

# **Victor Elementary School District**

## **Injury & Illness Prevention Program**

(Rev 9/2/2020)

**Title 8 California Code of Regulations Section 3203**

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

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## **Victor Elementary School Site**

### **RESPONSIBILITY**

The Injury and Illness Prevention Program (IIPP) primary administrator **Site Principal** has the authority and the responsibility for implementing and maintaining this program for the assigned school site. The alternate program administrator is **Assistant Principal or School Safety Coordinator**.

Managers and supervisors are responsible for implementing and maintaining the program in their work areas and for answering your questions about the program. A copy of this program is available in the **School Office** and from each manager and supervisor.

The Management of the **Victor Elementary School District** is committed to the implementation and maintenance of an effective IIPP to ensure your health and safety. In addition, every employee is responsible for their own safety as well as the safety of the people they work with.

### **COMPLIANCE**

All **Victor Elementary School District** employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes:

- Inform employees of the provisions of our IIPP when first assigned and or hired.
- Evaluate the safety performance of all employees
- Recognize employees who perform safe and healthful work practices
- Provide training to employees whose safety performance is deficient
- Discipline employees for failure to comply with safe and healthful work practices

### **COMMUNICATION**

All managers and supervisors are responsible for communicating with you about occupational safety and health in a form you can readily understand. Discussing safety concerns are part of an ongoing dialogue between management and staff at regularly scheduled and impromptu meetings. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes: (See examples in Glossary) IIPP Glossary.doc

- Staff Meetings
- Monthly Safety Meeting "Safety Matters"
- New Employee Orientation
- Supervisor Induction Plan
- On-Line Safety Training
- Districtwide Disaster Preparedness and Safety Meetings (Site Representative Attend)

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

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## **HAZARD ASSESSMENT**

Periodic inspections and evaluations to identify workplace hazards are performed by a competent observer in our workplace as follows:

- When new substances, processes, procedures or equipment which present potential new hazards are introduced;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- Whenever workplace conditions warrant an inspection; and
- At least once per year.

## **ACCIDENT/EXPOSURE INVESTIGATION**

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interview injured employees and witnesses;
- Examine the workplace for contributing factors associated with the incident/exposure;
- Determine the cause of the incident/exposure;
- Take corrective action to prevent the incident/exposure from reoccurring; and
- Record the findings and actions taken. (Completed Work Orders)

## **HAZARD CORRECTION**

Unsafe or unhealthy work conditions, practices or procedures are corrected in a timely manner based on the severity of the hazards. Hazards are corrected according to the following procedures

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

## **TRAINING AND INSTRUCTION**

All employees, including managers and supervisors, are provided with training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- To all employees with yearly online classes, monthly safety meeting and on the job training.
- To all employees with respect to hazards specific to each employee's job assignment;
- To all employees given new job assignments for which training has not been previously provided;

- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard; (Utilize SDS information and Sales company training)

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

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- Whenever the employer is made aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed;
- To all new employees.

### **RECORDKEEPING**

The following list includes our primary methods of recordkeeping.

- Written documentation of the identity of the person or persons with authority and responsibility for implementing the program.
- Written/Database documentation of scheduled periodic inspections to identify unsafe conditions and work practices. (5 Star Review and Williams Inspections)
- Written/Database documentation of training and instruction.

### **RELATED SAFETY PLANS AND PROGRAMS**

The following safety programs are part of our IIPP Program.

1. Hazard Communication
2. Bloodborne Pathogens
3. Heat Illness Prevention Plan
4. Infectious Disease Plan
5. Online Training Classes
6. Monthly Safety Meeting

### **RESOURCES & GLOSSARY**

Guide to Developing Your Workplace Injury and Illness Prevention Program  
with checklists for self-inspection

[http://www.dir.ca.gov/dosh/dosh\\_publications/IIPP.html#25](http://www.dir.ca.gov/dosh/dosh_publications/IIPP.html#25)

Division of Occupational Safety and Health (Cal/OSHA)

<http://www.dir.ca.gov/dosh/>

# Recommendations and Requirements Cleaning and Disinfecting During Outbreaks of Infectious Disease

## Contents

<b>Scope</b>	2
<b>Definitions</b>	2
<b>Cleaning and Disinfecting Procedures when there are no known/suspected cases of infection.</b>	3
<b>Cleaning and Disinfecting where known cases of infection have been confirmed</b>	5
<b>Training</b>	6
<b>Safe Practices - CCR, Title 8, § 3203</b>	7
<b>Personal Protective Equipment</b>	7
<b>TRANSPORTATION</b>	8
<b>Best Practices</b>	8
<b>Loading/Unloading Zones and Bus Stops</b>	9
<b>Physical Distancing on School Buses</b>	9
<b>Vehicle Cleaning</b>	9
<b>Maintenance Scheduling</b>	9
<b>Driver Training and Certification</b>	10

Cleaning and disinfecting are part of a broad approach to preventing infectious diseases, including influenza (flu), Novel Coronavirus SARS-CoV-2 (the cause of COVID-19), Norovirus, and other viruses and bacteria in schools.

## Scope

- a. These Recommendations may be used during a pandemic when non-confirmed contamination is suspected because of high infections in the population.
- b. These Recommendations and Requirements are to be used when confirmed contamination of pandemic viruses **or** bacteria has been established.

## Definitions

- a. Germ: a microorganism, especially one which causes disease. The most common germs include virus, bacteria, fungi and protozoa.
- b. Cleaning: removing germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- c. Disinfecting: killing germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
- d. Sanitizing: lowering the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning and/or disinfecting surfaces or objects to lower the risk of spreading infection.

**Table 1 Contamination by infectious diseases**

Infectious Disease	Time Virus or Bacteria is contagious	Ways to Clean and Disinfect
Influenza A and B A Subtypes H1N1 (Swine) H5N1 (Avian)	Airborne up to 3 hrs 8-12 hrs Cloth and Paper 24-48 hrs solid surfaces	Disinfect with an EPA registered disinfectant or Bleach solution if contaminated within 48 hours. (for all uses of bleach check district policy)

CoronaVirus (Covid-19, Novel, SARS)	Airborne up to 3 hours 72 hours on hard surfaces 48 hours wood and cloth 24 hours cardboard <3 hours printing and tissue paper	Disinfect with an EPA Registered disinfectant or bleach solution for all hard, wipeable and sprayable soft surfaces if contaminated within the last 72 hours. Print material should be "isolated" for 24 hours. Books with plastic or fabric covers isolated for 72 hours
Norovirus	At least 7 days	Disinfect with an EPA registered disinfectant or Bleach solution unless the facility has been evacuated over a week. Follow guidelines of the local health department.
<b>Infectious Disease</b>	<b>Time Virus or Bacteria is contagious</b>	<b>Ways to Clean and Disinfect</b>
Hepatitis B	7 days	Clean obvious blood or OPIM. Disinfect with an EPA registered disinfectant or Bleach solution

**Cleaning and Disinfecting Procedures when there are no known/suspected cases of infection.**

- High touch areas should be cleaned regularly throughout the day, objects that are touched often, such as doorknobs, light switches, public countertops, computer keyboards, hands-on learning items, faucet handles, and phones, door jams. Empty trash cans as needed.
- Some rooms may need more than one person depending on size and contents.
- Employees should clean areas in the workspace that are not scheduled to be

regularly cleaned by designated employees. Cleaning supplies must be provided

- d. Avoid sharing work items, telephones, calculators' keyboards, or must disinfect between uses
- e. Use personal protective equipment (PPE) suitable for conditions and cleaning and disinfecting products (refer to Personal Protective Equipment section below).
  - 1) Eye and Face Protection, such as goggles or face shield;
  - 2) Skin and body protection, such as gloves and aprons;
  - 3) Respiratory protection is typically not needed during cleaning and disinfection work.
  - 4) Always wash hands after cleaning and disinfecting is completed and PPE has been removed**
- f. Use a disinfectant suitable for the germ to be killed.
  - 1) Bleach diluted to 1/4 cup of bleach to one (1) gallon of water.
  - 2) Check district policy on use of bleach
    - a) If instructed by the County or State Health Department to use bleach, districts should follow the instructions provided by the health department.
    - b) See also Best Practices for Use of Bleach
      - 1) <https://www.vcssfa.org/Risk-Management/Best-Practices/Miscellaneous>
  - 3) Products listed on Environment Protection Agency (EPA) Registered Antimicrobial Products with label claims for use against the specific disease.
- g. Significantly dirty surfaces should be cleaned prior to disinfecting.
- h. To clean and disinfect hard surfaces, wet wipe all horizontal surfaces with a disinfecting solution. Spray disinfectants may also be used.
  - 1) Wet wipe all frequently touched vertical surfaces, such as doors and door jambs, with a disinfecting solution. Spray disinfectants may also be used.
- J. Double wipe or spray door knobs, drawer pulls, light switches, and computer keyboards.
  - 1) Wet wipe or spray,
  - 2) Allow to dry,
  - 3) Wet wipe or spray again.
- k. Books and print material can be isolated between 24 and 72 hours depending upon their coverings to avoid the virus or bacteria.
  - 1) Interactions with the public to receive print items should include the use of PPE - gloves and a face mask during an outbreak
  - 2) Returned books and paperwork can be isolated:



- a. Paper backs, cardboard covers (24 hours to 7 days see Table 1)
  - b. Cloth covered books (48 hours to 7 days see Table 1)
  - c. Plastic covers (72 hours to 7 days see Table 1)
  - d. Individual paper or paper packets (24 hours to 7 days see Table 1)
  - 3) If available, papers can be exposed to ultraviolet (UV) light for 20 minutes
- l. Soft Surfaces
- 1) If able to launder, launder on hottest possible setting
  - 2) Electrostatic sprayers - follow instructions for use, necessary PPE and use appropriate disinfecting solution
- m. Electronics such as tablets, touch screens, and keyboards can be cleaned by first removing visible contamination if present.
- 1) Follow the manufacturer's instructions for all cleaning and disinfection products.
  - 2) Consider the use of wipeable covers for electronics.
  - 3) If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.
- n. School Busses may be disinfected between morning and afternoon routes.
- 1) Clean and disinfect surfaces (seats), wet wipe all surfaces with a disinfecting solution. Spray disinfectants may also be used. Electrostatic sprayers may be used.
  - 2) High touch areas should be special attention,
    - a. Edge of the bus door (door jamb)
    - b. Railing into the bus
    - c. Edges of seats towards back of bus
  - 3) Small objects like toys may be soaked in a bucket of disinfectant solution, usually bleach/water solution.
  - 4) For disinfecting surfaces wiped or sprayed with bleach solutions or alcohol, allow to be wet for two to five minutes.
  - 5) For disinfecting surfaces wiped or sprayed with commercial disinfectants allowed to be wet according to the manufacturer's instructions.

### **Cleaning and Disinfecting where known cases of infection have been confirmed**

- a. Restrict the areas used by the person who was confirmed infected and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
- b. Open outside doors and windows to increase air circulation in the area. Wait 24

hours before you clean or disinfect, if feasible.

- c. Cleaning and disinfecting activities should start farthest from the entry door of a room or space.
- d. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens or keyboards.
- e. In addition to disinfectants Bleach/Water solution should be 1/3 cup to gallon of water or as directed by the local health department. Isopropyl alcohol may be used, 70-90% is recommended (Isopropyl alcohols is flammable)
- f. If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- g. Tuberculosis can last for several hours airborne and up to several months on surfaces. When a known case has been established at a school facility, any areas visited by that infected individual should be disinfected:
  - 1) Use EPA registered products following the manufacturer's recommendations,
  - 2) 0.1% bleach (1/3 cup of bleach per gallon of water) wet for 15 minutes,
  - 3) 0.5% bleach (1-2/3 cups of bleach per gallon of water) wet for 10 minutes,
  - 4) Household vinegar straight from the bottle (5% acetic acid) wet for 30 minutes.

[https://www.epa.gov/sites/production/files/202003/documents/20200302listb\\_0.pdf](https://www.epa.gov/sites/production/files/202003/documents/20200302listb_0.pdf)
- h. Continue routine cleaning and disinfection (**follow rules/suggestions above**)

## Training

- a. The Healthy Schools Act (*Education Code* sections 17608 - 17614.5) requires all district employees using disinfectants at school to complete Healthy Schools Act training.
  - 1) <https://apps.cdpr.ca.gov/schoolipm/>
- b. Employees must receive training on and demonstrate an understanding of when to use PPE, what PPE is necessary: how to properly don, use, and doff PPE in a manner to prevent self-- contamination; how to properly dispose of or disinfect and maintain PPE; and any limitations of the PPE.
- c. Any employees who wish to voluntarily use N 95 filtering facepiece mask respirators, must receive a copy of Appendix D to California Code of Regulations, title 8, Section 5144.
- d. Hazard Communication Training - CCR, Title 8, §5194
  - 1) Local Education Agency's written Hazard Communication Program,
  - 2) The hazards of the cleaners or disinfectants,
  - 3) Labels and warnings,
  - 4) Safety Data Sheets (SDS).
- e. Bloodborne Pathogens Training - CCR, Title 8, § 5193

- 1) Local Education Agency's written Exposure Control Plan for Bloodborne Pathogens
- 2) Proper disposal of contaminated sharps and contaminated materials
- 3) Use of PPE

### **Safe Practices - CCR, Title 8, § 3203**

- a. During an outbreak of any virus or bacteria, it is important that all staff follow safe practices in their personal behaviors. These include but are not limited to:
  - 1) Regular hand washing with proper drying of the hands
  - 2) Good respiratory hygiene - covering mouth and nose when coughing or sneezing, using tissues and disposing of them correctly
  - 3) Early self-isolation of those feeling unwell, feverish and having other symptoms of influenza
  - 4) Avoiding close contact with sick people
  - 5) Avoiding touching one's eyes, nose or mouth

### **Personal Protective Equipment**

- a. General Information
  - 1) The risk of exposure to germs by cleaning staff is inherently low. Cleaning staff should wear appropriate PPE for all tasks in the cleaning process, including handling trash.
  - 2) PPE should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to wash hands after removing gloves.
  - 3) To protect against chemical exposure, all chemicals' SDS should be reviewed to determine the appropriate use of PPE. (Including electrostatic sprayers)
- b. Eye and Face Protection
  - 1) Used by employees working on tasks where the risk of receiving eye injuries from splashes from hazardous substances are inherent to the task.
  - 2) Splash (not impact) goggles and/or face shields should be used.
  - 3) Reusable eye or face protection must be cleaned and disinfected according to the manufacturer's instructions.
    - a) Typically, if significantly soiled, prior to another person using the PPE, or prior to end-of-day storage.
- c. Hand Protection
  - 1) Used when employee's hands are exposed to hazards such as those from skin absorption of harmful substances.

- 2) Materials: latex, nitrile, vinyl, or another chemical-impervious glove.
- 3) Wash hands with soap and water.
- 4) Put on clean, non-sterile gloves prior to cleaning and disinfecting tasks.
- 5) Remove and discard gloves when leaving the cleaning and disinfecting area.
- 6) Immediately wash hands with soap and water.

d. Body Protection

- 1) Ordinary work clothing will provide protection from splashes of cleaning and disinfecting solutions.
- 2) During cleaning and disinfection work, there is little hazard of exposure to viable viruses or bacteria
- 3) Disposable gowns should be worn when known cases of infection have been established and cleaning takes place within 72 hours of person being at the site.
- 4) Aprons can be worn to protect clothing from bleach splashes and spotting.

e. Respiratory Protection

- 1) During cleaning and disinfection work, there is little hazard of airborne viruses or bacteria.
- 2) Employees may voluntarily use NIOSH-approved filtering facepiece mask respirators.
  - a) Filtering facepiece masks rated at N 95 are sufficient to block disinfectant splashes or spray mists. (including electrostatic sprayers)
  - b) Filtering facepiece N 95 masks are available for acid gas particulates. These
  - c) Filtering facepiece N 95 masks are available for nuisance organic vapors. These may block some alcohol odor.
- 3) Before voluntary use of a filtering facepiece N 95 mask, the user must read and understand the User Instructions and warnings and limitations provided by the manufacturer.
- 4) Filtering facepiece N 95 masks are to be discarded when heavily soiled or at the end of use.
- 5) Immediately wash hands with soap and water after discarding a filtering facepiece mask.

## **TRANSPORTATION**

### **Best Practices**

In order to practice physical distancing on a school bus, the seating capacity must be reduced. This may necessitate the use of a seating chart to designate which seats are available for use.

Routing is the responsibility of the transportation providers at local levels. Each school district or private carrier will need to evaluate the needs of the students that are provided transportation. Transportation providers should be assessing their routes now to determine what will work for their individual area by surveying families and collaborative planning with stakeholders.

### **Loading/Unloading Zones and Bus Stops**

School districts and private carriers need to consider whether there is enough space for physical distancing at bus stops and school loading and unloading zones. Once physical space is confirmed, it is important to inform students and parents and guardians of steps they must take to keep students and staff safe during loading and unloading. If transportation providers take the temperature of children prior to loading and unloading the school bus, the provider may need procedures in place for proper training to meet local policies.

### **Physical Distancing on School Buses**

Determine maximum capacity of students for each vehicle while meeting 6-foot physical distancing objectives.

Create a plan for seating based on maximum capacity determined above. Sample options:

Option 1: Seat one student to a bench on both sides of the bus, skipping every other row.

Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus.

- Mark or block seats that must be left vacant.
- Assign a bus aide to ensure distancing and do symptom screenings.
- Ensure 6-foot distancing at bus stops and while loading and unloading.
- Prevent students from walking past each other by taking the following measures: Seat students from the rear of the bus forward.
- Board afternoon runs based on the order in which students will be dropped off.
- Students who get off first should board last and sit in the front.
- Require face coverings for students and staff at bus stops and on buses.

### **Vehicle Cleaning**

More information on cleaning practices is available in the [CDC Cleaning and Disinfecting Your Facility Guidelines](#).

NOTE: Wear disposable gloves to clean and disinfect.

## **Maintenance Scheduling**

Vehicles may have exceeded a 45-day maintenance or inspection date while sitting out of service during the COVID-19 stay-at-home orders.

Vehicles need to meet all maintenance and inspection requirements before being placed back into service in accordance with Title 13 CCR 1232 Periodic Preventive Maintenance Inspection.

Carriers and drivers need to look closely at each Vehicle Inspection Approval Certificate (CHP 292) in accordance with Title 13 CCR 1231 Vehicle Inspection Approval Certificate. Carriers and drivers need to make sure the vehicle's certificate is still valid and that 13 months from the last inspection have not been exceeded in accordance with Vehicle Code 2807 Lawful Orders and Inspections.

## **Driver Training and Certification**

LEAs and private carriers shall ascertain that all drivers meet licensing requirements before operating vehicles.

## **RESOURCES**

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Paper goods and library books

<https://www.schoollibraryjournal.com/?detailStory=IMLS-CDC-offer-guidance-for-disinfecting-returned-books-library-journal-coronavirus-covid-19>

<https://www.schoollibraryjournal.com/?detailStory=IMLS-CDC-offer-guidance-for-disinfecting-returned-books-library-journal-coronavirus-covid19>

Surface Viability for Coronavirus

<https://www.nih.gov/news-events/news-releases/new-coronavirus-stable-hours-surfaces>

Community Cleaning

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Germ survivability on surfaces

<https://www.ncbi.nlm.nih.gov/pubmed/16914034>

Disinfecting Tuberculosis

<https://www.ncbi.nlm.nih.gov/pubmed/24570366>

Electrostatic Sprayer Samples

[https://evaclean.com/products/protexus-](https://evaclean.com/products/protexus-cordlesselectrostaticsprayers)

[cordlesselectrostaticsprayers](https://evaclean.com/products/protexus-cordlesselectrostaticsprayers)

<https://www.cloroxpro.com/products/clorox/total-360/>

<https://www.emist.com/>

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

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### **IIPP Glossary of Terms**

#### Accident

The word “accident” could be interchanged with “incident”. “Accident” is used in this case to conform to the language found in the OSHA standard. Use of the word “accident” is not intended to assign fault or responsibility.

#### Administrator:

Person responsible for the execution of public affairs, as distinguished from policy-making.

#### Implementing:

To carry out or accomplish.

To ensure fulfillment by concrete measures.

#### Maintaining:

To keep in an existing state (as of repair, efficiency, or validity).

Preserve from failure or decline.

Communication system: The manner and methods in which employer and employees provide and share health and safety information.

*Examples should include the following:*

- Internal staff bulletins, whether distributed electronically or materially.
- Distribution of SCSRM's "Safety Matters" Safety Chats throughout the site, approximately bi-monthly.
- Staff and departmental meetings (documentation of attendance required)
- Material postings in high-traffic public areas
- Anonymous Suggestion Systems, including a policy prohibiting reprisal for reporting a safety concern.
- Training (documentation of attendance required)
- Monthly scheduled Disaster Preparedness and Safety Committee meetings (documentation of attendance required) and the posting of minutes in public areas
- New employee orientation, including introduction to the Illness and Injury Prevention Program (documentation of attendance required)

## COMPLIANCE

Conformity in fulfilling a legal requirement.

## Imminent hazard:

An immediate source of danger.

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

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## Competent Person:

A competent person is a person who is **capable** of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or

dangerous to employees. The competent person has the **authority** to impose prompt corrective measures to eliminate these hazards.

## Qualified (Responsible) Person:

A qualified person is a person **designated** by the employer; and by reason of **training**, experience, or instruction has demonstrated the ability to perform safely all assigned duties; &, when required is properly licensed in accordance with federal, state, or local laws and regulations.



