



Long Valley Charter School

A Non-Profit Public Benefit Corporation

COVID-19 SAFETY PLAN (CSP)

Approved by: Board of Directors

Revised: 4/15/21; Adopted: 1-26-2021

Policy #: 5011

Long Valley Charter School is a nonprofit public benefit corporation that operates two individual charter schools: Long Valley School and Thompson Peak Charter. This policy applies to both schools equally and the schools are collectively referred to as “Charter School.”

As required by the California Department of Public Health, this COVID-19 Safety Plan (CSP) is comprised of the following documents:

- Policy 5010: Health & Safety Plan;
- Policy 1012: Injury & Illness Plan with COVID-19 Addendum; and,
- COVID-19 School Guidance Checklist

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Thompson Peak Charter

Number of schools: 1

Enrollment: 135

Superintendent (or equivalent) Name: Sherri Morgan

Address: 995 Paiute Lane
Susanville, CA 96130

Phone Number: 530-257-7300

Email: smorgan@longvalleycs.org

Date of proposed reopening:
08/17/2020

County: Lassen

Current Tier: Purple
(please indicate Purple, Red, Orange or Yellow)

Grade Level (check all that apply)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: Charter

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, Sherri Morgan, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Stable group structures (where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

One on one appts and small group instruction limited to 6 students.

If you have departmentalized classes, how will you organize staff and students in stable groups?

N/A

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Accomplished through virtual methods.

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 6 feet

Minimum: 6 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Staff to be tested every 2-3 months unless directed by LCPH Officials.

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

None planned at this time.

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

If no labor organization represents staff at the school, please describe the process for consultation with school staff:
SCHOOL WAS ALREADY OPEN

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state County) Lassen. County has certified and approved the CRP on this date: 1/28/2021. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

ADDITIONAL DETAILS for CSP Checklist

Note: these details were initially presented in the school's re-opening plan last revised on 11-12-2020.

Stable group structures:

- To ensure stable group structures for grades K-12, small group classes are scheduled on set days and at staggered arrival intervals. Students have been assigned to a stable group that meets the same days and times each week. These classes are limited to 6 students and 1 teacher at a time.
- Classrooms have been rearranged to ensure 6ft of social distancing between students and teacher. Students sit in the same assigned seat for each class. Class attendance is taken each class time for potential contact tracing.
- Furnishings are sanitized between sessions.

Entrance, Egress, and Movement Within the School:

- The school has assigned entry and exit points to avoid congregation, close contact and/or mixing of cohorts.
- While there are multiple exit points, there is only one point of entry to facilitate health screening.
- The school has placed arrows on the ground to help direct a one-way movement throughout the school.
- The parking lot has been redesigned with specific parking spaces. There is short term parking (for drop offs), long term parking for students who drive themselves or for parents who want to wait while student is in class/meeting.
- For drop off parking, students remain in their car until their teacher comes outside and signals that they can come to the front for discreet screening.

Physical Distancing:

Staff:

Maximum occupancies in communal spaces are established to assure sufficient physical distancing.

- Staff work room – 1 person at a time
- Kitchen – No more than 2 people at a time with 6 feet distancing.
- Staff bathrooms – 1 person at a time

Students:

- All classrooms have desks that are six feet apart. There are marked teaching areas in every classroom to ensure the teacher is 6 ft. apart from the students. Teachers meeting with students one-on-one have designated desks 6ft from each other.
- Bathrooms have been designated for single use. Cleaning products are in the bathroom as well as posters to instruct proper handwashing.
- Hallways throughout the school are lined with arrows to keep movement in one direction. For sitting/standing there are marked areas throughout the school – all have six feet distance.

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Long Valley School
Number of schools: 1 Doyle Site-Based and Portola Resource Center
Enrollment: 272
Superintendent (or equivalent) Name: Sherri Morgan
Address: PO Box 7 Phone Number: 530-827-2395
Doyle CA 96109 Email: smorgan@longvalleycs.org
Date of proposed reopening: 08/17/2020
County: Lassen Grade Level (check all that apply)
Current Tier: Purple TK 2nd 5th 8th 11th
(please indicate Purple, Red, Orange or K 3rd 6th 9th 12th
Yellow) 1st 4th 7th 10th
Type of LEA: Charter

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, Sherri Morgan, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Stable group structures (where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Classrooms: maximum of 26 students per stable group. (Most have 22 or less.)

If you have departmentalized classes, how will you organize staff and students in stable groups?

N/A; For Independent Study, small group instruction is limited to 12.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Music is only elective in Doyle. Other topics taught by regular teacher.

Distancing is strictly enforced. Singing is outside only.

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 6 feet

Minimum: 4 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

In some classrooms, there is limited space. 4ft. meets the min allowed.

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Staff to be tested every 2-3 months unless directed by LCPH Officials.

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

None planned at this time.

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

N/A

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

If no labor organization represents staff at the school, please describe the process for consultation with school staff:
SCHOOL WAS ALREADY OPEN

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state County) Lassen. County has certified and approved the CRP on this date: 1/28/2021. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

ADDITIONAL DETAILS for CSP Checklist

Note: these details were initially presented in the school's re-opening plan last revised on 11-12-2020.

Entrance, Egress, and Movement Within the School:

Doyle

- Students are assigned a time and location for arrival and departure based on last name. There are two designated pull through entrances/exits. Signs are posted and the parking is painted to guide arrival and departure.
- There are two afternoon bus routes that depart at different times. Students that ride the bus are dismissed at 2:30 if they ride the Doyle route and 3:00 if they ride the Herlong route. On early release days, the Doyle route is dismissed at 1:00 and the Herlong route is dismissed at 1:30.
- Staff members are stationed in the departure zone and use two-way radios to notify the teacher when parents arrive to pick up their students. As parents/guardians pull up, students are released to exit the gate following marked walkways. Once the car pulls away, the next car pulls up and the same procedure is followed.
- Walkways and areas that students line up are marked 6 feet apart to avoid congregating and guide physical distancing.

Portola

- Appointment times are staggered to reduce congregation; only parents/guardians and enrolled students are permitted to attend in-person appointments.
- Upon completion of the meeting, families may depart school directly. Teachers will check the student out of the attendance system instead of reporting back to Room B.
- Student seating is cleaned between student appointments.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Doyle

- Students being dropped off by vehicle who do not pass the screening remain in their vehicles and are sent home.
- Students who have walked to school are escorted to the isolation area; staff contact parent to pick up the student.

Portola

- Upon arrival at the school ensure there is no one else on the walkway to Room B; once walkway is clear approach Room B and knock on the door; staff will open the door and ask questions about current COVID-19 symptoms, contact with confirmed cases, and take temperatures with a touchless thermometer.
- All persons will be required to sanitize their hands before entry and then may proceed to specified office suite.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Doyle

- Students and staff will wash hands upon entering the building, returning to designated rooms from outside areas (including restrooms), before and after meals/snacks, during scheduled am & pm times, and as needed throughout the day.
- Staff send students to wash hands one at a time or provide hand sanitizer before and after recess.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Doyle

- Each group structure eats lunch in a cafeteria room (2 rooms total) designated for their individual group. Only one stable group is in a cafeteria room at a time. Lunch times are staggered allowing individual groups to rotate through for lunch. Between each group, furniture and high touch surfaces are sanitized.
- The staff room has a maximum occupancy of three staff members at a time with 6 ft distancing. There are three tables set up allowing one staff member per table. Breaks and lunch times are staggered to reduce the number of people in the staff room.
- Recess and physical education times will be staggered and held in separate zones to reduce interaction outside. Equipment is assigned one zone. Students maintain 6 ft distancing within their zones.
- A schoolwide restroom checkout is used to ensure that one student at a time is in the restroom. Students checkout with their teacher using a google document that is shared schoolwide.

Portola

- All students and teachers are provided at least 6 feet of distancing at all times.
- only one-on-one appointments or small group instruction is provided. During small group instruction, students remain in the stable group while at the resource center.



Long Valley Charter School

A Non-Profit Public Benefit Corporation

COVID-19 HEALTH AND SAFETY POLICY		
Approved by: Board of Directors	Revised 4-15-2021, 1-26-21, 1-14-21, 10-8-2020; Adopted: 8-13-2020	Policy #: 5010

Long Valley Charter School is a nonprofit public benefit corporation that operates two individual charter schools: Long Valley School and Thompson Peak Charter. This policy applies to both schools equally and the schools are collectively referred to as “Charter School.”

It is the policy of Long Valley Charter School (“Charter School or School”) to take all reasonable measures to prevent the spread of the novel coronavirus disease (“COVID-19”) among students and staff. In accordance with this policy, the Charter School is temporarily implementing health and safety measures to mitigate the spread of COVID-19, to be used when the Charter School is allowed to provide in-person instruction. This policy recognizes that these measures are each designed to provide some protection against COVID-19. While there may be times when one measure may not be feasible, implementing the other measures can make up for the absence of another. This Policy includes both mandatory measures (using terms “shall” or “will”) as well as recommended measures intended to guide decisions in light of practical limitations.

This Policy is based on guidance provided by the Centers for Disease Control (CDC), the California Division of Occupational Safety and Health (Cal/OSHA), the California Department of Education (CDE), the California Department of Public Health (CDPH), and several county public health officials. The Governor and each county public health official is vested with the authority to impose health and safety standards, which may vary by locality in response to different local conditions. The Charter School will, as necessary, consult with their county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions to individually determine whether more or less stringent measures are necessary to align with the applicable public health order.

This Policy constitutes the Cal/OSHA COVID-19 Safety Plan for each Charter School location. Prior to resuming in-person instruction, the Executive Director/Superintendent shall perform a comprehensive risk assessment of all work areas and work tasks in accordance with guidance from the CDPH and this Policy. The following staff members are responsible for implementing this Policy at each campus and serve as designated staff liaisons for responding to COVID-19 concerns.:

Long Valley School (Doyle Campus)	El Roper/ Misty Brussatoi	530-827-2395
Long Valley School (Portola Center)	Jerad Morgan	530-832-5507
Thompson Peak Charter	Kelly Kreiensieck	530-257-7300

The Charter School offers independent study as an alternative to in-person instruction. Distance learning may be available for students who are medically fragile or would be put at risk by an in-person instructional model; the school will consider such requests on a case by case basis...

1. Limited Campus Access:

- The Charter School will allow only necessary visitors and volunteers on the Charter School campus and limit the number of students and staff with whom they come into contact. Visitors will be directed to schedule an appointment.
- The Charter School will exclude from the campus any visitor who refuses to take or does not pass a Wellness and Temperature Screening.
- Students excluded from campus on the basis of COVID-19 related symptoms will be provided with learning opportunities to support their academic success to the greatest extent possible during exclusion. The Charter School does not penalize students and families for missing in-person instruction due to COVID-19.

- Students and employees who are well but who have a household member that has been diagnosed with COVID-19 are directed to notify their site administrator/ principal or liaison and the Charter School will work with them to ensure that current health department recommended precautions are followed.
- The Charter School will minimize close contact between students, staff, families, and the broader community at arrival and departure through one or more of the following methods:
 - Designate routes for entry and exit, to decrease crowding at entry and exit points.
 - Instruct drivers to remain in their vehicles, to the extent possible, when dropping off or picking up students. When in-person drop-off or pick-up is needed, only a single parent or caregiver should enter the facility to pick up or drop off the child.
 - Require adults entering campus for in-person pick-up or drop-off to wear a face covering.
 - Maximize space between students and between students and the driver to the degree practicable on school buses and open windows to the greatest extent practicable. The Charter School will ensure each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one.
 - Minimize contact at school between students, staff, families and the community at the beginning and end of the school day.
 - Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.

2. Daily Wellness Screenings:

- *COVID-19 Symptoms.* Currently, the CDC has identified the following as potential symptoms of COVID-19:

Fever or chills	Cough
Shortness of breath or difficulty breathing	Fatigue
Muscle or body aches	Headache
New loss of taste or smell	Sore throat
Congestion or runny nose	Nausea or vomiting
Diarrhea	
- *Home Isolation*-the Charter School follows guidance provided by the County Health Department for home isolation.
- *Home Screening*
 - Students and staff are directed to conduct a home screening prior to leaving for school.
 - Confirm the student or employee has a temperature below 100.4 degrees Fahrenheit and does not exhibit any other COVID-19 symptoms.
 - If the student or employee does not have a fever, and is only experiencing symptoms secondary to an underlying condition (i.e., allergies or asthma) which have not worsened, then the student or employee may report to school as long a doctor’s note supporting the condition is on file with the school office (dated 7/1/20 or more recently).
- *School Site Screening (Visitors).* All visitors must have pre-arranged for the visit. The visitor must pass a school site screening including: temperature below 100.4 degrees, does not have other COVID-19 symptoms, and has not had close contact with a person with COVID-19 as defined by the CDPH. In addition, visitors will be accompanied by a staff member to ensure compliance with this policy.
- To prevent stigma and discrimination in the school setting, student and employee health screenings should be kept as private as possible to maintain the confidentiality of student and employee medical and student records. Race, nationality, country of origin and other protected characteristics should never be used as a basis for particularized health screening.

3. COVID-19 Testing and Reporting:

- Consistent with CDPH and Cal/OSHA Guidance, the Charter School will implement staff surveillance and response testing based on local disease trends. In addition, all new staff are required to test prior to their first day on campus. Individuals who have tested positive for COVID-19 within the last 90 days are exempt from asymptomatic testing.
- Report as required to the State Schools for All Team on the status of the current instructional model in place.

- Provided that doing so is supported by a local public health order, the Charter School expects students and staff to get tested as soon as possible after developing one or more COVID-19 symptoms or if one or more household members or close contacts tested positive for COVID-19.
- In the event of a positive test result:
 - The Charter School requires that parents/guardians and staff notify the school liaison immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
 - Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, the Charter School will take actions as required in Section 4 below.

4. Response to Suspected or Confirmed Cases and Close Contacts:

- If the event of a suspected COVID-19 case(s):
 - The Charter School will identify isolation rooms and/or outdoor areas to separate anyone who exhibits COVID-19 symptoms.
 - Any students or staff exhibiting symptoms should immediately be required to wait in a separate isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.
 - The Charter School has been directed to contact the County Public Health Department of suspected COVID-19 cases.
 - Staff meeting COVID-19 criteria will be sent for testing. The County Public Health Department has set up a procedure for reporting and expediting; the school may also be able to provide testing.
 - For students meeting COVID-19 criteria, a student health screening form will be filled out by Charter School staff. This form will be submitted to facilitate action by County Public Health.
- In the event of one or more confirmed COVID-19 case(s), the Charter School will follow the CDPH Framework for K-12 Schools, including implementation of the following practices:
 - Notify the county public health department immediately.
 - Send required notifications while maintaining confidentiality as required by state and federal laws.
 - Close off areas used by any sick person and do not use before cleaning and disinfection. Follow cleaning and ventilation procedures in Section 6 and 7.
 - Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection.
 - Update protocols as needed to prevent further cases in accordance with CDPH Guidelines.
 - Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.
 - In consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
 - The County Public Health Officers will confirm the lengths of quarantine/ isolation if indicated. Those who test positive will need to provide a release from the County Health Department.
- School Closure Criteria:
 - The School will follow CDPH Guidance. Currently, the School may temporarily close for in-person instruction in the following instances:
 - 1) Within a 14-day period, an outbreak¹ has occurred in 25% or more of the classes or groups in the school.
 - 2) Within a 14-day period, at least three outbreaks have occurred AND more than 5% of the school population is infected

¹ CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically-linked in the school, are from different households and are not contacts of each other in any other investigation cases.

- 3) The school may also temporarily close for in-person instruction when ordered to do so by state or local public health officials.
- 4. CDPH recommends a 14-day closure or according to the decision made in consultation with the local health department officials.
- AB 685: Effective January 1, 2021, employers are required to provide certain notices in response to a “notice of potential exposure to COVID-19,” in accordance with Labor Code section 6409.6.
 - Upon receipt of a “notice of potential exposure,” the Charter School must take the following actions within one (1) business day of the notice:
 - Provide a written notice to all employees who were on the premises in the same worksite² as the qualifying individual³ within the infectious period⁴ that they may have been exposed to COVID-19.⁵
 - Provide all employees who may have been exposed and with information regarding COVID-19-related benefits to which employees may be entitled under applicable federal, state, or local laws.
 - Information regarding COVID-19-related benefits includes, but is not limited to, workers’ compensation, and options for exposed employees, including COVID-19-related leave, Charter School sick leave, and other mandated leaves, as well as antiretaliation and antidiscrimination protections applicable to employees.
 - Notify all employees, and the employers of subcontracted employees, if any, on the disinfection and safety plan that the employer plans to implement and complete per the guidelines of the CDC.
 - Records of the above notices must be retained for a minimum of three (3) years.
 - Effective January 1, 2021 the school must also take the following responses in the event of a COVID-19 “outbreak,” as defined by CDPH:
 - Within forty-eight (48) hours, the Executive Director/Superintendent or designee shall notify the county public health department of the names, number, occupation, and worksite of employees who meet the definition of a qualifying individual.
 - The Executive Director/Superintendent or designee shall also report the address and NAICS code of the worksite where the qualifying individuals work.
 -

5. Sanitizing/Hygiene Materials and Practices:

- The Charter School will develop routines to ensure that students and staff wash or sanitize hands frequently, including upon arrival to campus, after using the restroom, after playing outside and returning to the classroom, before and after eating, and after coughing or sneezing.
- Staff will teach and reinforce proper handwashing technique, avoiding contact with one’s eyes, nose, and mouth, using a tissue to wipe the nose, and covering coughs and sneezes.
- The Charter School shall make soap, tissues, no-touch trashcans, , water and paper towels or dryers for hand washing available. Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as “antimicrobial” are not necessary or recommended.

² The “worksite” does not include buildings, or floors within multistory buildings, that a qualifying individual did not enter. If the Charter School operates multiple worksites, the school must only notify employees who worked at the same worksite as the qualified individual. (Labor Code § 6409.6, subd. (d)(5).)

³ A “qualifying individual” means (a) a laboratory-confirmed case of COVID-19, as defined by the State Department of Public Health; (b) a positive COVID-19 diagnosis from a licensed health care provider; (c) a COVID-19-related order to isolate provided by a public health official; (d) died due to COVID-19, in the determination of a county public health department or per inclusion in the COVID-19 statistics of a county. (Labor Code § 6409.6, subd. (d)(4).)

⁴ The “infectious period” means the time a COVID-19-positive individual is infectious, as defined by the State Department of Public Health. (Labor Code § 6409.6, subd. (d)(2).)

⁵ Written notice must be provided in the same manner that the Charter School ordinarily uses to communicate employment-related information. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending and shall be in both English and the language understood by the majority of the employees.

- If soap and water are not readily available, the Charter School shall make available fragrance-free alcohol-based hand sanitizer that is at least sixty percent (60%) ethyl alcohol. (Note: frequent handwashing is more effective than the use of hand sanitizers.)
- Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- The Charter School shall place posters conspicuously that encourage hand hygiene to help stop the spread of COVID-19.

6. Routine Cleaning and Disinfecting: The Charter School will incorporate the CDPH and CDC Guidance for Cleaning and Disinfection as appropriate and practicable to maintain a high level of cleanliness throughout the year and reduce the risk of exposure to and spread of COVID-19 at the school site. Cleaning involves water and soap or detergent and doesn't use disinfectant. Disinfection kills germs on surfaces using specific agents. Frequent disinfection is not recommended by CDPH unless a case has been identified. Some of the guidance includes:

- In response to confirmed or suspected cases of COVID-19, custodial staff will perform thorough cleaning and disinfection only when students are not present. When cleaning and disinfecting, the space will be aired out before children arrive.
- Staff should clean frequently-touched surfaces at school and on school buses daily. All frequently touched surfaces in the workplace, such as chairs, desks, tables, keyboards, telephones, handrails, light switches, sink handles, bathroom surfaces and door handles, will be routinely cleaned.
- Students and employees are discouraged from sharing desks, computers, books, phones, pens, art supplies, or other work tools and equipment, when possible. When shared use is allowed, the items and equipment will be cleaned between uses.
- Outdoor play areas only need routine maintenance. Students will wash or sanitize their hands before and after use of these spaces.
- Staff will be trained as appropriate in the chemical hazards, manufacturer's directions, and Cal/OSHA requirements for safe and correct application of cleaning and disinfectant agents in accordance with the Healthy Schools Act guidance from the California Department of Pesticide Regulation and Cal/OSHA.
- When choosing disinfecting products, the Charter School will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list "N" and require staff to follow product instructions.
 - The Charter School will establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- To the extent feasible, site resources that necessitate sharing or touching items (e.g., drinking fountains) will not be used and disposable cups or replacement items (e.g., reusable water bottles) will be used to the extent practicable.
- Each student's belongings will be kept in an individually labeled storage container or cubby where available. Students are encouraged to take belongings home each day to be cleaned.

7. Facility Measures: The Charter School will incorporate CDE guidance for maintaining a healthy facility, to include some or all of the following:

- School staff will seek to ensure ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods.
- Windows and doors should not be opened if doing so poses a safety or health risk by exacerbating seasonal allergies or asthma symptoms.
- Maintenance staff will ensure that all water systems and features (e.g., drinking fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- To the extent reasonably practicable, the School will collaborate with its landlords to ensure that HVAC systems are functioning properly, provide ample circulation, and are maintained according to manufacturer's recommendations. The school will request that air filters should be a minimum efficiency report (MERV) 13 or higher and changed at the recommended intervals.
- Consider installing temporary handwashing stations to minimize movement and congregation in bathrooms.

- 8. Physical Distancing (Staff):** The Charter School will incorporate CDPH and CDE guidance with respect to physical distancing between employees, to include some or all of the following:
- The Charter School will arrange desks and workspaces to create a minimum of six (6) feet between individuals; this includes between instructional staff and students. Short-term exposure of less than 6 feet between staff and students is permitted for instruction, but the duration should be minimized.
 - Break rooms, staff rooms and conference rooms will have posted occupancy limits. Staff should minimize use of staff rooms, break rooms and other indoor settings. Staff are encouraged to eat meals outdoors or in large, well ventilated spaces.
 - Where possible, trainings and other meetings will be conducted virtually or in a manner that accommodates physical distancing.
- 9. Physical Distancing (Students):** The Charter School will incorporate CDE guidance with respect to physical distancing between students on campus, to include some or all of the following:
- The Charter School will establish a maximum occupancy of each classroom/ teaching space. To the maximum extent feasible, desks will be arranged to minimize face-to-face contact and maintain a minimum of six (6) feet between students and teacher. Under no circumstances should the distance between student chairs be less than 3 feet if 6 feet of distance is not possible.
 - To reduce possibilities for infection, students must remain in the same space and in stable groups as small and consistent as practicable, including for recess and lunch.
 - The Charter School will implement measures to maintain physical distancing while students move between spaces that are easy for students to understand and are developmentally appropriate, including potentially one or more of the following recommendations.
 - Hallways: Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, stagger passing times when necessary or when students cannot stay in one room, and establish designated one-way walking/passage areas.
 - Restrooms: Stagger restroom use by groups of students to the extent practicable, and/or assign certain groups of students to use certain restrooms.
 - Outdoors: Consider holding recess activities in zoned areas designated by class.
 - Outdoor and large format spaces may be used for instructional activities where physical distancing cannot be maintained in classrooms.
 - Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and singing are not permitted indoors.
 - The Charter School will implement a plan to maintain physical distancing during meals (serving meals in the cafeteria or in alternative spaces such as classroom or outdoors). Food will be distributed in single-service meals instead of buffet, salad bar or family-style formats.
 - The Charter School will implement appropriate physical distancing measures during physical activities.
 - Physical Education and Recess: The Charter School will consider holding physical activities in zoned areas designated by class and/or staggered throughout the day, and limiting use of shared playground equipment in favor of physical activities that require less contact with surfaces and allow for greater physical distancing. Students will be required to wash their hands after any use of playground equipment.
- 10. Physical Distancing (Buses):** The Charter School will incorporate CDE guidance with respect to physical distancing between students on buses to the extent practicable.
- The Charter School will limit the total number of students on each bus for each route. Families are encouraged to transport their own children.
 - The Charter School will ensure all riders wear face coverings.
- 11. Use of Face Coverings:** The Charter School will follow CDPH, CDE and CDC guidance and state and local health orders on the mandatory use of face coverings.
- All adults and all children over the age of two years must wear an acceptable face covering at all times while on campus, with the following exceptions:

- Face coverings may be removed for meals, snacks and naptime or when outdoors; in all instances with at least 6 feet of physical distancing.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. Such conditions are rare.
- Persons with medical conditions as confirmed by the Site Administrator and Executive Director/Superintendent, must wear a non-restrictive alternative such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- In limited classroom situations for pedagogical or developmental reasons, a face shield with a drape can be used instead of a face covering in the classroom as long as the wearer maintains physical distance from others.
- A face covering is acceptable only if it meets current CDPH and CDC guidance and:
 - Fits snugly but comfortably against the side of the face;
 - Is secured with ties, ear loops, or another reliable method;
 - Does not include a one-way valve that is designed to facilitate easy exhaling;
 - Allows the user to breathe without restriction.
- Employees are expected to teach and reinforce proper use of face coverings, and in limited circumstances, face shields with drapes.
- Proper use of face coverings by students, staff, and visitors will be strictly enforced. The Charter School will exclude from campus or the school bus any individual who refuses to wear a face covering.
- A face covering or face shield may be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean, safe area (marked with the student's name and date) until it needs to be put on again.
- The Charter School will provide face coverings for students and staff who lose their face coverings or forget to bring them to school.
- Employees working in office environments are permitted to remove their mask when working alone in a private office; employees must return to wearing a face covering when they stand or move away from their desk or anyone else enters the office or room.

12. Use of Gloves and PPE: The Charter School requires employees to wear gloves and other Personal Protective Equipment (“PPE”) in accordance with the following standards.

- The Charter School will provide surgical/disposable masks, face shields, and disposable gloves for employees engaging in Wellness and Temperature Screenings.
- Workers or other persons handling or serving food must use gloves in addition to face coverings.
- The Charter School will provide a clear plastic barrier or face covering and disposable gloves for front office and food service employees.
- The Charter School will provide equipment and PPE to custodial staff for cleaning and disinfecting, including:
 - For regular surface cleaning, gloves appropriate for all cleaning and disinfecting.
 - For classified staff engaged in deep cleaning/ disinfecting, proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions.
 - All cleaning and disinfecting products must be kept out of children's reach and stored in a space with restricted access.
- As required by Cal/OSHA, the Charter School will provide training on the proper use of PPE to protect employees from the hazards of the cleaning products used.
- Employees must wash hands after removing gloves.

13. Support for Students at Increased Risk of Becoming Infected or Unrecognized Illness:

- The Executive Director/Superintendent or designee will review student health plans, including 504 Plans, to identify students who may need additional accommodations to minimize potential exposure.

- The Executive Director/Superintendent or designee will develop a process for engaging families for potentially unknown concerns that may need to be accommodated.

14. Maintaining Healthy Operations: The Charter School will follow CDPH Guidance for maintaining healthy operations, including the following practices.

- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor the types of illnesses and symptoms among students and staff to help isolate them promptly as needed.
- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.
- Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as distance learning or independent study.

15. Protection of Higher Risk Employees:

- The Charter School recognizes that older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.⁶
- Consistent with operational needs, the Charter School shall support options to telework, if available and reasonable.
- The Charter School shall attempt to limit vulnerable employees' duties to minimize their contact with visitors and other employees.

16. Communications to the Charter School Community:

- The Charter School will engage with families and staff to develop strategies to prepare and respond to the COVID-19 emergency, including guidelines for families about when to keep students home from school and other topics.
- The Charter School will communicate to staff, students, and parents about new, COVID-19-related protocols, including:
 - Enhanced sanitation practices
 - Physical distancing requirements and recommendations
 - Proper use, removal and washing of face coverings.
 - Screening practices.
 - Current information from CDC and CDPH regarding COVID-19.
- The Charter School will train staff and students on protocols for physical distancing for both indoor and outdoor spaces.

The Executive Director/Superintendent is authorized to implement changes or additions to this policy in order to ensure compliance or consistency with new or revised orders or guidance from local, county, state or federal authorities ("Agencies"), to take any and all actions consistent with orders and guidance from the Agencies that is not specifically addressed by this policy, and to ensure compliance with the Charter School's charter petition. The Executive Director/Superintendent shall provide the Board with regular updates as to actions taken pursuant to this section.

⁶ This includes employees with any one or more of the following high-risk factors: age 65 years and older, chronic lung disease, moderate to severe asthma, serious heart conditions, immune deficiency, severe obesity (body mass index of 40 or higher), diabetes, chronic kidney disease undergoing dialysis, or liver disease.

- For classified staff engaged in deep cleaning/ disinfecting, proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions.
- All cleaning and disinfecting products must be kept out of children’s reach and stored in a space with restricted access.
- As required by Cal/OSHA, the Charter School will provide training on the proper use of PPE to protect employees from the hazards of the cleaning products used.
- Employees must wash hands after removing gloves.

13. Support for Students at Increased Risk of Becoming Infected or Unrecognized Illness:

- The Executive Director/Superintendent or designee will review student health plans, including 504 Plans, to identify students who may need additional accommodations to minimize potential exposure.
- The Executive Director/Superintendent or designee will develop a process for engaging families for potentially unknown concerns that may need to be accommodated.

14. Maintaining Healthy Operations: The Charter School will follow CDPH Guidance for maintaining healthy operations, including the following practices.

- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor the types of illnesses and symptoms among students and staff to help isolate them promptly as needed.
- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.
- Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as distance learning or independent study.

15. Protection of Higher Risk Employees:

- The Charter School recognizes that older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.⁸
- Consistent with operational needs, the Charter School shall support options to telework, if available and reasonable.
- The Charter School shall attempt to limit vulnerable employees’ duties to minimize their contact with visitors and other employees.

16. Communications to the Charter School Community:

- The Charter School will engage with families and staff to develop strategies to prepare and respond to the COVID-19 emergency, including guidelines for families about when to keep students home from school and other topics.
- The Charter School will communicate to staff, students, and parents about new, COVID-19-related protocols, including:
 - Enhanced sanitation practices
 - Physical distancing requirements and recommendations
 - Proper use, removal and washing of face coverings.
 - Screening practices.
 - Current information from CDC and CDPH regarding COVID-19.
- The Charter School will train staff and students on protocols for physical distancing for both indoor and outdoor

⁸ This includes employees with any one or more of the following high-risk factors: age 65 years and older, chronic lung disease, moderate to severe asthma, serious heart conditions, immune deficiency, severe obesity (body mass index of 40 or higher), diabetes, chronic kidney disease undergoing dialysis, or liver disease.

spaces.

The Executive Director/Superintendent is authorized to implement changes or additions to this policy in order to ensure compliance or consistency with new or revised orders or guidance from local, county, state or federal authorities (“Agencies”), to take any and all actions consistent with orders and guidance from the Agencies that is not specifically addressed by this policy, and to ensure compliance with the Charter School’s charter petition. The Executive Director/Superintendent shall provide the Board with regular updates as to actions taken pursuant to this section.

APPENDIX A

Summary of actions that should be taken if there is a confirmed or suspected case of COVID-19 at School.

	Student or Staff with:	Action	Communication with school community
1	COVID-19 symptoms	>Send home if at school. >Recommend testing. (If positive, see #3; if negative, see #4.)	>No action needed
2	Close contact ⁹ with a confirmed COVID-19 case	>Send home if at school. >Exclude from school for 10 days from last exposure or per >CDPH quarantine recommendations. >Recommend testing 5-7 days from last exposure (doesn’t affect 10 days if negative.) >School/ classroom remains open.	>Consider school community notification if there is a known exposure. No action needed if exposure did not happen in the school setting.
3	Confirmed COVID-19 case	>Notify the local health department. >Exclude from school for 10 days from symptom onset date or if no symptoms, for 10 days from test date. >Identify school contacts, inform health department, and exclude those contacts from school for 10 days after the last date the case was present at school. >Disinfection and cleaning of classroom/ primary spaces where case spent significant time. >School remains open.	>School community notification of a known case. >Notification of persons with potential exposure if case was present in school while infectious.
4	Symptomatic person tests negative or a healthcare provider submits documentation that the symptoms are typical of their underlying chronic condition or has another diagnosis.	>May return to school after 24 hours without fever and symptoms have improved. >School/ classroom remains open.	>Consider school community notification if prior awareness of testing.

⁹ A close contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings.



Long Valley Charter School

Imagine-Achieve-Inspire

Injury & Illness Prevention Program-Safety Manual

Approved by: LVCS Governing Board

Revised 1/14/2021, 7/23/2020
Adopted 10/25/2010

Number: 1012

Policy Statement on Safety

The safety and health of each Long Valley Charter School (“LVCS”) employee is of primary importance to us. We are committed to maintaining a safe and healthful working environment, and to achieve this goal, we have developed and implemented this comprehensive Safety Manual and Injury and Illness Prevention Program (“Manual”). This Manual is designed to prevent workplace accidents, injuries, and illnesses. A complete copy of the program is maintained at each location. You may ask to review it at any time. You may also contact our Business Services Manager, El Roper if you have any questions or concerns.

It is the intent of LVCS to comply with all laws relating to occupational safety and health. Management will provide all necessary safeguards, programs, and equipment required to reduce the potential for accidents and injuries. To further increase workplace safety, we require the active participation and assistance of all employees. The policies and procedures contained in this Manual are mandatory. You should also be constantly aware of conditions in all work areas that can produce injuries or illness. No employee is required to work at a job that he or she knows is not safe. Never hesitate to inform your supervisor of any potentially hazardous situation or condition that is beyond your ability or authority to correct immediately. No employee will be discriminated against for reporting safety concerns to management.

It is the responsibility of each employee to support the company safety program and to perform in a manner that assures his or her own personal safety and the safety of others, including customers, visitors and other trades. To be successful in our endeavor, all employees on every level must adopt proper attitudes towards injury and illness prevention. We must also cooperate in all safety and health matters, not only between management and employees, but also between each employee and his or her respective coworkers. Only through such an effort can any safety program be successful. Our objective is a safety and health program that will reduce the total number of injuries and illnesses to an absolute minimum. Our ultimate goal is zero accidents.

Sherri Morgan
Executive Director/ Superintendent

El Roper
Business Services Manager

Table of Contents

Contents

Policy Statement on Safety	1
Code of Safe Practices	3
General Duties and Responsibilities for Safety	5
Office Safety	6
Office Ergonomics	6
Hazardous Materials and Chemicals Communication Program	7
Hazard Identification and Evaluation	9
Hazard Correction	11
Bloodborne Pathogen Exposure Control Plan	12
Safety Communication.....	12
Employee Safety Training	13
Emergency Medical Services and First Aid.....	14
Accident Investigation	16
Enforcement of Safety Policies.....	19
Vaccination Declination Form.....	21
ACKNOWLEDGMENT OF RECEIPT OF SAFETY MANUAL & INJURY AND ILLNESS PREVENTION PROGRAM.....	22

Code of Safe Practices

General Safety Rules

1. All persons shall follow this Code of Safe Practices and render every possible aid to safe operations.
2. Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination.
3. Employees are to immediately report any unsafe conditions, accidents, injuries or illness to their Supervisor.
4. If you are unsure of the safe method to do your job, STOP and ask your Supervisor. Ignorance is no excuse for a safety violation.
5. No one shall be knowingly permitted to work while the employee's ability or alertness is impaired by fatigue, illness, and prescription or over the counter drugs. Employees who are suspected of being under the influence of illegal or intoxicating substances, or impaired by fatigue or an illness, shall be prohibited from working.
6. Never work while fatigued, ill, or under the influence of an illegal or intoxicating substance.
7. Anyone known to be under the influence of any drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job.
8. Horseplay, scuffling, fighting and other acts that tend to have an adverse influence on workplace safety or employee well-being are prohibited.
9. Work shall be well-planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
10. Keep the work area clean and free of debris, electrical cords and other hazards.
11. Immediately clean up spilled liquids.
12. Always notify all other individuals in your area who might be endangered by the work you are doing.
13. Do not operate equipment that you are not familiar with. Do not attempt to use such equipment until you are fully trained and authorized.
14. You are responsible for ensuring all safety guards are operable and in place. If they are not, STOP working and tell your Supervisor.
15. Never bring firearms, weapons, illegal drugs or alcoholic beverages on school grounds.
16. LVCS will appropriately label equipment that is NOT to be operated, energized or used. All such notices and procedures must be observed and obeyed.
17. Do not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes.
18. Do not leave tools, materials, or other objects on the floor that might cause others to trip and fall.
19. Do not run on the school site if it would be unsafe to do so.
20. Do not distract others while working. If conversation is necessary, make sure eye contact is made prior to communicating.
21. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
22. Employees shall ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the Supervisor.

23. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
24. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.
25. Gasoline or other flammable liquids shall not be used for cleaning purposes.
26. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the Supervisor.

Campus/ Resource Center Safety

1. Be aware of unknown persons loitering in parking areas, walkways, entrances and exits and service areas.
2. Report any suspicious persons or activities to school administration.
3. Employee desk or office should be secured at the end of the day.
4. When an employee is called away from his or her work area for an extended length of time, valuable or personal articles should not be left around a work station that may be accessible.
5. Employees must immediately notify school administration when keys are missing or if security access codes have been breached.

Fire Prevention and Housekeeping

1. Always take precautions to prevent fires which may be started, particularly from oily waste, rags, gasoline, flammable liquids, acetylene torches, improperly installed electrical equipment and trash.
2. Firefighting equipment is to be inspected on a regular basis. All discharged, damaged or missing equipment is to be immediately reported to a Supervisor. Tampering with fire equipment is prohibited.
3. Access to fire extinguishers must be kept clear at all times. Make note of the location of firefighting equipment in your work area.
4. Never use gasoline or flammable solvents for cleaning purposes.
5. Smoking is prohibited within twenty (20) feet of where flammable substances are present.
6. In case of fire, employees shall consider the safety of themselves and other individuals before saving property.
7. Keep your work areas free of debris. Remove useless material from the work area as fast as required to help reduce tripping hazards.
8. Maintain awareness of potential hazards when walking about the work site.
9. Keep tools, materials and equipment out of walkways and stairways at all times.
10. Sharp wires or protruding nails must be made safe.

General Duties and Responsibilities for Safety

All employees of the Charter School are responsible for working safely and maintaining a safe & healthful work environment.

A. Program Administrators

The Program Administrators are the Sherri Morgan, Executive Director/Superintendent and El Roper, Business Services Manager. They are responsible for the overall implementation and duties include, but are not limited to:

1. Providing clear understanding and direction to all management and employees regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures.
2. Ensuring that adequate funds are budgeted for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment.
3. Overseeing development, implementation, and maintenance of the IIPP and other required safety programs.
4. Maintaining an organizational commitment to accident prevention by expecting safe conduct on the part of all supervisors and employees.
5. Holding all levels of management and employees accountable for accident prevention and safety.
6. Reviewing all accident investigations to determine corrective action.

B. Administrators/ Supervisors

All Administrators play a key role in the prevention of accidents on the job. They have direct contact with the employees and know the safety requirements for various jobs. Safety responsibilities for these individuals include:

1. Enforce all safety rules in the Manual and ensure safe work procedures.
2. Verify corrective action has been taken regarding safety hazards and accident investigations.
3. Conduct periodic documented inspections of the school sites to identify and correct unsafe actions and conditions that could cause accidents.
4. Act as a leader in school safety policy and setting a good example by following all safety rules.
5. Become familiar with local, state, and federal safety regulations.
6. Correct unsafe acts and conditions that could cause accidents.
7. Communicate with all employees about safety and accident prevention activities.
8. Correct the cause of any accident as soon as possible.
9. Ascertain that proper first aid and firefighting equipment is maintained and used when conditions warrant its use.
10. Maintain good housekeeping conditions at all times.
11. Investigate all injuries and accidents to determine their cause and potential corrective action.
12. Ascertain that all injuries involving our employees that require medical attention are properly treated and promptly reported to the office.

C. Employees

Every employee is responsible for working safely, both for self-protection and for protection of fellow workers. Employees must also support all LVCS safety efforts. Specific employee safety responsibilities include:

1. If you are unsure how to do any task safely, ask your supervisor.
2. Read and abide by all requirements of this Manual.
3. Report all accidents and injuries, no matter how minor, to your supervisor immediately.
4. Report any safety hazards or defective equipment immediately to your supervisor.
5. Never possess, or be under the influence of, alcohol or controlled substances while on the premises.
6. Never engage in horseplay or fighting.
7. Participate in, and actively support, the safety program.

Office Safety

Office accidents can and do happen. To prevent them, LVCS has developed the following rules for our office staff. If at any time, you feel there is a safety hazard, or you have any safety concerns, please do not hesitate to notify the Business Services Manager.

1. Report all accidents and injuries, no matter how minor, to your Supervisor immediately.
2. Correct or report any safety hazards that you observe.
3. Clean up any spilled material that may present a slipping hazard.
4. Do not stretch any cords across aisles that may present a tripping hazard.
5. No one is allowed to climb on shelves or stand on chairs; you must use a step stool or ladder.
6. Keep all legs of the chair on the floor. Do not tilt chairs too far back.
7. No one shall be in the possession of, or under the influence of, alcohol or other intoxicating substances while on the premises.
8. No horseplay will be tolerated.
9. Close file drawers when not in use.
10. Do not open more than one file drawer at a time. This could cause the cabinet to tip.
11. Do not store heavy objects above your head that could fall on you in an earthquake.
12. Do not store flammable or combustible materials near heaters or other heat sources.
13. If you are unsure how to do any task safely, ask your supervisor.
14. Do not operate any equipment you are not trained and authorized to use.
15. Always follow safe lifting procedures when lifting any object and get help for heavy loads by doing the following:
 - Bend your knees, not your back.
 - Keep the load close to body.
 - Keep your back straight.
 - Lift with your legs.
 - Do not lift and twist.

Office Ergonomics

Studies have shown over the years that poorly designed and arranged work areas and repetitive motions can lead to a variety of injuries including carpal tunnel syndrome and tendonitis, which

are often referred to as repetitive motion injuries (“RMI”). As with cancer, heart disease, and many other ailments, there are risk factors that increase an individual’s likelihood of developing RMI. If the risk factors are reduced, so are the chances of being injured. While some of these risk factors, such as family history, cannot be controlled in the employment setting, many can, including:

- The force used to perform a task;
- Posture while performing tasks;
- The number of repetitions performed in a given time period; and
- Mechanical stresses such as hard surfaces.

Proper Adjustments to Office Equipment

The most significant RMI risk factor in office environments is poor body posture caused by improper workstation design or layout. In many cases employees are required to work in awkward positions for long periods of time. This greatly increases the likelihood of injury. Fortunately, this is often the easiest problem to correct. The goal is to perform work in neutral posture as much as possible. Neutral posture is best described as the most comfortable position and usually involves little or no twisting or deviation of the joints.

Sedentary employees are encouraged to contact the Safety Coordinator to ensure that their workstations allow for neutral posture, with respect to the position of the employee’s chair, computer keyboard, desk, computer monitor, and work product.

Hazardous Materials and Chemicals Communication Program

It is the policy of LVCS that the first consideration of work shall be the protection of the safety and health of all employees. We have developed this Hazard Communication Program to ensure that materials which have been prohibited from use at public schools are not used at our school sites, and to ensure that all employees receive adequate information about the possible hazards that may result from the various materials found in our facility or used in our operations. This Hazard Communication Program will be monitored by the Business Services Manager, who will be responsible for ensuring that all facets of the program are carried out, and that the program is effective.

The following are a few of the common materials regulated by the program:¹

- Asbestos-containing materials;
- Lead-containing materials;
- Pesticides, including antimicrobial sanitizers and disinfectants;
- Cleaning products and air purifiers; and
- Art supplies.

¹ Please note that the following items are not included in the program: foods, drugs, cosmetics or tobacco; untreated wood products; hazardous waste; and certain consumer products packaged for sale to and use by the general public, provided that our exposure is not significantly greater than typical consumer exposure.

Hazardous Material Inventory

The Business Services Manager maintains a list of all hazardous materials used in our operations or present in our facility. This list contains the name of the product, the type of product (cleaner, disinfectant, solvent, adhesive etc.) and the name and address of the manufacturer. Any toxic chemicals that are prohibited from use at a public school shall be removed from the inventory. Examples of such chemicals are certain pesticides and art supplies.

Material Safety Data Sheets (“MSDS”)

Copies of MSDS for all hazardous substances to which our employees may be exposed will be kept in a binder in each main office. These MSDS are available to all employees, at any reasonable time, upon request. Copies of the most commonly used products will also be kept by the Supervisor at the work site.

The Business Services Manager will be responsible for reviewing incoming MSDS for new and significant health/safety information. They will ensure that any new information is passed on to the affected employees.

The Business Services Manager will also review all incoming MSDS for completeness. If an MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer. The California Occupational Safety and Health Administration (“Cal/OSHA”) will be notified if a complete MSDS is not received and the manufacturer will not supply one.

New materials will not be introduced into the shop or field until a MSDS has been received. The purchasing department will make it an ongoing part of their function to obtain MSDS for all new materials when they are first ordered.

Container Labeling

All containers of hazardous substances must be correctly labeled and the label must be legible. The label must contain:

- The chemical name of the contents;
- The appropriate hazard warnings; and
- The name and address of the manufacturer.

All secondary containers will be labeled as to their contents with a reference to the original label.

Employee Information and Training

All employees will be provided information and training on Integrated Pest Management in accordance with the Healthy Schools Act of 2000.

Hazardous Non-Routine Tasks

Infrequently, employees may be required to perform hazardous non-routine tasks. Prior to starting this work, each involved employee will be given information by his/her supervisor about hazards to which they may be exposed during such activity.

This information will include:

- The specific hazards;
- Protective/safety measures which must be utilized; and
- The measures the organization has taken to lessen the hazards, including special ventilation, respirators, the presence of another employee, emergency procedures, etc.

Informing Outside Contractors and Vendors

To ensure that outside contractors are not exposed to our hazardous materials, and to ensure the safety of the contractor's employees, it will be the responsibility of the Business Services Manager or Site Administrator to provide outside contractors the following information:

- The hazardous substances under our control that they may be exposed to while at the work site; and
- The precautions the contractor's employees must take to lessen the possibility of exposure.

We will obtain from outside contractors and vendors the name of any hazardous substances the contractor's employees may be using at a work site or bringing into our facility. The contractor must also supply a copy of the material safety data sheet relevant to these materials.

Employee Rights Under the Hazard Communication Standard

At any reasonable time, an employee has the right, upon request, to:

- Access the MSDS folder, and the Hazard Communication Program;
- Receive a copy of any environmental sampling data collected in the workplace; and
- See his/her employment medical records.

Hazard Identification and Evaluation

The following procedures are to assist in the identification and correction of hazards. These procedures are representative only and are not exhaustive of all the measures and methods that will be implemented to guard against injury from recognized and potential hazards in the workplace. As new hazards are identified and improved work procedures developed, they will be promptly incorporated into our Safety Manual.

Loss Analysis

Periodic loss analyses will be conducted by the Business Services Manager. These will help identify areas of concern and potential job hazards. The results of these analyses will be

communicated to management, supervision, and employees through safety meetings and other appropriate means.

Accident Investigations

All accidents and injuries will be investigated in accordance with the guidelines contained in this program. Accident investigations will focus on all causal factors and corrective action including the identification and correction of hazards that may have contributed to the accident.

Employee Suggestions

Employees are encouraged to report any hazard they observe to their supervisor. No employee of LVCS will ever be disciplined or discharged for reporting any workplace hazard or unsafe condition in good faith. However, employees who do NOT report potential hazards or unsafe conditions that they are aware of will be subject to disciplinary action.

Regulatory Requirements

All industries are subject to government regulations relating to safety. Many of these regulations are specific to our type of business. Copies of pertinent regulations can be obtained from the Business Services Manager.

Outside Agencies

Several organizations may assist us in identifying hazards in our workplace. These include safety officers from other contractors, insurance carrier safety and health consultants, private industry consultants, the fire department, and Cal/OSHA Consultation.

Periodic Safety Inspections

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by the Business Services Manager or other designated individuals.

Periodic safety inspections will be conducted:

- When new substances, process, procedures or equipment are used;
- When new or previously unrecognized hazards are identified; and
- Periodically as designated by the Executive Director/ Superintendent

Documentation of Inspections

Safety inspections will be documented to include the following:

- Date on which the inspection was performed;
- The name and title of person who performed the inspection;

- Any hazardous conditions noted or discovered and the steps or procedures taken to correct them; and
- Signature of the person who performed the inspection.

All reports shall be kept on file for a minimum of two (2) years.

Hazard Correction

The following procedures will be used to evaluate, prioritize and correct identified safety hazards. Hazards will be corrected in order of priority, with the most serious hazards being corrected first.

Hazard Evaluation

Factors that will be considered when evaluating hazards include:

- Potential severity (the potential for serious injury, illness or fatality);
- Likelihood of exposure (the probability of the employee coming into contact with the hazard);
- Frequency of exposure (how often employees come into contact with the hazard);
- Number of employees exposed;
- Possible corrective actions (what can be done to minimize or eliminate the hazard); and
- Time necessary to correct (the time necessary to minimize or eliminate the hazard).

Techniques for Correcting Hazards

- 1. Engineering Controls:** Could include machine guarding, ventilation, noise reduction at the source, and provision of material handling equipment. These are the first and preferred methods of control.
- 2. Administrative Controls:** The next most desirable method would include rotation of employees or limiting exposure time.
- 3. Personal Protective Equipment:** Includes hard hats, hearing protection, respirators and safety glasses. These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

Documentation of Corrective Action

All corrective action taken to mitigate hazards should be documented. Depending on the circumstances, one of the following forms should be used:

- Safety Contact Report;
- Safety Meeting Report;
- Memorandum or letter; or
- Safety inspection form.

All hazards noted on safety inspections will be rechecked on each subsequent inspection and notations made as to their status.

Bloodborne Pathogen Exposure Control Plan

The Business Services Manager, or designee, shall meet state and federal standards for dealing with bloodborne pathogens and other potentially infectious materials in the workplace. The Business Services Manager, or designee, shall establish a written “Exposure Control Plan” designed to protect employees from possible infection due to contact with bloodborne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV).

The Board shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the Charter School’s “Exposure Control Plan,” employees having occupational exposure shall be trained in accordance with applicable state regulations (8 CCR 5193) and offered hepatitis B vaccination.

The Business Services Manager, or designee, may exempt designated first-aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations.

Any employee not identified as having occupational exposure in the Charter School’s exposure determination may petition to be included in the Charter School’s employee in-service training and hepatitis B vaccination program. Any such petition should be submitted to the Business Services Manager, or designee, who shall evaluate the request and notify the petitioners of his/her decision. The Business Services Manager, or designee, may deny a request when there is no reasonable anticipation of contact with infectious material.

Safety Communication

This section establishes procedures designed to develop and maintain employee involvement and interest in the Safety Manual and IIPP. These activities will also ensure effective communication between management and employees on safety related issues that is of prime importance to LVCS.

The following are some of the safety communication methods that may be used:

1. Periodic safety meetings with employees that encourage participation and open, two-way communication.
2. New employee safety orientation and provision of the Code of Safe Practices.
3. Provision and maintenance of employee bulletin boards discussing safety issues, accidents, and general safety suggestions.
4. Written communications from management, including memos, postings, payroll stuffers, and newsletters.
5. Anonymous safety suggestion program.

Employees will be kept advised of highlights and changes relating to the safety program. Management shall relay changes and improvements regarding the safety program to employees, as appropriate. Employees will be involved in future developments and safety activities, by requesting their opinions and comments, as necessary.

All employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed to the Business Services Manager.

All employees are encouraged to bring any safety concerns they may have to the attention of management. LVCS will not discriminate against any employee for raising safety issues or concerns.

LVCS also has a system of anonymous notification whereby employees who wish to inform the company of workplace hazards without identifying themselves may do so by using STOP-IT or phoning or sending written notification to the following address:

ATTN: Business Services Manager
Long Valley Charter School
PO Box 7
Doyle, CA 96107
530-827-2395

Employee Safety Training

LVCS is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

Such training provides the following benefits:

- Makes employees aware of job hazards;
- Teaches employees to perform jobs safely;
- Promotes two (2) way communication;
- Encourages safety suggestions;
- Creates interest in the safety program; and
- Fulfills Cal/OSHA requirements.

Every new employee will be given instruction by his/her Supervisor in the general safety requirements of their job. A copy of our Code of Safe Practices shall also be provided to each employee.

Administrators, supervisors and employees will be trained at least twice per year on various accident prevention topics.

Employee training will be provided at the following times:

1. All new employees will receive a safety orientation their first day on the job.
2. All new employees will be given a copy of this Manual (which includes our Code of Safe Practices) and will be required to read and sign for it.
3. All employees given a new job assignment for which training has not been previously provided will be trained before beginning the new assignment.

4. Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced into the workplace.
5. Whenever LVCS is made aware of a new or previously unrecognized hazard.
6. Whenever management believes that additional training is necessary.
7. After all serious accidents.
8. When employees are not following safe work rules or procedures.

Training topics will include, but not be limited to:

- Employee's safety responsibility;
- General safety rules;
- Code of Safe Practices;
- Safe job procedures;
- Ergonomics;
- Use of safety equipment;
- Emergency procedures;
- Safe lifting and material handling practices; and
- Contents of safety program

The following training method should be used:

- **Tell them** how to do the job safely;
- **Show them** how to do the job safely;
- **Have them tell you** how to do the job safely;
- **Have them show you** how to do the job safely; and
- **Follow up** to ensure they are still performing the job safely.

Actual demonstrations of the proper way to perform a task are very helpful in most cases.

Emergency Medical Services and First Aid

LVCS will ensure the availability of emergency medical services for its employees at all times. We will also ensure the availability of a suitable number of appropriately trained persons to render first aid. The Business Services Manager will maintain a list of trained individuals and take steps to provide training for those that desire it.

First-Aid Kits

Every work site shall have access to at least one first-aid kit in a weatherproof container. The first-aid kit will be inspected regularly to ensure that it is well stocked, in sanitary condition, and any used items are promptly replaced. The contents of the first-aid kit shall be arranged to be quickly found and remain sanitary. First-aid dressings shall be sterile and in individually sealed packages.

At a minimum, the following first-aid supplies shall be kept:

Type of Supply Required by Number of Employees

Type of Supplies	Number of Employees		
	1-5	6-15	16-200
Adhesive dressings	X	X	X
Adhesive tape rolls, 1-inch wide	X	X	X
Eye dressing packet	X	X	X
1-inch gauze bandage roll or compress		X	X
2-inch gauze bandage roll or compress	X	X	X
4-inch gauze bandage roll or compress		X	X
Sterile gauze pads, 2-inch square	X	X	X
Sterile gauze pads, 4-inch square	X	X	X
Sterile surgical pads suitable for pressure dressings			X
Triangular bandages	X	X	X
Safety pins	X	X	X
Tweezers and scissors	X	X	X
Cotton-tipped applicators*			X
Forceps*			X
Emesis basin*			X
Flashlight*			X
Magnifying glass*			X
Portable oxygen and its breathing equipment*			
Tongue depressors*			
Appropriate record forms*	X	X	X
First-aid textbook, manual or equivalent*	X	X	X

**To be readily available but not necessarily within the first-aid kit.*

Drugs, antiseptics, eye irrigation solutions, inhalants, medicines, or proprietary preparations shall not be included in LVCS first-aid kits unless specifically approved, in writing, by an employer-authorized, licensed physician. Other supplies and equipment, if provided, shall be in accordance with the documented recommendations of an employer-authorized licensed physician upon consideration of the extent and type of emergency care to be given based upon the anticipated incidence and nature of injuries and illnesses and availability of transportation to medical care.

First Aid

The designated first aid person on each site will be available at all times to render appropriate first aid for injuries and illnesses. Proper equipment for the prompt transportation of the injured or ill person to a physician or hospital where emergency care is provided, or an effective communication system for contacting hospitals or other emergency medical facilities, physicians, ambulance and fire services, shall also be furnished. The telephone numbers of the following emergency services in the area shall be posted near the job telephone, or otherwise made available to the employees where no job site telephone exists:

1. A company authorized physician or medical clinic, and at least one alternate if available;

2. Hospitals;
3. Ambulance services; and
4. Fire-protection services.

Prior to the commencement of work at any site, the Supervisor or Manager shall locate the nearest preferred medical facility and establish that transportation or communication methods are available in the event of an employee injury.

Each employee shall be informed of the procedures to follow in case of injury or illness through our new employee orientation program, Code of Safe Practices, and safety meetings.

Where the eyes or body of any person may be exposed to injurious or corrosive materials, suitable facilities for drenching the body or flushing the eyes with clean water shall be conspicuously and readily accessible.

Accident Procedures

These procedures are to be followed in the event of an employee injury in the course of employment.

1. **For severe accidents call 911**
2. **Employees must report all work-related injuries to their Supervisor immediately, even if they do not feel that it requires medical attention.** Failure to do so may delay Workers' Compensation benefits, and the employee may face disciplinary action.
3. The Supervisor, employee, and first aid person should determine whether or not outside medical attention is needed. When uncertainty exists on the part of any individual, the employee should be sent for professional medical care.
4. If medical attention is not desired or the employee refuses treatment, you must still fill out a LVCS Accident Report in case complications arise later. Accident reports are submitted immediately to El Roper, Business Services Manager.
5. In all cases, if the employee cannot transport himself or herself for any reason, transportation should be provided.
6. In the event of a serious accident involving hospitalization for more than twenty-four (24) hours, amputation, permanent disfigurement, loss of consciousness or death, phone contact should be made with El Roper at 530-827-2395. Contact must also be made with the nearest Cal/OSHA office within eight (8) hours.

Accident Investigation

The Business Services Manager in collaboration with the Administrator or other designated individual will investigate all work-related accidents in a timely manner. This includes minor incidents and "near accidents," as well as serious injuries. An accident is defined as any unexpected occurrence that results in injury to personnel, damage to equipment, facilities, or material, or interruption of normal operations.

Responsibility for Accident Investigation

Immediately upon being notified of an accident, the Business Services Manager, Administrator, or other designated individual shall conduct an investigation. The purpose of the investigation is to determine the cause of the accident and corrective action to prevent future reoccurrence, not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

The Purpose of Accident Investigations

- To prevent or decrease the likelihood of similar accidents.
- To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two factors.
- To identify training needs. This makes training more effective by focusing on factors that are most likely to cause accidents.

What Types of Incidents Do We Investigate?

- Fatalities
- Serious injuries
- Minor injuries
- Property damage
- Near misses

Procedures for Investigation of Accidents

Immediately upon being notified of an accident the designated individual will:

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh and before witnesses forget important details and to make sure hazardous conditions to which other employees or customers could be exposed are corrected or have been removed.
2. Provide for needed first aid or medical services for the injured employee(s).
3. If possible, interview the injured worker at the scene of the accident and verbally “walk” him or her through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who has knowledge of the accident, even if they did not actually witness it.
4. Report the accident to El Roper at 530-827-2395 Accidents will be reported by the Business Services Manager to the insurance carrier within twenty-four (24) hours. All serious accidents will be reported to the carrier as soon as possible.
5. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
6. Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Use sketches, diagrams and photos as needed. Take measurements when appropriate.
7. All accidents involving death, disfigurement, amputation, loss of consciousness or hospitalization for more than twenty-four (24) hours must be reported to Cal/OSHA immediately.

8. Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury.
9. Every investigation must also include an action plan that includes an assessment of how such accidents be prevented in the future.
10. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.

Accurate & Prompt Investigations

- Ensures information is available
- Causes can be quickly corrected
- Helps identify all contributing factors
- Reflects management concern
- Reduces chance of recurrence

Investigation Tips

- Avoid placing blame
- Document with photos and diagrams, if needed
- Be objective, get the facts
- Reconstruct the event
- Use open-ended questions

Questions to Ask

When investigating accidents, asking open-ended questions beginning with “who,” “what,” “when,” “where,” “why,” and “how” will provide more information than closed-ended questions such as, “Were you wearing gloves?”

Examples include:

- How did it happen?
- Why did it happen?
- How could it have been prevented?
- Who was involved?
- Who witnessed the incident?
- Where were the witnesses at the time of the incident?
- What was the injured worker doing?
- What was the employee working on?
- When did it happen?
- When was the accident reported?
- Where did it happen?
- Why was the employee assigned to do the job?

The single, most important question that must be answered as the result of any investigation is: “What do you recommend be done (or have you done) to prevent this type of incident from recurring?”

Once the Accident Investigation is Completed

- Take or recommend corrective action.
- Document corrective action.
- Executive Director/ Superintendent and the Business Services Manager will review the results of all investigations.
- Consider safety program modifications.
- Information obtained through accident investigations can be used to update and improve our current program.

Enforcement of Safety Policies

The compliance of all employees with LVCS's Safety Manual and IIPP is mandatory and shall be considered a condition of employment.

Training Programs

The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the New Employee Safety Orientation and safety meetings. This will help ensure that all employees understand and abide by LVCS safety policies.

Retraining

Employees that are observed performing unsafe acts or not following proper procedures or rules will be retrained by their supervisor. A Safety Contact Report may be completed by the supervisor to document the training. If multiple employees are involved, additional safety meetings will be held.

Disciplinary Action

The failure of an employee to adhere to safety policies and procedures established by LVCS can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and wellbeing of the employee committing the unsafe act but can also affect the safety of his/her coworkers and customers. Accordingly, any employee who violates any of the organization's safety policies will be subject to disciplinary action.

Note: Failure to promptly report any on-the-job accident or injury, on the same day as its occurrence, is considered a serious violation of the organization's safety policies. Any employee who fails to immediately report a work-related accident or injury, no matter how minor, shall be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury. Often, when an injury occurs, the accident investigation will reveal that the injury was caused because the employee violated an established safety rule and/or safe work practice(s). In any disciplinary action, the supervisor should be

cautious that discipline is given to the employee for safety violations, and not simply because the employee was injured on the job or filed a Workers' Compensation claim.

Violations of safety rules and the Code of Safe Practices are to be considered equal to violations of other company policy. Discipline for safety violations will be administered in a manner that is consistent with LVCS's Employee Handbook.

Vaccination Declination Form

EMPLOYEE NAME: _____

By signing below, I acknowledge the following:

I understand that due to my occupational exposure to blood or other potential infectious materials I may be at risk of acquiring Hepatitis B Virus (“HBV”) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

SIGNATURE: _____

DATE: _____

ACKNOWLEDGMENT OF RECEIPT OF SAFETY MANUAL & INJURY AND ILLNESS PREVENTION PROGRAM

PLEASE READ THE EMPLOYEE SAFETY MANUAL & INJURY AND ILLNESS PREVENTION PROGRAM AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE BUSINESS SERVICES MANAGER

EMPLOYEE NAME: _____

This is to certify that I have received a copy of the Long Valley Charter School (“LVCS”) Safety Manual & Illness and Injury Prevention Program. I have read this document, understand it, and will comply with it while working for LVCS.

I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment with LVCS.

I also understand that I am to report any injury to my Supervisor or Manager immediately and report all safety hazards.

I further understand that I have the following rights.

- I am not required to work in any area I feel is not safe.
- I am entitled to information on any hazardous material or chemical I am exposed to while working.
- I am entitled to see a copy of the LVCS Safety Manual & Injury and Illness Prevention Program.
- I will not be discriminated against for reporting safety concerns.

Employee’s Signature: _____ Date: _____

Please sign/date and return to El Roper.



Long Valley Charter School

Imagine-Achieve-Inspire

Injury & Illness Prevention Program: COVID-19 Addendum

Approved by: Board of Directors

Revised: 4-15-21, 1-26-21;
1-14-21; Adopted: 7-23-20

Number: 1012
Addendum

California employers are required to establish and implement an Injury and Illness Prevention Program (“IIPP”) to protect employees from all worksite hazards, including infectious diseases. Long Valley Charter (Charter) has adopted this addendum to support reopening school for in-person instruction. This document also complies with the temporary Cal/OSHA regulations issued November 30, 2020 requiring a written COVID-19 prevention plan. This addendum in addition to the Charter’s Policy 5010-Health and Safety Plan provide guidance for safe work practices, policies and procedures, and in maintaining a safe work environment. These measures are intended to prevent and slow the spread of COVID-19 at our work places.

It is the policy of Long Valley Charter to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

What is COVID-19?

In November 2019, a novel coronavirus (SARS-CoV-2) was discovered in Wuhan, China, which was found to cause a viral respiratory illness (coronavirus disease 2019, or “COVID-19”) leading to severe injury and death in certain populations, particularly elderly persons and persons with underlying health conditions. COVID-19 was declared a pandemic by the World Health Organization on March 11, 2020

In 2020, the CDC identified the following symptoms of COVID-19, which may appear within 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Employees are advised to check symptoms on the CDC website as they are updated.

Authority and Responsibility

- Sherri Morgan, Executive Director/ Superintendent has overall authority and responsibility for implementing the provisions of this Addendum.
- Site Administrators and all managers are responsible for implementing and maintaining the Addendum in their assigned work areas and for ensuring employees receive answers to questions about this document.
- All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification, Evaluation, and Correction of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations and consider prevention controls in our workplace and the need for different or additional controls.
- 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.
- Conduct periodic inspections to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by notifying the site administrator in writing.

In the event hazards are revealed or reported, the Charter will act to remediate those hazards as necessary to reduce the spread of COVID-19.

Measures for Healthy School Operations

1. Employee Screening

- Employees are directed to pre-screen themselves for COVID-19 symptoms prior to coming to work. If the employee does not pass this screening, they are directed to contact their site administrator who will contact El Roper for further instructions. The Charter works with public health departments for current guidance.

2. Physical Distancing

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

- Increase physical space between employees by modifying the workspace.
- Utilize signs, tape marks, or other visual cues to indicate where to stand.
- Implement flexible meeting option such as using videoconferencing.
- Reduce the number of persons in an area at one time.
- Stagger break times.

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

3. Face Coverings

- Until lifted, the CDPH has ordered that all persons must wear a cloth face covering at work if the hazard assessment has determined that they do not require PPE (such as a respirator or medical facemask) for protection. Masks must be properly worn over the nose and mouth when indoors, and when outdoors and less than six feet away from another person.
- As necessary, the Charter will provide clean and undamaged face coverings.
- All face coverings must be worn, cleaned, and replaced as needed, and unless an applicable exception to wearing a facial covering applies, consistent with the Charter's COVID-19 Health and Safety Policy.
- If an employee cannot wear a face covering, face shield with a drape, respiratory protection, or another effective alternative to a facial covering, the employee shall be kept at least six (6) feet apart from all other employees, students, and persons, unless the unmasked employee is tested at least twice per week for COVID-19. However, testing an employee twice per week is not an alternative to wearing a facial covering where otherwise required.

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 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.

4. *Engineering Controls*

- To the maximum extent feasible, the Charter will implement all appropriate actions to protect employees where six (6) feet of physical distancing cannot be maintained, consistent with the COVID-19 Health and Safety Policy, as well as this Plan.
- To the maximum extent feasible, the Charter will ensure maximize the quantity of outside air in buildings or by natural ventilation systems, except when the United States EPA Air Quality Index is greater than one hundred (100) for any pollutant, or if opening windows or doors would cause additional hazards to employees.
- Working with the owners/landlords of each facility and requesting filtration efficiency.

5. *Cleaning and Disinfecting*

Routine Cleaning

- Routinely clean and disinfect all frequently touched surfaces in the workplace such as workstations, keyboards, telephone, and doorknobs.
 - If surfaces are dirty, clean using a detergent or soap and water before disinfecting using Healthy Schools Act protocols.
 - For disinfection, select from EPA-approved products approved for COVID-19. Follow the manufacturer's instructions for all cleaning and disinfecting products.
- Provide disposable disinfecting wipes so that employees can wipe down commonly used surfaces before each use.
- Employees using chemicals are advised to wear gloves and additional PPE based on the setting and product.

Enhancing Cleaning and Disinfection

- In the event of a suspected or confirmed COVID-19 case at the Charter, the Charter will determine all areas, materials, and equipment used by the individual during the high exposure period.
- Once identified, the Charter will follow all CDC cleaning and disinfection recommendations of all pertinent areas.

6. *Limit Sharing of Tools, Equipment, and PPE*

- The Charter will not allow any employees, students, or any other persons to share any form of PPE, including but not limited to: gloves, facial coverings, masks, and goggles.
- To the maximum extent feasible, the Charter will prohibit the sharing of tools and equipment, including: phones, headsets, desks, keyboards, and writing materials. Where sharing is required, the Charter will follow all cleaning and disinfection procedures, consistent with this Plan.
- On any Charter busses or other vehicles which are otherwise shared, the high touch points such as steering wheels, seatbelt buckles, armrests, and seats will be disinfected between uses, consistent with this Plan.

7. *Hand Sanitation*

- Provide soap and water in the workplace. All employees are encouraged to wash their hands frequently and will be provided ample time to do so. Employees should wash their hands for at least twenty (20) seconds each time.
- If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. The Charter prohibits hand sanitizer containing methanol (i.e. methyl alcohol). Ensure that adequate supplies are maintained.
- Ideally, place touchless hand sanitizer stations in multiple locations to encourage hand hygiene.
- Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.

8. *Coughing and Sneezing Etiquette*

- Employees are directed to visit CDC's coughing and sneezing etiquette and clean hands webpage for more information such as using a tissue to cover one's mouth and nose.
- Provide tissues and no touch trash cans

9. *Employee Training and Communication*

- Provide periodic training on the policies and procedures related to COVID-19 hazards
- Communicate clearly and frequently; email and Parent Square messages are the primary means of sharing information and updates.
- Employees are encouraged to direct questions to their supervisor or contact El Roper directly.
- Use of STOP-IT is an acceptable means for making anonymous reports regarding hazards or non-compliance with the Charter's policies.

Actions if an Employee is Suspected or Confirmed to have COVID-19 Infection:

Current Cal/OSHA Regulations

- Effective immediately, upon one (1) "COVID-19 case"¹ in the workplace, the Charter will:
 - Investigate the COVID-19 case, determine the day and time the COVID-19 case was last present on the Charter campus, the date of the positive test and/or diagnosis, and the date the case has one (1) or more COVID-19 symptoms, if any.
 - Investigate whether other Charter employees or any other third parties may have had a COVID-19 exposure by evaluating the activities of the COVID-19 case at the Charter campus during the "high-risk exposure period"².
 - Give notice of potential exposure, within one (1) business day, and without revealing any personal identifying information³ of the COVID-19 case, to:
 - 1) All employees who may have had COVID-19 exposure, and
 - 2) Independent contractors and other employers present at the workplace during the high-risk exposure period.
 - Offer testing for COVID-19 to all employees with potential COVID-19 exposure in the workplace, at no charge and during working hours, as well as:
 - Information regarding COVID-19-related benefits under all applicable federal, state, and local laws, as well as potential salary continuation rights during any period of exclusion due to the COVID-19 exposure.
 - Investigate the potential that workplace conditions contributed to the risk of COVID-19 exposure, as well as remedial steps that could have been taken to reduce the risk of COVID-19 exposure.
- Effective immediately, and pursuant to current Cal/OSHA regulations:
 - All employees with COVID-19 exposure shall be excluded from the Charter campus for fourteen (14) days from the last known exposure to a COVID-19 case.
 - Charter employees with confirmed COVID-19 must not return to the Charter campus as follows⁴:
 - For Employees who test positive and have symptoms consistent with COVID-19:
 - 1) At least twenty-four (24) hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications,

¹ Cal/OSHA regulations define a "COVID-19 case" as a person who: 1) Has a positive COVID-19 test, 2) is subject to a COVID-19 related order to isolate issued by a local health department or state health official, or 3) has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

² "High-risk exposure period" is defined by Cal/OSHA as: 1) For individuals with COVID-19 symptoms, from two (2) days before the symptoms first develop until ten (10) days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or 2) for asymptomatic individuals who test positive for COVID-19, from two (2) days before until ten (10) days after the first positive COVID-19 test specimen was collected.

³ All personally identifying information related to COVID-19 cases or those with COVID-19 symptoms shall be kept confidential. However certain information may be provided to public health authorities, as required by law.

⁴ The Charter will not require a negative test prior to an employee returning to work. 8 CCR 3505(c)(11)(D).

- 2) COVID-19 symptoms have improved, and
- 3) At least ten (10) days have passed since COVID-19 symptoms first appeared.
- Employees who test positive but remain asymptomatic shall not return to the Charter campus until at least ten (10) days have passed since the date of specimen collection of their first positive COVID-19 test.
- Employees excluded from work due to COVID-19 exposure may be entitled to salary continuation during the fourteen (14) day exclusion period. The Charter may elect to provide paid sick leave during this period. Any salary continuation benefits will account for funds received from public sources during this period, as well as any indemnity benefits as part of any workers' compensation claim related to the employee's COVID-19 exposure.
 - If a COVID-19 case is not work-related pursuant to all applicable workers' compensation laws, Charter employees are not entitled to salary continuation during the fourteen (14) day exclusion period.
 - If a Charter employee is unable to work for reasons other than protecting other employees or students at the Charter campus from possible COVID-19 transmission, the employee is not entitled to salary continuation during the fourteen (14) day exclusion period.
- Effective immediately, and in the event of a confirmed COVID-19 case at the Charter campus, the Charter will notify the local public health department, as required by law.
- Effective immediately, upon notice any COVID-19-related serious illnesses or death⁵ of an employee occurring in a place of employment or in connection with any employment, the Charter will immediately report such information to Cal/OSHA.

AB 685 Notification Requirements

Effective January 1, 2021, employers are required to provide certain notices in response to a “notice of potential exposure to COVID-19,” in accordance with Labor Code section 6409.6. A “notice of potential exposure” means any of the following:

- (a) Notification from a public health official or licensed medical provider that an employee was exposed to a qualifying individual at the worksite.
- (b) Notification from an employee, or their emergency contact, that the employee is a qualifying individual.
- (c) Notification through the school's testing protocol that the employee is a qualifying individual.
- (d) Notification from a subcontracted employer that a qualifying individual was on the schoolsite.

Upon receipt of a “notice of potential exposure,” the Charter must take the following actions within one (1) business day of the notice:

- (a) Provide a written notice to all employees who were on the premises in the same worksite⁶ as the qualifying individual⁷ within the infectious period⁸ that they may have been exposed to COVID-19.
- (b) Provide all employees who may have been exposed with information regarding COVID-19-related benefits to which employees may be entitled under applicable federal, state, or local laws.
- (c) Notify all employees and the employers of subcontracted employees on the disinfection and safety plan that the employer plans to implement and complete per the guidelines of the federal Centers for Disease Control.

Records of the above notices must be retained for a minimum of three (3) years.

⁵ Pursuant to 8 CCR §330(h), “Serious injury or illness means any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement.”

⁶ The “worksite” does not include buildings, or floors within multistory buildings, that a qualifying individual did not enter. If the Charter operates multiple worksites, the school must only notify employees who worked at the same worksite as the qualified individual. (Labor Code § 6409.6, subd. (d)(5).)

⁷ A “qualifying individual” means (a) a laboratory-confirmed case of COVID-19, as defined by the State Department of Public Health; (b) a positive COVID-19 diagnosis from a licensed health care provider; (c) a COVID-19-related order to isolate provided by a public health official; (d) died due to COVID-19, in the determination of a county public health department or per inclusion in the COVID-19 statistics of a county. (Labor Code § 6409.6, subd. (d)(4).)

⁸ The “infectious period” means the time a COVID-19-positive individual is infectious, as defined by the State Department of Public Health. (Labor Code § 6409.6, subd. (d)(2).)

Effective January 1, 2021 the school must also take the following responses in the event of a COVID-19 “outbreak,” as defined by CDPH:

- Within forty-eight (48) hours, the Executive Director/ Superintendent or designee shall notify the county public health department of the names, number, occupation, and worksite of employees who meet the definition of a qualifying individual.⁹ Reporting also includes the address and NAICS code of the worksite where the qualifying individuals work.

COVID-19 Testing:

- In the event of a COVID-19 outbreak pursuant to Cal/OSHA regulations:
 - The Charter must provide testing to all employees who were present in the exposed workplace.
 - Pursuant to Cal/OSHA regulations, “employees in the exposed workplace shall be tested and then tested again one week later.”¹⁰
 - After the first two (2) COVID-19 tests, the Charter must provide continuous COVID-19 testing of employees remaining at the workplace at least once per week, until outbreak criteria are no longer met.
- In the event of a “major COVID-19 outbreak,”¹¹ the Charter will provide COVID-19 testing at least twice per week to all employees present at the exposed workplace during the thirty (30) day period, and who remain at the workplace. This testing regimen will continue until there are no new COVID-19 cases in the workplace for a fourteen (14) day period.
- Consistent with current Cal/OSHA regulations, the Charter will require certain frequencies of COVID-19 testing before allowing employees with COVID-19 exposure to return to campus.
- In the event that COVID-19 testing is mandated by Cal/OSHA regulations or for routine surveillance testing, Charter employees may procure testing for COVID-19 at the school (in collaboration with CDPH’s Valencia State Lab), at public health agencies, or their health provider.

Record Keeping and Availability of Plan

- The Charter will maintain records of the steps taken to implement this Plan for at least one (1) year or as otherwise noted, consistent with 8 CCR §3202(b).
- This Plan shall be made available at the workplace to all Charter employees and Cal/OSHA representatives immediately upon request.
- The Charter will track all COVID-19 cases, by keeping a record of the employee’s name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential. The information shall be made available to employees or as otherwise required by law, with personal identifying information removed.

The Executive Director/Superintendent is authorized to implement changes or additions to this addendum in order to ensure compliance with new or revised orders or guidance from local, county, state or federal authorities (“Agencies”) and/or the facts of a specific circumstance, and to take any and all actions consistent with orders and guidance from the Agencies that is not specifically addressed by this policy. The Executive Director/Superintendent shall provide the Board with regular updates as to actions taken pursuant to this section.

⁹ A “qualifying individual” means (a) a laboratory-confirmed case of COVID-19, as defined by the State Department of Public Health; (b) a positive COVID-19 diagnosis from a licensed health care provider; (c) a COVID-19-related order to isolate provided by a public health official; (d) died due to COVID-19, in the determination of a county public health department or per inclusion in the COVID-19 statistics of a county. (Labor Code § 6409.6, subd. (d)(4).)

¹⁰ 8 CCR §3205.1(b)(2)A).

¹¹ Cal/OSHA defines a major outbreak as “20 or more COVID-19 cases in an exposed workplace within a 30-day period.”

and the date of a positive COVID-19 test. Medical information shall be kept confidential. The information shall be made available to employees or as otherwise required by law, with personal identifying information removed.

The Executive Director/Superintendent is authorized to implement changes or additions to this addendum in order to ensure compliance with new or revised orders or guidance from local, county, state or federal authorities (“Agencies”) and/or the facts of a specific circumstance, and to take any and all actions consistent with orders and guidance from the Agencies that is not specifically addressed by this policy. The Executive Director/Superintendent shall provide the Board with regular updates as to actions taken pursuant to this section.