INJURY & ILLNESS PREVENTION PROGRAM

UPDATED – JUNE 2020

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SAFETY AND WELLNESS POLICY STATEMENT

The primary function of schools is to educate the children of our community. However, it is very important for all employees to enjoy a safe work environment. The personal safety of each employee while in the performance of his or her work activity is a top priority of the Shasta County Office of Education (SCOE).

SCOE is committed to providing funds for risk management programs of safety activities, employee training, environmental testing, and purchase of safety equipment. These funds ensure that all employees have the opportunity to be informed and trained in the highest standard of safe work practices and practices that will lead to improved wellness and safety away from the job. This is a shared responsibility for all employees working for SCOE.

The Safety and Wellness Awareness Group will assist Supervisors, Site Administrators, and employees in creating a culture of safety and wellness. This requires open lines of communication where employees have the opportunity and are eager to participate in safety and wellness programs. Employees are encouraged to voice concerns about hazards or potential hazards without fear of reprisal.

OVERVIEW

The California Code of Regulations (CCR), Title 8, Section 3203, require employers to maintain a safe and healthful workplace for employees. These regulations are enforced by the California Occupational Safety and Health Administration (Cal/OSHA). The regulations require a written Injury and Illness Prevention Program (IIPP) to specify responsibilities and general procedures to protect employees and reduce losses resulting from injuries and illnesses. This IIPP has been developed to provide organizational structure and procedures to assure there are effective programs in place to identify and mitigate actual and potential hazards to the safety and health of SCOE staff, volunteers, and visitors.

It is the position of the Shasta County Office of Education (SCOE) that most accidents are preventable and it is our goal to anticipate and reduce accident producing behaviors and conditions at our facilities. The SCOE, through its administration and management, is committed to the safety of all employees and recognizes the need to identify hazards and prevent employee injuries, accidents to promote employee safety. All employees, including Supervisors and Site Administrators share responsibility for providing a safe & healthy working environment. All departments and their staff should actively identify and manage risk exposure related to each individual’s job environment. This requires that SCOE facilities be maintained and operated in strict compliance with all applicable health and safety regulations.

This document is intended to assure compliance with Title 8 CCR Section 3203, and defines general and specific workplace safety responsibilities and procedures for all employees.

Injury & Illness Prevention Program / June 2020
RESPONSIBILITIES

Safety and health are the responsibility of every individual working for SCOE. Knowledge and use of safe work practices, and reporting and correcting unsafe conditions and unsafe behaviors, are the most effective ways to prevent injuries. All employees are responsible for reporting all injuries and newly identified hazards to their Supervisors. All employees are expected to correct unsafe conditions when observed, *if they can do so without risk to themselves or others.*

Program Administration:
The ultimate responsibility for implementation and oversight of the Shasta County Office of Education (SCOE) IIPP rests with the Associate Superintendent, Adam Hillman. The Associate Superintendent will meet this responsibility by providing the necessary support for the execution and administration of the SCOE IIPP. The actual administration of this program is designated to the Program Administrator(s).

Co-Program Administrator: Dan Ostrowski  
Title: Executive Director-IT, Facilities, Maintenance & Operations  
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Co-Program Administrator: Jodie VanOrnum  
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Responsibilities Include:
- Advising Admin Council and the County Board of Education on safety and health issues.
- Working with Admin Council to develop safety and health guidelines and policies.
- Preparing and distributing the SCOE’s guidelines, policies and procedures on safety and health issues.
- Interpreting and maintaining current information on local, state and federal safety and health regulations.
- Serving as liaison to governmental agencies.
- Planning, organizing and coordinating safety trainings.
- Arranging for safety and health inspections, and follow-up to insure necessary corrective action is completed.
- Establishing, conducting and maintaining an accident reporting and investigation procedure.
- Taking action to mitigate identified safety hazards, including any temporary measures, as appropriate.
- Coordinating with the Human Resources department to maintain injury and illness records.
- Reviewing injury and illness trends.
- Establishing and overseeing the actions of the Safety and Wellness Awareness Group (SWAG).
- Periodically reviewing the IIPP for effectiveness and relevance.
- Establishing a system for maintaining the records of inspection, hazard abatement, and training.

**Supervisors / Site Administrators**

Supervisors and Site Administrators have overall responsibility to ensure site conditions and operations are in strict compliance with applicable health and safety requirements. In addition, they are responsible for enforcing safe work practices and mitigating identified hazards. Other responsibilities include:

- Providing new employees with an orientation regarding job hazards and safe work practices associated with their defined duties prior to assignment, including the use of personal protective equipment.
- Implementing the IIPP at each site and answer workers’ questions.
- Investigating and documenting accidents and taking necessary action to prevent recurrence.
- Discussing recent accidents and/or injuries.
- Recommending disciplinary action for employees failing to comply with safety requirements.
- Ensuring employees are trained on safe work practices, how to use equipment that is provided, and any hazards unique to their work areas or duties.
- Consistently enforcing all safe work practices.
- Instructing and ensuring proper reporting of work-related injuries and illnesses.
- Informing employees on procedures for reporting workplace hazards and safety concerns.
- Responding to all reports of unsafe conditions or unsafe acts reported by employees
- Conducting safety meetings.
- Notifying the program administrator(s) of new operations, equipment, and safety-related exposures.
- Allocating time for health and safety training.
• Reporting potential workers’ compensation claims and continuing contact with injured employees.
• Documenting safety meetings, training, and maintaining employee training records for a period of not less than 3 years.

Employees

Employees are responsible for following safe work practices and procedures as referenced in this document and by their respective department or Supervisor. All employees should adhere to the following safe practices:
• Understand and comply with all applicable job safety procedures.
• Understand that no employee is expected to undertake a task until the employee has received instructions or training on how to perform the task properly and safely, and has been authorized to perform the job.
• Understand that no employee should use chemicals they are unfamiliar with and that are not authorized on SDS.
• Understand that mechanical safeguards must always be in place during operations.
• Report unsafe conditions, work practices and accidents to a Supervisor immediately.
• Utilize appropriate personal protective equipment as instructed by a Supervisor.
• Report and correct workplace hazards as they are discovered.
• Attend and participate in safety meetings.
• Promote safety in the workplace.

SWAG Group

The Safety and Wellness Awareness Group is responsible for reviewing accident reports, workplace safety concerns, and wellness issues; promoting safety awareness; and providing safety communications throughout the county office. Other responsibilities include:
• Reviewing work-related injury and illness reports and statistics.
• Overseeing the SCOE safety and wellness incentive program.
• Making recommendations to the Program Administrator(s), Supervisor, or Site Administrator on necessary corrective actions.
• Conducting and/or reviewing periodic Site Premise Inspections.
• Post the meeting agendas and notes on the organization’s website.
• Reviewing the IIPP annually and recommending necessary revisions to the Program Administrator(s).

Safety Coordinator
The Safety Coordinator is responsible for advising Supervisors and Site Administrators on regulatory requirements, and for conducting periodic informal site inspections to assess compliance with applicable standards. Other responsibilities include:

- Developing policies and procedures for workplace safety and wellness.
- Assisting Supervisors in preparation, implementation, and maintenance of the IIPP.
- Conducting studies to evaluate potential workplace hazards, including exposure to chemical, physical and biological agents.
- Compiling and disseminating injury and illness statistics.
- Evaluating factors contributing to workers’ compensation claims and preparing corrective action plans to reduce loss potential.
- Recommend corrective action following site inspections.
- Preparing health and safety training materials and providing training as requested.

COMMUNICATION

The IIPP will be effective in preventing injury and illness only if there is clear and open communication on safety matters. Supervisors and Managers are responsible for communicating with all employees assigned to their areas of responsibility about safety and health in a form readily understandable by everyone on a consistent basis. Ongoing communication about safety and health topics, workplace hazards, and recent injuries or incidents is important because it keeps safety in the minds of everyone. Communication occurs in a variety of ways. Our system allows employees to inform their Supervisors about workplace hazards or concerns without fear of reprisal.

1. Each site Supervisor or department Manager will ensure the location of the IIPP is known and accessible to all employees. New employees must be oriented on the contents of the IIPP, in addition to general and specific safety topics. This new employee orientation is generally provided within 30 days of employment by Human Resources, and includes information on safety and health policies and procedures. The orientation should be documented and a copy retained in the employee’s personnel file.

2. The site Supervisor/department Manager will disseminate safety-related information provided by the SCOE during safety meetings. This information is disseminated during staff meetings, posted on staff bulletin boards, and via email. Additional safety training program information is conveyed as required to address actual or potential employee hazards or exposure.

3. The site Supervisor/department Manager will encourage employees to inform any Supervisor or Manager of actual or potential workplace hazards. Supervisors and
Managers are expected to inform all employees on the procedures for reporting hazards and such reporting will not result in disciplinary action. Employees may also report unsafe conditions or work practices to the Program Administrator(s) or Safety Coordinator at (530) 225-0274 or (530) 225-0280.

4. The Safety and Wellness Awareness Group meets at least four times each year to discuss such items as recent accidents and injuries, safety compliance, identified hazards, safety suggestions, safety equipment, and other issues related to safety and wellness. The committee is comprised of management, classified, and certificated employees, and each site or department has at least one representative to disseminate the information to other staff. Current meeting notes and agendas are posted each month on the organization's website, discussed at meetings, or sent by email to all employees. Occasional safety newsletters, safety and health bulletins, and hazard alerts are sent out with additional information.

**COMPLIANCE**

All employees of SCOE are responsible for complying with established safe work practices. Supervisors and Site Administrators are responsible for ensuring employees are aware and understand all applicable practices and procedures, and enforce them fairly and uniformly in their areas of responsibility. Our system of ensuring that all workers comply with applicable procedures and practices includes:

- Safety Incentive Programs – rewarding and recognizing employees that participate in the safety program, and use safe procedures to complete their work. Incentive programs include Safety/Wellness SuperStar Nominations, Quarterly Safety Quizzes and Health & Wellness Challenges.
- Disciplinary Action – Willful or negligent non-compliance with SCOE IIPP will result in written reprimands and/or verbal counseling, and will be documented by Supervisors/Site Administrators. All disciplinary action will be pursuant to SCOE personnel policy. Repeated written reprimands for serious offenses may result in discipline up to or including termination.
- Knowledge that unsafe conditions or practices can be reported without fear of reprisal to the immediate Supervisor or any member of the SWAG.
- Training and Retraining Programs.
- Awareness of, and adherence to the provisions set forth in the SCOE IIPP.

**HAZARD ASSESSMENT**

Hazard identification and assessment is an ongoing process and fundamental to the effectiveness of the IIPP. SCOE conducts scheduled formal and unscheduled informal
inspections on the interior and exterior of all of its facilities. These inspections form the basis for the identification of new or previously unrecognized hazards around the County Office and program sites. Procedures are in place to assess and control hazards when identified. SCOE conducts at least two self-inspections each year on the interior and exterior of each site or facility. Inspections are documented on a Site Premise Inspection Form and these findings are processed by the Site Administrators into work orders so that appropriate action can be taken to correct each hazard or finding in a timely manner.

If a hazardous condition or activity that presents an immediate danger of injury or accident, the situation should be reported to a Supervisor as soon as possible and the area secured to prevent entry or access. The Program Administrator(s)/Safety Coordinator should be contacted immediately to discuss the situation and decide how to make the situation safe.

1. Supervisors, Site Administrators, or designees are expected to conduct a brief daily survey of their area of responsibility to identify any new unsafe conditions and take action to ensure correction. Corrective action may be taken by facility staff or if necessary, the Facilities, Maintenance and Operations Department should be contacted for assistance.
2. The Site Administrator will ensure that all reported potential safety hazards left unabated are documented using the SCOE work order system for the purpose of facilitating necessary corrective action.
3. Employees are encouraged to continually assess their work environment for hazards, inspect their tools and equipment before use, be aware of other safety issues and report any problems in writing to their Supervisor.
4. Supervisors and Site Administrators are responsible for ensuring that identified hazards are corrected in a timely manner. When an imminent hazard is identified which cannot be immediately abated without endangering employees, all nonessential personnel will be removed from the affected area and the area secured to prevent re-entry except for designated workers.
5. Additional inspections are conducted when:
   - New substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.
   - When new, previously unidentified hazards are recognized.
   - When injuries or illnesses occur.
   - Anytime workplace conditions warrant an inspection.

Key areas of exposure to potential injury and illness for employees include:
- Repetitive motion or cumulative trauma related to office environmental duties.
- Driving school buses, SCOE vehicles and personal vehicles while on duty.
- Vehicle or machine fueling operations.
- Student encounters.
- Uneven walking surfaces or elevation changes in walking surfaces.
- Ladder use.
- Power and hand tool use.
- Forklift operation.
- Aerial lift operation.
• Chemical use.
• Pesticide application.
• Material handling and usage.
• Lifting/transfering students.
• Noise-producing equipment or machines.
• Blood borne pathogens/medical waste.
• General office area hazards.
• Kitchen-related activities.
• Tree work – maintenance and removal.
• Environmental – wild animals and insects.

**ACCIDENT/EXPOSURE INVESTIGATION**

Supervisors and employees are required to follow the SCOE's *Injury and Illness Reporting Procedures* when an incident occurs. Reports of occupational injury or illness will be investigated by the Supervisor or Site Administrator and documented using the appropriate form. Incidents resulting in serious injuries or those that had the potential for serious injury will be referred to the Program Administrator(s)/Safety Coordinator for immediate investigation. Depending on the severity or potential severity, a third-party investigator may provide assistance in the investigation.

The primary reason for conducting an accident investigation is to determine the root cause of the incident and thus prevent future similar incidents through the use of knowledge derived from the investigation. Administrative and supervisory personnel are responsible for accident investigation in their areas of responsibility. Supervisors are required to accurately complete the *Supervisor's Report of Employee Accident/Injury/Illness* and employees will need to complete a *Special Incident Report* as soon as possible after the incident. Upon completion, the report is forwarded to the appropriate SCOE personnel for further review.

In addition to the above investigation and documentation of the findings, the safety committee will review the basic information for each incident and make additional recommendations for corrective action when appropriate.

**HAZARD CORRECTION**

Correcting and controlling hazards discovered in the workplace is everyone's responsibility and is the cornerstone of an effective IIPP. Upon completion of an accident investigation or discovery of a workplace hazard, corrective action will be taken by the appropriate party to eliminate or control the hazard if one exists. The action taken can be completed and documented at the time of the investigation or discovery or a SCOE *Work Order* can be filed for action by the proper personnel. For conditions where appropriate corrective action cannot be determined, Supervisors and Site Administrators will consult the Safety Coordinator, safety committee, STSIG or another qualified consultant or individual to develop appropriate corrective action. If an imminent hazard is found, Supervisors will remove all personnel from the area and contact the Safety Coordinator for further guidance. For identified hazards that
are not considered to be an imminent danger, a priority list of corrective action items will be determined.

Documentation of corrective action is maintained in the work order system or the written accident investigation forms.

SCOE uses an online database to manage work orders. Contact your Supervisor for who within a department has access to submit online work orders. Hazards or other safety issues documented on the SCOE work order system will specify the problem and indicate the type of corrective action needed. “Emergency” denotes a situation in which property damage, injury or loss of life may result without immediate action.

**TRAINING AND INSTRUCTION**

Proper employee safety training and instruction is crucial for maintaining a safe and healthy workplace. It is the intent of SCOE to fully train and inform all employees in their respective areas of employment, including general and job-specific safety and healthy work practices. All Supervisors and Site Administrators are responsible for ensuring the appropriate training of his or her employees takes place. The training provided should be appropriate for each position based on the job description and expected exposures. It should address the specific hazards associated with their tasks and the proper precautions necessary to protect them from potential hazards. Training will also include the contents of the IIPP and their responsibilities for safety under the program. All training should be documented including the subject, training provider and date. This documentation is kept for a minimum of three years.

Training will be provided when:

- A new safety program is established.
- An employee is given a new job assignment for which training has not previously given.
- SCOE is made aware of a new or previously unrecognized hazard.
- A new substance, process, procedure, or equipment is introduced into the workplace and represents a new or potential hazard.
- Required by a local, state or federal regulatory agency.

Supervisors should be familiarized with the safety and health hazards to which employees under their immediate direction and control may be exposed. The Program Administrator(s) will ensure that all Supervisors and Site Administrators are knowledgeable of those hazards and ensure they receive additional training as required. Safety training is accomplished through formal in-person training, monthly staff meetings, on-line safety training and informal safety briefings.

**RECORD KEEPING**

Actions taken to implement and maintain the IIPP are documented and maintained by the Human Resources department, Supervisors and Site Administrators. Records are kept for a minimum of three years and specifically include:

Injury & Illness Prevention Program / June 2020
• Site safety inspections
• Safety training sign in sheets
• Keenan online training database documents
• New hire orientation documents
• Safety concern/hazard reports
• Corrective actions
• Injury/accident investigations
• Safety committee notes and agendas
INCIDENT: PANDEMIC OUTBREAK

PANDEMIC ALERT SYSTEM

Six phases established by the World Health Organization

<table>
<thead>
<tr>
<th>Inter-Pandemic Phase</th>
<th>Low risk of human cases</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>New virus in animals, no human cases</td>
<td>Higher risk of human cases</td>
<td>2</td>
</tr>
<tr>
<td>Pandemic Alert</td>
<td>No, or very limited, human-to-human transmission</td>
<td>3</td>
</tr>
<tr>
<td>New virus, causes human cases</td>
<td>Evidence of increased human-to-human transmission</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Evidence of significant human-to-human transmission</td>
<td>5</td>
</tr>
<tr>
<td>PANDEMIC</td>
<td>Efficient and sustained human-to-human transmission</td>
<td>6</td>
</tr>
</tbody>
</table>

It is impossible to anticipate when the next pandemic might happen or how severe its consequences might be. County Offices of Education play an integral role in protecting the health and safety of the district’s staff, students, and their families. Because of the complicated issues that SCOE would face, should a true pandemic occur, it is imperative that we plan and prepare now. It is only a matter of time before the next pandemic arises, so by developing a strong response plan now, we are prepared for what will inevitably happen in the future.

The World Health Organization uses a series of six phases of pandemic alert as a system for informing the world of the seriousness of the threat and of the need to launch progressively more intense preparedness activities. The Director-General of the World Health Organization makes the designation of phases, including decisions on when to move from one phase to another.

Changes from one phase to another are triggered by several factors, which include the epidemiological behavior of the disease and the characteristics of circulating viruses. It is important for SCOE officials to designate someone to monitor Coronavirus surveillance systems and help gather and disseminate information as needed to staff, students, and parents.

To help school officials address the different phases of this alert system, the following set of guidelines for has been developed. These are general actions for schools to take that coincide with each pandemic phase level. In the event that the World Health Organization changes from one phase to another, specific protective actions may or may not need to be implemented.
PHASES OF PANDEMIC AND RECOMMENDATIONS

Each of the following pandemic phases represents an increasing risk to the general population.

This phase is declared when there is a low risk of human cases. The following actions should be considered:

- Implement a sound health and hygiene program for all staff and students to follow.
  - SCOE Leadership will identify handouts and posters through CDC to distribute:

- Develop specific pandemic response procedures and add to existing emergency plans.
  - Contact local health department immediately if there is an individual infected, area at one of our SCOE sites, or county outbreak
  - If an individual is infected, separate the individual from others as much as possible and make arrangements for the individual to go home.

- Conduct routine inventories of first aid and medical supplies.
  - First aid/medical supplies inventory checked every 30 days
  - Specific supplies will be identified and inventoried to address containment.

- Verify that illnesses are properly monitored at each school site or facility.

- Increase pandemic awareness and strengthen training for school staff.
  - Send out Keenan Safe Schools Pandemic Online Training-Mandatory completion
This phase is declared when there is a higher risk of human cases. The following actions should be considered:

☐ Review and update school emergency plans; include pandemic response procedures.

☐ Review current communication plan to students and staff.
  • Email, Web Banner, SCOE Bulletin, E-Mail, Social Media

☐ Provide staff members and students with any information that would strengthen a school’s ability to respond to a pandemic.
  • Provide preventative actions
  • Encourage staff and students to monitor SCOE website and email for ongoing updates.
  • Share information from local Public Health resources.

☐ Promote the importance of reducing the spread of illness; remind students and staff to stay home when they are sick.
  • Stay home when sick. Remain at home until fever has been gone for at least 24 hours without the use of fever-reducing medicines.
  • Seek immediate medical care if symptoms become more severe, e.g., high fever or difficulty breathing.
  • Use “respiratory etiquette”. Cover cough with a tissue or sleeve.
  • Provide adequate supplies within easy reach, including tissues, sanitizing supplies, etc.
  • Wash hands frequently. Encourage hand washing by students and staff through education, and the provision of adequate supplies.
  • Routinely clean frequently touched surfaces.
  • Encourage students and staff members who become ill after traveling to affected countries to see their health care provider.
This phase is declared when there is no, or very limited transmission among humans, but the virus continues to spread rapidly among animals. The following actions should be considered in addition to any specific plans that are developed and implemented:

☐ Communicate the current phase level to all staff members and train them in pandemic response plans as they are developed.
  • All communication will be communicated through SCOE Bulletin or E-mail as needed
  • Determination to release response plan to staff members involved in emergency response will be made

☐ Identify a person in your agency who will monitor government sources for warnings.
  • Associate Superintendent - Administrative Services

☐ Gather and disseminate pertinent information as it becomes available.
  • All communication will be communicated through SCOE Bulletin, E-mail or website as needed

☐ Review whether the precise characteristics of the pandemic threat require the refinement of any current emergency plans.
  • Establishing specific flowcharts to meet needs of response to pandemic.

☐ Establish an internal planning team and develop specific pandemic response procedures.
  • Contact local health department immediately if there is an individual infected, area on one of SCOE sites, or county outbreak
  • If an individual is infected, separate the individual from others as much as possible and make arrangements for the individual to go home.
  • If outbreak occurs on any SCOE campuses, follow steps to determine campus closure.
  • Coordinate communications with SCOE administrators and county superintendents.

☐ Identify who will make the decision to close schools and at what point that decision will be made.
  • Associate Superintendent of Instructional Services for SCOE programs.
  • Superintendents of individual school districts, public health mandate or executive order.

☐ Continue to make sure that proper health and hygiene procedures are being followed by staff and students.
  • All communication will be through the SCOE bulletin, E-mail or website.

☐ Begin to consider the possibility of site closures and that staff members may not be able to report to work.
  • Human Resource Director will create communication templates in collaboration with SCOE nurses and program supervisors
This phase is declared when there is evidence of an increased number of human-to-human transmissions. The following actions should be considered:

- Communicate the increase in phase level to all staff members.
  - All communication will be communicated through SCOE Bulletin, website or email as needed

- Monitor infectious disease surveillance systems for the current characterization of the illness.
  - SCOE Leadership or designee, CDC, WHO, CDPH, local county Health Departments

- Identify the need to implement any recommended social distancing measures.
  - Social distancing is a way to keep people from interacting closely or frequently enough to spread an infectious disease. Schools and other gathering places such as movie theaters may close, and sports events and religious services may be cancelled.
  - Quarantine separates and restricts the movement of people who have been exposed to a contagious disease to see if they become sick. It lasts long enough to ensure the person has not contracted an infectious disease.
  - Isolation prevents the spread of an infectious disease by separating people who are sick from those who are not. It lasts as long as the disease is contagious.

- Report an increase in student and staff illness to the County Department of Public Health (Shasta).
This phase is declared when there is significant transmission among humans. The following actions should be considered in addition to any specific recommendations from local and state health officials:

- Communicate the increase in phase level to all staff members and students.
  - All communication will be communicated through SCOE Bulletin, website or E-mail as needed

- Monitor infectious disease systems for the current characterization of the illness.
  - Cabinet Level Administrator or designee, follows CDC, WHO, CDPH, local county Health Departments

- Identify the need to implement any additional social distancing measures.
  - Social distancing is a way to keep people from interacting closely or frequently enough to spread an infectious disease. Schools and other gathering places such as movie theaters may close, and sports events and religious services may be cancelled.
  - Quarantine separates and restricts the movement of people who have been exposed to a contagious disease to see if they become sick. It lasts long enough to ensure the person has not contracted an infectious disease.
  - Isolation prevents the spread of an infectious disease by separating people who are sick from those who are not. It lasts as long as the disease is contagious.

- Evaluate your communication plan and identify key decision makers.
  - The Cabinet Management Team
  - Administrative Council Members as applicable

- Assess programs, staff development, professional growth trainings, etc., and take additional precautions, if necessary.
  - Teleconferencing, postponements, cancellations of activities at SCOE sites or training centers.

- Consider assigning mental health counselors for students and staff members, if needed.
  - Consult the Human Resource Department or the Bridges program.
  - Work with Public Health Department to hold forum to discuss students’ fears concerning a pandemic and offer available resources.
  - Work with Human Resources and Anthem EAP (Employee Assistance Program) for staff mental health needs or leave availability.
This phase indicates the presence of a true pandemic. In conjunction with local and state health officials, determine the appropriate response with these considerations in mind:

- Communicate the increase in phase level to all staff members.
  - All communication will be communicated through Cabinet Designee as needed

- Review the SCOE communication chart ensuring that a decision maker is available at all times.
  - The Cabinet Management Team
    - See Immediate Notification Procedures (Chart T1)

- Gather and provide pertinent information to students and staff.
  - Cabinet will develop message and disseminate

- Assess the pandemic condition on a regular basis and evaluate whether any further protective measures are needed.

- Evaluate recommendations from health officials for social distancing and quarantine and be prepared to respond accordingly.

- Consider cancelling special events.

- Mobilize Response Teams to meet the mental health needs of students and staff members, if needed.
  - Work with BRIDGES and Human Resources for student mental health needs
  - Work with HR and Anthem EAP (Employee Assistance Program) for staff mental health needs
Emergency Operations Plan

Additional Resources

Centers for Disease Control & Prevention
World Health Organization
California Department of Public Health
Shasta County Public Health

Additional Steps to Take

☐ Monitor SCOE Website for announcements and follow their guidance.
☐ Contact SCOE HR for additional information.

Actions

☐ Cancellation/Closure of School/Programs with notices to appropriate departments.
EMERGENCY INCIDENT: IMMEDIATE NOTIFICATION PROCEDURE

Emergencies may range from inclement weather, to building evacuations, to SCOE site closures, or threats that are more serious. Upon analyzing this information, and depending on the type of emergency or the confirmation of the significance of the emergency, the Superintendent will activate the phone tree: Cabinet members, Administrative Council members and Leadership Team members. Immediate notification will be made to all effected staff members and students, unless issuing a notification will, in the judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

SCOE CABINET EMERGENCY MANAGEMENT TEAM

- Superintendent of County Schools:
  - Judy Flores
- Associate Superintendent of Administrative Services:
  - Adam Hillman
- Assistant Superintendent of Instructional Services:
  - Brien McCall
- Sr. Executive Director, Business Services:
  - De'An Chambless
- Sr. Executive Director, Human Resources:
  - Jodie VanOrnum

EMERGENCY MANAGEMENT TEAM INCLUDES BUT NOT LIMITED TO:

- Cabinet Member
  - Cabinet Designees
- Administrative Council Members
- Leadership Team Members as applicable
- Injury Illness Prevention Program Committee:
  - Senior Executive Director - Human Resource Services
  - Human Resource Analyst
  - Director - I.T. Facilities & Maintenance and Operations
  - Assistant Superintendent - Administrative Services
  - Project Coordinator - M&O
  - Executive Assistant
EMERGENCY INCIDENT: IMMEDIATE NOTIFICATION PROCEDURE

CABINET IS NOTIFIED OF EMERGENCY INCIDENT, ANALYZES, AND COMMUNICATES WITH CABINET TEAM

SUPERINTENDENT REVIEWS CONTENT OF THE NOTIFICATION AND INITIATES THE NOTIFICATION SYSTEM

HR/CABINET WILL DEVELOP CONTENT FOR PRESS RELEASE

SUPERINTENDENT WILL SEND PRESS RELEASE DRAFT TO CABINET FOR APPROVAL

SUPERINTENDENT OFFICE WILL REVIEW PRESS RELEASE AND PROVIDE EDITS FOR APPROVAL

DESIGNEE WILL SEND NOTIFICATION VIA TEXT, EMAIL, RSS FEED, TWITTER, AND FACEBOOK

THE SHAsta COE WEBSITE WILL BE UPDATED WITH INFORMATION DURING ACTUAL EMERGENCIES OR CAMPUS CLOSURES

ADMIN COUNCIL MEMBERS ACTIVATE PHONE TREES
Social Distancing

• Social distancing is a way to keep people from interacting closely or frequently enough to spread an infectious disease. Schools and other gathering places such as movie theaters may close, and sports events and religious services may be cancelled.

Quarantine

• Quarantine separates and restricts the movement of people who have been exposed to a contagious disease to see if they become sick. It lasts long enough to ensure the person has not contracted an infectious disease.

Isolation

• Isolation prevents the spread of an infectious disease by separating people who are sick from those who are not. It lasts as long as the disease is contagious.

BUILDING CLOSURE FLOWCHART

Notify Supervisor and Cabinet Designee

EXPOSURE IDENTIFIED IN FACILITY

OCCUPIED

Follow building evacuation procedures

M&O and Administrator monitors until arrival of Public Health and/or medical professionals

M&O coordinates facility cleaning, maintenance, etc.

UNOCCUPIED

Building Physically Closed, Locked, and Immediate Notification of Closure Disseminated

Notify Public Health

Building Remains Closed Until Deemed Safe by Medical Personnel or County Health Professionals
HR/Designee is called in reference to outbreak.

Is COVID-19 exposure or contamination confirmed?

- YES: HR/Designee utilizes issued PPE and contacts a supervisor

  Is the building already quarantined and locked?
  - YES: Is there an immediate threat to people inside or outside of the building? Example: Fire, Active Shooter, Gas Leak
    - YES: Contact Human Resources Document occupants’ information and have them remain in place until directed by a supervisor
    - NO: HR/Designee handles situation based on training and Emergency Action Guide guidance. Report back to supervisor for further direction
  - NO: Are there people in the building?
    - YES: Conduct a walkthrough and secure building if clear. Restrict access to all non-emergency personnel
    - NO: Conduct an exterior check of the building, staying 10 feet or more from all entrances and exits. Report back to supervisor for further direction

- NO: HR/Designee utilizes issued PPE and contacts a supervisor

Exposed persons Isolated and contacts Health and Wellness 242-7580
WHAT TO DO IF EMPLOYEE SELF-REPORTS OR IS SHOWING SYMPTOMS OF COMMUNICABLE DISEASE

IF AN EMPLOYEE IS SHOWING SYMPTOMS CONTACT HR AND SUPERVISOR

- SCOE Designee communicates with local and state officials to determine appropriate response
- Immediately isolate person suspected of having COVID-19, contact Human Resources
- Restrict personnel areas, including the room of a patient with suspected/confirmed communicable disease.

Gather pertinent information to communicate to campus community

- Superintendent or designee will make a determination to close campuses in case of risk for infection
- If directed follow building evacuation and building closure procedures
- Protect workers in close contact (within 6 to 8 feet of isolated person)
  - PPE, Eye and Face Protection, Hand Protection, and Respiratory Protection

Initiate Immediate Notification Procedures

- Take steps to limit spread of the person’s infectious respiratory secretions
- Provide infected person a facemask, and ask them to wear it
- Transportation will be determined, including self-transport or ambulance to medical facility. Travel history on campus will be documented for cleaning and notification of possible exposure.

Any building closed will have posted signage, safety cones, near entrance and exit.
Employee believes they have been exposed to COVID-19

Is employee currently on a SCOE site?

- **Yes**
  - Employee contacts Human Resources 225-0280

- **No**
  - Employee contacts supervisor for guidance

  Supervisor contacts Human Resources at 225-0280. Employee self-quarantines and documents possible areas of exposure

  Supervisor provides HR with information on possible areas of exposure

**Is employee inside of a building?**

- **Yes**
  - Is the employee in an area occupied with other people?
    - **Yes**
      - Employee should remain in place until contacted by their supervisor or Human Resources
    - **No**
      - Have all occupants remain inside of the room until guidance is provided by Nurses and HR

- **No**
  - Employee should remain in place until contacted by Human Resource or Designee
STUDENT, EMPLOYEE, OR VISITOR INFECTED/EXPOSED FLOWCHART

IF STUDENT, EMPLOYEE, OR VISITOR IS INFECTED/EXPOSED

- Designee communicate with local and state officials to determine appropriate response
- Immediately isolate person suspected of having COVID-19.
- Restrict the number of personnel entering isolation areas, including the room of a patient with suspected/confirmed COVID-19.
- Protect workers in close contact (within 6 to 8 feet of isolated person)
  - PPE, Eye and Face Protection, Hand Protection, and Respiratory Protection

Gather pertinent information to communicate to supervisor and Human Resources

Associate Supt, HR or designee will make a determination to close in case of risk for infection

Initiate Immediate Notification Procedures

Follow building evacuation and building closure procedures

Take steps to limit spread of the person's infectious respiratory secretions

Provide infected person a facemask, and ask them to wear it

Any building closed will have posted signage, safety cones, and tape will be placed 8 feet from any entrance and exit. The locks will replaced with a core that is not currently on the key grid.

Transportation will be determined, including self-transport or ambulance to medical facility. Travel history on campus will be documented for cleaning and notification of possible exposure.
IDENTIFY AND DISTRIBUTE SUPPLIES TO EMPLOYEES

Identify supplies needed by employees when in close contact with a person that contracted or shows signs and/or symptoms of communicable disease.

OSHA's Personal Protective Equipment (PPE) standards (in general industry, 29 CFR 1910 Subpart I), which require using gloves, eye and face protection, and respiratory protection.

Locate and document supplies at each SCOE Campus.

When respirators are necessary to protect workers, employers must implement a comprehensive respiratory protection program in accordance with the Respiratory Protection standard (29 CFR 1910.134).

Supplies needed will be placed in an accessible area for trained employees.

Facilities, Directors and Assistant Directors will have knowledge of the location of supplies, quantity, and the training required by CALOSHA for employees to use the supplies.
EMPLOYEE TRAINING FOR COVID-19

The employer shall provide training to each employee who is required to use PPE. PPE training shall be conducted online through Keenan. In person trainings will be held at the discretion of the department. Each employee shall be trained to know at least the following: What PPE is necessary; when PPE is necessary; how to properly don, doff, adjust and wear PPE; the limitations of the PPE; the proper care, maintenance, useful life and disposal of the PPE.

Prevention and Treatment information from the CDC will be disseminated to all Employees of SCOPE through E-mail, Portal. The email shall include the following: CDC recommendations for preventive actions to help prevent the spread of respiratory diseases. Recommendations for treatment including self-care and contacting their health provider.

Training will be provided to all SCOPE Employees online and in-person. Keenan Safe Colleges provides online training in the following fields: Personal Protective Equipment (PPE).

In-Person training shall include members of the Department of Campus Safety and Physical Plant. The training shall meet CALOSH standards on the use of PPE. Trainings will be held at the departments discretion.
STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Avoid touching your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

For more information: www.cdc.gov/COVID19
Ayude a prevenir la propagación de virus respiratorios como el nuevo COVID-19.

- Evite el contacto cercano con las personas enfermas.
- Cuébrase la nariz y la boca con un pañuelo desechable al toser o estornudar y luego bótearlo a la basura.
- Evite tocarse los ojos, la nariz y la boca.
- Limpie y desinfecte los objetos y las superficies que se tocan frecuentemente.
- Quédese en casa si está enfermo, excepto para buscar atención médica.
- Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.

Para obtener más información: www.cdc.gov/COVID19-es