
<td>41. If greater than 10 gallons of flammables are stored, is an approved flammable storage cabinet used?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FIRE AND ELECTRICAL SAFETY (continued)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>42. Are flammable liquids stored in less than 1-gallon quantity or kept in less than 2-gallon safety cans?</th>
</tr>
</thead>
<tbody>
<tr>
<td>o</td>
<td>o</td>
<td>o</td>
<td>43. Are flammable liquids limited to 60 gallons per fire area?</td>
</tr>
<tr>
<td>o</td>
<td>o</td>
<td>o</td>
<td>44. Are plugs, cords, and receptacles in good condition (no splices or frayed cords)?</td>
</tr>
<tr>
<td>o</td>
<td>o</td>
<td>o</td>
<td>45. Is all equipment properly grounded?</td>
</tr>
<tr>
<td>o</td>
<td>o</td>
<td>o</td>
<td>46. Are extension cords used? (These are not to be used in place of permanent wiring, running through walls, ceilings, doors, etc.)</td>
</tr>
<tr>
<td>o</td>
<td>o</td>
<td>o</td>
<td>47. Are all electrical boxes, panels, receptacles, and fittings covered to protect against electrical shock?</td>
</tr>
<tr>
<td>o</td>
<td>o</td>
<td>o</td>
<td>48. Are control switches, circuit breakers, electrical panels, and emergency power cabinets free of obstructions?</td>
</tr>
<tr>
<td>o</td>
<td>o</td>
<td>o</td>
<td>49. Are circuit breakers labeled to indicate what equipment is served by each?</td>
</tr>
<tr>
<td>o</td>
<td>o</td>
<td>o</td>
<td>50. Have all outlet adapters been removed? (Install additional outlets or use fused power strips if current demand is within the strip’s rating.)</td>
</tr>
</tbody>
</table>

COMMENTS

___________________________________________________________________________________
APPENDIX E

FACILITY SAFETY INSPECTION CHECKLIST
EARLIMART SCHOOL DISTRICT

FACILITY SAFETY INSPECTION CHECKLIST

Date: __________ Location: _______________________________ Phone: ____________
Supervisor: _________________________ Department: ____________________________
Inspector: __________________________ Job Title: __________________________

ADMINISTRATION AND TRAINING

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>1. Have all employees received General Safety Training (fire, earthquake, VDTs, lifting, emergency evacuation, etc.)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>o</td>
<td>o</td>
<td>o</td>
<td>2. Are all employees familiar with the use of MSDSs?</td>
</tr>
<tr>
<td>o</td>
<td>o</td>
<td>o</td>
<td>3. Have all employees been instructed in how to operate the equipment they are required to use?</td>
</tr>
<tr>
<td>o</td>
<td>o</td>
<td>o</td>
<td>4. Have all employees been trained in how to protect themselves from the hazards identified in their work area?</td>
</tr>
<tr>
<td>o</td>
<td>o</td>
<td>o</td>
<td>5. Are all employees current on any specialized training (lockout, confined space, respirators, etc.) needed?</td>
</tr>
<tr>
<td>o</td>
<td>o</td>
<td>o</td>
<td>6. Are all training records up to date for each employee?</td>
</tr>
<tr>
<td>o</td>
<td>o</td>
<td>o</td>
<td>7. Do all employees have access to the Departmental Emergency Action Plan and know their responsibilities?</td>
</tr>
<tr>
<td>o</td>
<td>o</td>
<td>o</td>
<td>8. Is the Cal/OSHA information poster, Workers’ Compensation Bulletin and Annual Injury &amp; Illness Summaries posted?</td>
</tr>
</tbody>
</table>

FIRE SAFETY

| o   | o  | o   | 9. Are all fire exits clearly marked and unobstructed?                                                                                      |
| o   | o  | o   | 10. Is trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags?                           |
| o   | o  | o   | 11. Are all aisles cleared for at least a 44-inch pathway and building exit corridors completely clear for safe egress?                     |
| o   | o  | o   | 12. Are all flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets?                        |
| o   | o  | o   | 13. Are spray-painting operations, which employ flammable materials, conducted inside spray booths?                                          |
FIRE SAFETY (continued)

Yes  No  N/A  
14. Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources?  
15. Are flammable gas cylinders are stored at least 25 feet away from oxygen cylinders or ignition sources?  
16. Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)?  
17. Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations?  
18. Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.?  
19. Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented?  

ELECTRICAL SAFETY

20. Are all plugs, cords, panels, and receptacles in good condition (no exposed conductors or broken insulation)?  
21. Are all circuit breaker panels accessible with labels identifying each switch’s function?  
22. Are plug adapters banned? (Install additional outlets or properly rated fused power strips in lieu of plug adapters.)  
23. Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)?  
24. Are Ground Fault Circuit Interrupters available for use in wet areas?  
25. Are the wheels on rolling files or other mobile equipment free from binding when rolled?  
26. Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not safe for permanent equipment. Unplug extension cords daily or replace with fused power strips if current demand is within the strip’s rating; otherwise, install additional outlets to reach equipment. Do not link extension cords together.)  

MECHANICAL SAFETY

27. Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.)
28. Are all the machine guards for belts, gears, and points of operation in place and adjusted properly?

29. Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?

30. Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?

31. Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit?

32. Are cranes, slings, ropes, hoists, jacks, jackstands, etc., inspected prior to each use and used safely?

33. Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?

34. Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel?

35. Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?

36. Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?

37. Are potable water, soap, and towels available for hand washing?

38. Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking?

39. Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely?

40. Are excessive noise levels adequately controlled?

41. Is an approved first aid kit available and its location known to all employees?

42. Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2 inch shelf lips or other means of restraining items, especially above exits and employee workstations.)

43. Are cross-connections between potable water and sewer inlets promptly abated (remove hoses which extend into sinks or down drains), and
leaking backflow protection devices promptly repaired?

**HAZARDOUS MATERIALS/PERSONAL PROTECTION**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>44. Are chemicals stored to prevent spills?</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>45. Are carcinogens handled safely to reduce employee exposure?</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>46. Are chemicals separated by Hazard Class (acids, bases, oxidizers, flammables, etc.)?</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>47. Are chemicals inventoried with copies provided to the Personnel Office?</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>48. Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers?</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>49. Are all hazardous wastes disposed of and not poured into the sewer system?</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>50. Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body?</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>51. Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>52. Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available?</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>53. Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations?</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>54. Is hearing protection suitable for the hazards warranting protection available?</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>55. Are safety shoes available for those employees subject to falling objects and other foot impact hazards?</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>56. Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.?</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>57. Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>58. Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
</tbody>
</table>

**COMMENTS**
COVID-19 Prevention Program (CPP)
Earlimart Elementary School District

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

**Date:** 12/01/2021

**Authority and Responsibility**

Maria G. Bustos-Flores has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

**Identification and Evaluation of COVID-19 Hazards**

We will implement the following in our workplace:

- Evaluate employees’ potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

**Employee Participation**

Employees and their authorized employees’ representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by following all safe and healthy guidelines.

**Employee Screening**

Engage in daily health screenings at every worksite location upon entry to the building.
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:

1) inform supervisor immediately
2) remove all individuals around hazardous materials
3) equip trained staff to evaluate correction measures to remove hazards

Controls of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

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) or local health department.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and 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 possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
• 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. Alternatives will be considered on a case-by-case basis.
• Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

**Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

• Face coverings are worn at all times
• Installation of solid partitions

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by installation of air filtration systems.

**Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

• Ensuring adequate supplies are available for all staff
• Create cleaning schedules to ensure timely consistent and frequent cleaning
• Inform employees of cleaning and disinfecting schedules

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

• Supervisor upon known possible contaminated space will inform MOT staff to close off affected area
• Affected area will be closed for a minimum of 24 hours before entering to sanitize
• After a 24-hour minimum, trained personnel will disinfect and clean area utilizing appropriate PPE
• Supervisor will notify Human Resources
• Human Resources will send out notices to inform staff of positive case within 24 hours

**Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.
Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by:

- Sanitizing materials with alcohol-based wipes and or cleaning solvents before and after use
- Employees are required to utilize hand sanitizer before and after touching a common area space/surface
- Hand hygiene is encouraged at all times

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

**Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Evaluating handwashing facilities.
- Determining 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) used 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.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

**Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the Appendix C: Investigating COVID-19 Cases form.

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

- Will receive written notice within 24 hours of a confirmed positive COVID-19 case
- Contract tracing will begin to determine if any employees have been in close contact (6 feet or less, unmasked, for 15 minutes or more)
• Employees identified to have been in close contact with a positive COVID-19 case will be called immediately and instructed to quarantine
• No cost testing will be offered to any staff believed to have been in close contact with a positive COVID-19 case

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 and possible hazards to, and how:
• Contact their immediate supervisor and Human Resources
• That employees can report symptoms and hazards without fear of reprisal.
• Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
• Where testing is not required, how employees can access COVID-19 testing:
  https://covid19.tularecounty.ca.gov/
• In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Training and Instruction

We will provide effective training and instruction that includes:
• Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
• Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
• The fact that:
  ▪ COVID-19 is an infectious disease that can be spread through the air.
  ▪ 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.
• Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
• The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
• 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 - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
• COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
Appendix D: COVID-19 Training Roster will be used to document this training.

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever we’ve demonstrated that the COVID-19 exposure is work related. This will be accomplished by employee leave entitlements are available to an employee who is not eligible for district covered leaves
- Providing employees at the time of exclusion 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.
- 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.
- 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.
- Use the Appendix C: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria
COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
- COVID-19 symptoms have improved.
- At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine 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. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Maria G. Bustos-Flores 1/01/2021

Director of Human Resources Signature Date
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:** Facility Supervisor

**Date:**

**Name(s) of Employees 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 |
**B: COVID-19 Inspections**

**Date:**

**Name of Person Conducting the Inspection:**

**Work Location Evaluated:**

<table>
<thead>
<tr>
<th>Exposure Controls</th>
<th>Status</th>
<th>Person Assigned to Correct</th>
<th>Date Corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engineering</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barriers/Partitions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ventilation (amount of fresh air and filtration maximized)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional room air filtration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Administrative</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical distancing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surface cleaning and disinfection (frequently enough and adequate supplies)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand washing facilities (adequate numbers and supplies)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfecting and hand sanitizing solutions being used according to manufacturer instructions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PPE (not shared, available and being worn)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Face coverings (cleaned sufficiently often)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Face shields/goggles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respiratory protection</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees’ medical records will also be kept confidential and not disclosed or reported without the employee’s express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Name of Person Conducting the Investigation:

| Employee (or nonemployee*) name: | Occupation (if nonemployee, why they were in the workplace): |
| Location where employee worked (or non-employee was present in the workplace): | Date investigation was initiated: |
| Was COVID-19 test offered? | Name(s) of staff involved in the investigation: |
| Date and time the COVID19 case was last present in the workplace: | Date of the positive or negative test and/or diagnosis: |
| Date the case first had one or more COVID-19 symptoms: | Information received regarding COVID-19 test results and onset of symptoms (attach documentation): |
| Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the highrisk exposure period, and who may have been exposed (attach additional information): |
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 may have had COVID-19 exposure and their authorized representatives. | Date: | Names of employees that were notified: |
| Independent contractors and other employers present at the workplace during the high-risk exposure period. | Date: | Names of individuals that were notified: |
| What were the workplace conditions that could have contributed to the risk of COVID-19 exposure? | What could be done to reduce exposure to COVID-19? |
| Was local health department notified? | Date: | |

*Should an employer be made aware of a non-employee infection source COVID-19 status.*
Appendix D: COVID-19 Training Roster

Date:

Name of Person Conducting the Training:

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<th>Employee Name</th>
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Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

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.

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.
Additional Consideration #2

Major COVID-19 Outbreaks

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

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

Investigation of workplace COVID-19 illnesses
We will comply with the requirements of our CPP Investigating and Responding to COVID-19 Cases.

COVID-19 hazard correction
In addition to the requirements of our CPP Correction of COVID-19 Hazards, we will take the following actions:

• In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.

• We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.

• We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected

• Implement any other control measures deemed necessary by Cal/OSHA.

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