

Agenda Item:	IV F: Action Item
Date:	June 17, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Suat Acar, Chief Operations Officer
RE:	MPS Safety Manual and Injury and Illness Prevention Program (IIPP) with COVID-19 Prevention Procedures

Action Proposed:

I move Board approve the proposed Magnolia Public Schools Safety Manual and Injury and Illness Prevention Program with COVID-19 Prevention Procedures.

Purpose:

- It is the intent of MPS to comply with all laws relating to occupational safety and health, specifically as required by the California Code of Regulations, Title 8, Section 3203.
- Section 3203 of Title 8 of the California Code of Regulations sets forth the requirement that each employer in the state must establish and implement an effective, written Injury and Illness Prevention Program to protect employees from injury and illness in the workplace. In accordance with that requirement, the MPS Administrative Teams will provide all necessary safeguards, programs, and equipment required to reduce the potential for accidents and injuries.
- The policies and procedures contained in this Manual are mandatory. The Injury and Illness Prevention Program will allow MPS to maintain awareness of conditions in all work areas that can produce injuries or illness and to make sure that no employee is required to work at a job that he or she knows is not safe. The MPS will also make sure that no employee will be discriminated against for reporting safety concerns to the respective management of the site.

Background:

- The safety of students and staff is the highest priority for the MPS. Injuries and illnesses create personal loss to employees, students, and their families, and reduce our ability to provide quality education. We believe that all accidents are preventable. Site administrators have primary responsibility for providing a safe working and learning environment and are accountable for compliance with applicable health and safety requirements. All supervisors (From the CEO & Superintendent to the school principals) share responsibility for ensuring the safety of students and staff. Also, every employee is expected to work safely, adhere to safety requirements, and immediately report accidents and potential workplace hazards to their supervisors.

Analysis:

The IIPP is required by Cal/OSHA health and safety regulations for all public schools and sites. It reflects the MPS’ stance with a policy on employee safety. Moreover, it specifies procedures to maintain a safe and healthy workplace for employees.

The IIPP Consists of 7 components:

1. Designation of a responsible individual

2. Employee compliance with safety and health regulations
3. Communication of safety and health information to employees
 - i. Safety and health information is communicated by MPS Administrative bulletins, memorandums, Safety Alerts, written programs and policies.
 - ii. Site administrators must provide employees with these documents by:
 1. posting on employee bulletin boards
 2. in-service training and new employee orientation
 - iii. Employees are required to review information as applies to job classification.
4. Workplace hazard assessment and correction
 - i. Conduct safety inspections
 - ii. Correct hazards immediately
 - iii. Mitigate, tag or barricade hazards not corrected immediately
5. Accident investigation and reporting
 - i. Provide first aid or medical treatment to injured or ill personnel
 - ii. Investigate the accident and accident site
 - iii. Interview employees and witnesses
 - iv. Complete an accident investigation report
 - v. Implement actions to prevent accident recurrence
 - vi. Site administrators, supervisors or designee must notify Cal/OSHA within 8 hours to report serious injuries (death, amputation, permanent disfigurement, hospitalization for more than 24 hours for other than observation, or multiple worker injuries requiring hospitalization.) illnesses or death of an employee
6. Employee training
 - i. Supervisors must train their employees on MPS safety policies and procedures; safe work practices; and provide specific training on hazards unique to the employee's job.
 - ii. All safety training must be documented on the "Health and Safety Training Form" that MPS Home office will make available and filed at each site.
 - iii. Supervisors must retrain employees with new job assignments or whenever new substances, processes, procedures or equipment are introduced to the workplace.
7. Recordkeeping (Following documents must be kept at least for 5 years)
 - i. Safety Inspection reports
 - ii. Regulatory citations (report all citations immediately to the Office of Environmental Health and Safety)
 - iii. Corrective Action Notices (issued by Office of Environmental Health and Safety)
 - iv. Safety Committee meeting minutes
 - v. Employee Injury/Accident Investigation reports
 - vi. Workers' compensation claim reports
 - vii. Employee health and safety training record

Impact:

With the approval of this IIPP the MPS will be compliant with the state requirements and each site will have appropriate action steps and tasks delineated under certain assigned staff members. This will make our sites safer and ready to respond in unexpected situations.



Budget Implications:

The proposed IIPP currently does not require any funding at this point.

- Legal Review: The IIPP Plan is prepared and reviewed by the YMC as the legal firm of MPS

Exhibits:

- Appendix 1: Magnolia Public Schools Safety Manual and Injury and Illness Prevention Program with COVID-19 Prevention Procedures



SAFETY MANUAL
&
INJURY AND ILLNESS PREVENTION PROGRAM

250 E. 1st Street, Suite 1500
Los Angeles, CA 90012

Phone: (213) 628-3634

Website: www.magnoliapublicschools.org

**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 CHIEF OPERATIONS OFFICER.

EMPLOYEE NAME: _____

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

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

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 MPS Safety Manual & Injury and Illness Prevention Program.
- I will not be discriminated against for reporting safety concerns.

Employee’s Signature: _____ Date: _____

**Please sign/date, tear out, and return to the Chief Operations
Officer.**

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Policy Statement on Safety

The safety and health of each Magnolia Public Schools (“MPS”) 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 our office at 250 E. 1st Street, Suite 1500, Los Angeles, CA 90012. You may ask to review it at any time. You may also contact our Chief Operations Officer at (213) 628-3634, if you have any questions or concerns.

It is the intent of MPS 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.

Suat Acar, Chief Operations Officer

Code of Safe Practices

General Safety Rules

1. Immediate Reporting and Response:

- All persons shall follow this Code of Safe Practices and render every possible aid to safe operations.
- Employees and students must immediately report any unsafe conditions, accidents, injuries, or illness to their Supervisor, Manager, or designated school official.

2. Prohibition of Working Under Impairment:

- No one shall be knowingly permitted to work while the employee's or student's ability or alertness is impaired by fatigue, illness, and prescription or over-the-counter drugs. Employees and students suspected of being under the influence of illegal or intoxicating substances or impaired by fatigue or illness shall be prohibited from working or attending classes.

3. Maintaining a Safe Environment:

- Horseplay, scuffling, fighting, and other acts adversely influencing workplace and school safety or well-being are prohibited.
- Keep the work and school areas clean and free of debris, electrical cords, and other hazards. Immediately clean up spilled liquids.
- Do not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes.
- Do not leave tools, materials, or other objects on the floor that might cause others to trip and fall.

4. Proper Equipment Use:

- Do not operate unfamiliar equipment or attempt to use such equipment until you are fully trained and authorized.
- Ensure all safety guards are operable and in place. If they are not, STOP working and inform your Supervisor or designated school official.
- MPS will appropriately label equipment NOT to be operated, energized, or used. All such notices and procedures must be observed and obeyed.

5. Emergency Procedures:

- Familiarize yourself with the school's emergency procedures, including evacuation routes and assembly points.
- Participate in regular safety drills and follow instructions from safety officials during emergencies.
- Notify all other individuals in your area who might be endangered by the work you are doing.

6. Security Measures:

- Never bring firearms, weapons, illegal drugs, or alcoholic beverages on school grounds.
- Be aware of and comply with the school's security camera policies and protocols.
- Report any suspicious activities or security concerns to school authorities immediately.

7. Mental Health and Wellness:

- Be aware of the resources available for mental health support, including counseling services and peer support programs.
- Report any signs of mental distress or bullying to designated school officials.
- Participate in training and awareness programs on mental health and wellness.

8. Behavioral Expectations:

- Follow the school's behavioral policies, including anti-bullying and harassment guidelines.
- Engage in respectful and positive interactions with others in the school community.
- Report any behavioral concerns to the appropriate school authorities.

9. Training and Authorization:

- Ensure you receive proper training and authorization before performing tasks or using equipment.
- Attend all required safety training sessions and refreshers as mandated by the school.

Specific Safety Practices

1. Hazardous Materials Handling:

- Cleanse thoroughly after handling hazardous substances and follow special instructions from authorized sources.
- Do not use gasoline or other flammable liquids for cleaning purposes.

2. Confined Spaces and Ignition Sources:

- Do 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.
- No burning, welding, or other ignition sources shall be applied to any enclosed tank or vessel until it has been determined that no possibility of explosion exists and authority for the work is obtained from the Supervisor or Manager.

Campus Safety

1. Awareness and Reporting:

- Be vigilant and aware of unknown persons loitering in parking areas, walkways, entrances and exits, and service areas.
- Report any suspicious persons, activities, or objects to the school administration immediately.

- Familiarize yourself with the school's emergency contact numbers and procedures for reporting security concerns.
2. Securing Personal and School Property:
 - Employee desks or offices should be secured at the end of the day. Ensure that all doors and windows are locked.
 - When leaving your work area for an extended period, do not leave valuable or personal articles unattended. Secure them in a locked drawer or cabinet.
 - Use school-provided storage solutions for personal belongings to prevent theft or loss.
 3. Key and Access Control:
 - Employees must immediately notify the school administration if keys are missing or security access codes or passes have been breached.
 - Follow the school's protocol for issuing and returning keys and access cards. Ensure that all access tools are accounted for and used responsibly.
 - Do not share your access codes or keys with unauthorized individuals.
 4. Emergency Procedures:
 - Know the location of emergency exits, fire alarms, and safety equipment, such as fire extinguishers and first aid kits.
 - Participate in regular safety drills and follow the instructions of emergency personnel during an actual event.
 - Keep pathways and exits clear of obstructions to ensure quick evacuation if needed.
 5. Use of Security Cameras:
 - Be aware of and comply with the school's security camera policies designed to enhance campus safety.
 - Security cameras are placed in public areas to monitor and record activities for the safety and security of all campus individuals. Report any issues with security cameras to the administration.
 6. Visitor Management:
 - All visitors must check in at the main office and wear a visitor badge on campus. Employees should ensure that visitors are escorted or monitored while on school grounds.
 - Challenge and report any unescorted or unidentified individuals on campus to the school administration.
 7. Safety Communication:
 - Stay informed about campus safety updates and attend any safety briefings or training sessions the school provides.
 - Use established communication channels to report safety concerns or incidents promptly. Maintain clear and open communication with school administration regarding safety issues.
 8. Cybersecurity:
 - Protect your computer and other digital devices with strong passwords, and log out when not in use.
 - Report any cybersecurity threats, such as phishing emails or suspicious online activities, to the school's IT department.

- Follow the school’s policies on using technology and the internet to prevent security breaches.
9. Collaboration and Training:
- Collaborate with school administration and safety personnel to identify potential safety risks and develop mitigation strategies.
 - To stay prepared for any situation, participate in regular training on campus safety, emergency response, and incident reporting.
 - Encourage a culture of safety and vigilance among staff and students by leading by example and promoting best practices.

General Duties and Responsibilities for Safety

A safe working environment can only be achieved and maintained with active interest, participation, and accountability at all organizational levels. To ensure this, MPS delegates the following safety duties by job title. This list is not exhaustive; employees may need to perform additional safety duties to prevent accidents.

Executive Management Responsibilities

1. Policy and Planning:

- Plan, organize, and administer the safety program by establishing policies, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results.
- Provide clear understanding and direction to all management and employees regarding the importance of safety through developing, implementing, monitoring, and revising policies and procedures.
- Ensure adequate funds are budgeted for necessary safety materials, personal protective equipment, employee safety training, and tool and equipment maintenance.

2. Program Oversight:

- Oversee the development, implementation, and maintenance of the Injury and Illness Prevention Program (IIPP) and other required safety programs.
- Maintain an organizational commitment to accident prevention by expecting safe conduct from all managers, supervisors, and employees.
- Hold all levels of management and employees accountable for accident prevention and safety.
- Review all accident investigations to determine corrective action and ensure lessons are learned and applied.

Managers and Supervisors' Responsibilities

1. Enforcement and Compliance:

- Enforce all safety rules and ensure safe work procedures are followed.
- Verify that corrective actions have been taken regarding safety hazards and accident investigations.
- Become familiar with local, state, and federal safety regulations and ensure compliance.

2. Safety Leadership:

- Conduct periodic documented inspections of school sites to identify and correct unsafe actions and conditions that could cause accidents.
- Act as leaders in school safety policy, setting a good example by following all safety rules and encouraging others to do the same.
- Communicate with all employees about safety and accident prevention activities, maintaining an open line of communication.

3. Incident Response:

- Investigate all injuries and accidents to determine their cause and implement potential corrective actions.
- Ensure proper first aid and firefighting equipment is maintained and used when conditions warrant.
- Maintain good housekeeping conditions at all times to prevent accidents.
- Ascertain that all injuries requiring medical attention are properly treated and promptly reported to the office.

Employee Responsibilities

1. Personal Responsibility:

- Work safely to protect oneself and fellow workers.
- Read and abide by all safety requirements and protocols.
- Report all accidents and injuries, no matter how minor, to a supervisor immediately.
- Report any safety hazards or defective equipment immediately to a supervisor.
- Never possess or be under the influence of alcohol or controlled substances while on school premises.
- Never engage in horseplay or fighting, as these behaviors compromise safety.

2. Participation in Safety Programs:

- Participate in and actively support the school safety program.
- Attend all required safety training sessions and refreshers as mandated.
- Follow established emergency procedures during drills and actual emergencies.
- Use personal protective equipment as required and ensure it is in good condition.

3. Proactive Safety Measures:

- Maintain a clean and hazard-free work area.
- Assist in identifying and mitigating potential safety hazards.
- Support colleagues in adhering to safety protocols and encourage a culture of safety.

Additional Safety Measures

1. Campus Security:

- Be vigilant and immediately report any suspicious activities or persons on campus to the school administration.

- Ensure all personal and school property is secured, especially when leaving work areas unattended.
 - Follow the school's key and access control protocol, immediately reporting breaches.
2. Emergency Preparedness:
- Know the location of emergency exits, fire alarms, and safety equipment, and participate in regular safety drills.
 - Familiarize yourself with the school's emergency contact numbers and procedures for reporting security concerns.
 - Ensure clear and effective communication during emergencies by following established protocols.

Office Safety

Office accidents can and do happen. To prevent them, MPS has developed the following rules for our office staff. We will also endeavor to include office employees in periodic safety meetings. If at any time, you feel there is a safety hazard, or you have any safety concerns, please do not hesitate to notify the Chief Operations Officer.

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 the 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 Human Resources or a designated 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 MPS 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 Chief Operations Officer, 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.

Hazardous Material Inventory

The Chief Operations Officer 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, pesticide, 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, if any, will be kept in a binder in the office at 250 E. 1st Street, Suite 1500, Los Angeles, CA 90012. 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 Chief Operations Officer 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 Chief Operations Officer 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

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.

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 a school site 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 Supervisor 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.

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 MPS 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.

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 Chief Operations Officer or other designated individual.

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 by the Safety Coordinator.

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, where necessary. 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 Chief Operations Officer, or designee, shall meet state and federal standards for dealing with bloodborne pathogens and other potentially infectious materials in the workplace.

The Chief Operations Officer shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. Employees having occupational exposure shall be trained in accordance with applicable state regulations (8 CCR 5193) and offered hepatitis B vaccination.

The Chief Operations Officer, 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 to bloodborne pathogens may request to be included in the Charter School's employee in-service training and hepatitis B vaccination program voluntarily. Any such request should be submitted to the Chief Operations Officer, or designee, who shall evaluate the request and respond with his/her decision. The Chief Operations Officer, 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 are of prime importance to MPS.

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 (found on p. 2 of this IIPP).
3. Provision and maintenance of employee bulletin boards discussing safety issues, accidents, and general safety suggestions.
4. Written communications from management or any designated Safety Coordinator, 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 Chief Operations Officer.

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

MPS 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 phoning or sending written notification to the following address:

ATTN: Chief Operations Officer
Magnolia Public Schools
250 E. 1st Street, Suite 1500
Los Angeles, CA 90012
Phone: (213) 628-3634
Fax: (714) 362-9588

Employee Safety Training

MPS is committed to instructing all employees in safe and healthy 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.

Managers, 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 MPS is made aware of a new or previously unrecognized hazard.
6. Whenever management believes that additional training is necessary.
7. After all of the 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
- COVID-19 prevention topics

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

MPS 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 Chief Operations Officer 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	200+
Adhesive dressings	X	X	X	X
Adhesive tape rolls, 1-inch wide	X	X	X	X
Eye dressing packet	X	X	X	X
1-inch gauze bandage roll or compress		X	X	X
2-inch gauze bandage roll or compress	X	X	X	X
4-inch gauze bandage roll or compress		X	X	X
Sterile gauze pads, 2-inch square	X	X	X	X
Sterile gauze pads, 4-inch square	X	X	X	X
Sterile surgical pads suitable for pressure dressings			X	X
Triangular bandages	X	X	X	X
Safety pins	X	X	X	X
Tweezers and scissors	X	X	X	X
Cotton-tipped applicators*			X	X
Forceps*			X	X
Emesis basin*			X	X
Flashlight*			X	X
Magnifying glass*			X	X
Portable oxygen and its breathing equipment*				X
Tongue depressors*				X
Appropriate record forms*	X	X	X	X
First-aid textbook, manual or equivalent*	X	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 MPS 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 and request the paramedics.**
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 MPS Accident Report in case complications arise later.
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 the office at (213) 628-3634. Contact must also be made with the nearest Cal/OSHA office within eight (8) hours.

Accident Investigation

The Chief Operations Officer, or designee, 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 Chief Operations Officer or designee 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 Chief Operations Officer or designee 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 the office at (213) 628-3634. Accidents will be reported by the office 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.
- Chief Operations Officer, Human Resources, and any designated Safety Coordinator 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.

COVID-19 Prevention

Scope

Pursuant to Title 8, Division 1, Chapter 4, Section 3205 of the Code of California Regulations, California employers are required to address COVID-19 as a workplace hazard in their written Injury and Illness Prevention Program or in a separate document.

This part of the Charter School's Injury and Illness Prevention Program sets forth the procedures the Charter School will take to prevent the spread of COVID-19. This part takes the place of any previously prepared COVID-19 Addendum to the Charter School's Injury and Illness Prevention Program.

COVID-19 hazard prevention shall be provided in addition to the training for avoidance of other workplace illnesses and injuries as provided in this Manual. All procedures provided in this Manual for identifying and correcting workplace health hazards shall be implemented to identify and correct the possible spread of COVID-19 in the workplace.

This part of the Injury and Illness Prevention Program applies to all employees and places of employment, except

- (A) Work locations with one employee who does not have contact with other persons;
- (B) Employees working from home;
- (C) Employees with occupational exposure as defined by section 5199 (Aerosol Transmissible Diseases standards), when covered by that section;
- (D) Employees teleworking from a location of the employee's choice, which is not under the control of the employer.

This part of the Injury and Illness Prevention Program only applies wherever more protective or stringent state or local health department orders or guidance do not apply. In addition to including COVID-19 among the workplace health and safety hazards this Manual is designed to minimize, the Charter School shall also implement the COVID-19 Prevention Procedures that follow.

Definitions

The following definitions apply to this part of the Injury and Illness Prevention Program.

“Close Contact” means the following, unless otherwise defined by regulation or order of the California Department of Public Health (CDPH), in which case the CDPH definition shall apply:

- (A) In indoor spaces of 400,000 or fewer cubic feet per floor, a close contact is defined as sharing the same indoor airspace as a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, as defined by this section, regardless of the use of face coverings.
- (B) In indoor spaces of greater than 400,000 cubic feet per floor, a close contact is defined as being within six feet of the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, as defined by this section, regardless of the use of face coverings

- (C) Offices, suites, rooms, waiting areas, break or eating areas, bathrooms, or other spaces that are separated by floor-to-ceiling walls shall be considered distinct indoor spaces.

EXCEPTION: Employees have not had a close contact if they wore a respirator required by the employer and used in compliance with section 5144 whenever they would otherwise have had a close contact under subsections 3205(b)(1)(A) or (b)(1)(B).

“COVID-19” (Coronavirus Disease 2019) means the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).

“COVID-19 case” means a person who:

- (A) Has a positive COVID-19 test; or
- (B) Has a positive COVID-19 diagnosis from a licensed health care provider; or
- (C) Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
- (D) 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.

“COVID-19 hazard” means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids.

“COVID-19 symptoms” means fever of 100.4 degrees Fahrenheit or higher, 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, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

“COVID-19 test” means a test for SARS-CoV-2 that is:

- (A) Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test); and
- (B) Administered in accordance with the authorized instructions.
- (C) To meet the return to work criteria set forth in subsection 3205(c)(5), a COVID-19 test may be both self-administered and self-read only if another means of independent verification of the results can be provided (e.g., a time-stamped photograph of the results).

“Exposed group” means all employees at a work location, working area, or a common area at work, within employer-provided transportation covered by section 3205.3, or residing within housing covered by section 3205.2, where an employee COVID-19 case was present at any time during the infectious period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:

- (A) For the purpose of determining the exposed group, a place where persons momentarily pass through, without congregating, is not a work location, working area, or a common area at work.
- (B) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
- (C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the infectious period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.

NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 6304.1.

“Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. This definition includes clear face coverings or cloth face coverings with a clear plastic panel that otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker’s mouth or facial expressions to understand speech or sign language respectively.

“Infectious period” means the following time period, unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply:

- (A) For COVID-19 cases who develop COVID-19 symptoms, from two days before the date of symptom onset until: (1) Ten days have passed after symptoms first appeared, or through day five if testing negative on day five or later; and (2) Twenty-four hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.
- (B) For COVID-19 cases who never develop COVID-19 symptoms, from two days before the positive specimen collection date through 10 days (or through day five if testing negative on day five or later) after the date on which the specimen for their first positive test for COVID-19 was collected.

“Respirator” means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.

“Returned case” means a COVID-19 case who was excluded from work but returned pursuant to subsection 3205(c)(5)(A) and did not develop any COVID-19 symptoms after returning. A person shall only be considered a returned case for 30 days after the initial onset of COVID-19

symptoms or, if the person never developed COVID-19 symptoms, for 30 days after the first positive test. If a period of other than 30 days is required by a CDPH regulation or order, that period shall apply.

“**Worksite,**” for the limited purposes of this section and section 3205.1, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

COVID-19 Prevention Procedures (8 CCR § 3205)

General Policies.

When determining measures to prevent COVID-19 transmission and to identify and correct hazards, the Charter School shall consider all persons to be potentially infectious without regard to vaccination status, the prevalence of symptoms, or negative COVID-19 test results.

In determining which measures to implement to prevent COVID-19 transmission and to identify and correct COVID-19 hazards, the Charter School shall review orders and guidance issued by the CDPH and local health authorities and shall treat COVID-19 as an airborne infectious disease. Various additional prevention controls will be considered, depending on an analysis of effectiveness of current protocols, including shifting employees to remote work, use of physical distancing, reducing density of people when indoors, moving tasks outdoors, adjusting shifts and/or break times, restricting access to break rooms, and other measures.

Training.

The Charter School shall include COVID-19 prevention training in addition to other workplace safety training topics, as provided in this Program.

Investigation.

The Charter School shall investigate COVID-19 illnesses at the workplace by doing the following:

- (A) The Charter School shall determine the day and time a COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
- (B) The Charter School shall effectively identify and respond to persons with COVID-19 symptoms at the workplace. Employees shall be encouraged to report COVID-19 symptoms and to stay home when ill.

Handling Close Contacts

The Charter School shall apply the current quarantine recommendations of the CDPH with regard to excluding employees from the workplace following close contact exposure in the workplace, unless the local health department with jurisdiction over any Charter School worksite has implemented a more strict quarantine procedure, in which case the local agency’s protocol will be followed.

Exclusion of COVID-19 Cases from Work.

The Charter School will immediately exclude all COVID-19 cases from the workplace as follows:

- (A) COVID-19 cases who do not develop COVID-19 symptoms are not required to isolate but must still wear a mask and are recommended to avoid contact with people at higher-risk for severe COVID-19 for 10 days and to seek medical treatment.
- (B) COVID-19 cases who do develop COVID-19 symptoms shall not return to work until at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication AND other COVID-19 symptoms are mild and improving.
- (C) Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began, or, if the person did not have COVID-19 symptoms, from the date of their first positive test.
- (D) The above criteria for returning to work apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.

Upon excluding an employee from the workplace based on COVID-19 or a close contact, the Charter School shall give the employee information regarding COVID-19- related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, if applicable, workers' compensation law, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract

Review Guidance.

The Charter School shall review current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission. The Charter School shall develop, implement and maintain effective policies to prevent transmission of COVID-19 by persons who had close contacts.

Health Orders.

If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, any affected employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted.

Testing of Close Contacts.

The Charter School will make COVID-19 tests available at no cost, during paid time, to all employees who have had a close contact in the workplace, with the exception of returned cases, and will provide them with information regarding any COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This should include any benefits available under legally-mandated sick leave, if applicable, workers' compensation law, local government requirements, the employer's own leave policies, and leave guaranteed by contract, if any.

Notice of COVID-19 Cases.

The Charter School will notify all employees and independent contractors determined to have had a close contact and any other employers whose employee had a close contact while at a Charter School worksite. This notice will be provided as soon as possible, and shall in no case take longer than necessary to ensure that the employee can be excluded from the worksite if necessary.

Face Coverings.

The Charter School shall provide face coverings and ensure they are worn by employees when required by a CDPH regulation or order. When a CDPH or Cal/OSHA regulation or order requires face coverings indoors, that includes vehicles. Face coverings shall be clean undamaged, and worn over the nose and mouth.

When employees are required to wear face coverings, the following exceptions shall apply:

- (A) When an employee is alone in a room or vehicle;
- (B) While eating or drinking at the workplace, provided employees are at least six feet apart, and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible;
- (C) While employees are wearing respirators required by the employer and used in compliance with Cal/OSHA Aerosol Transmissible Diseases standards.
- (D) Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or need to communicate with a hearing-impaired person. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
- (E) During specific tasks which cannot feasibly be performed with a face covering, for so long as such task is being performed.

If, during a period when face coverings are generally required, an employee does not wear a face covering pursuant to an exemption for medical or mental health condition, the Charter School will consider and implement whichever alternative controls are necessary to minimize COVID-19 transmission.

The Charter School shall not prevent any employee from wearing a face covering, including a respirator, when not required to wear one, unless wearing one would create a safety hazard.

Respirators.

The Charter School shall provide a respirator on demand for voluntary use to any employee working indoors or in vehicles with more than one person. Whenever the Charter School makes respirators available for voluntary use, it shall encourage their use and ensure that employees wishing to use one are trained on their use and fitted with an appropriately sized one.

Ventilation.

The Charter School will stay abreast of the latest CDPH orders and guidance on ventilation, including the “Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments.” The Charter School shall continue to plan and implement strategies for using ventilation to minimize the transmission of COVID-19, including one or more of the following:

- (A) Maximizing the supply of outside air to the extent feasible, except when the U.S. EPA Air Quality Index is greater than 100 for any pollutant or if any opening of windows would create a hazard to employees, such due to excessive heat or cold.
- (B) In buildings with mechanical ventilation, the filter used shall be at least Minimum Efficiency Reporting Value (MERV) 13 or the highest level of filtration efficiency compatible with the existing system.
- (C) Use of High Efficiency Particulate Air (HEPA) filters used in accordance with manufacturer's recommendations in indoor areas occupied by employees for extended periods, where ventilation would otherwise be inadequate to sufficiently minimize the risk of COVID-19 transmission.

If the Charter School is subject to 8 CCR 5142 or 5143, it shall review and comply with those sections as applicable.

NOTE: Section 5142 requires heating, ventilating, and air conditioning (HVAC) systems to be operated continuously during working hours, with limited exceptions.

Charter School vehicles carrying employees shall maximize the supply of outside air to the extent feasible, except when doing so would be hazardous.

Reporting and Recordkeeping.

The Charter School shall keep a record of and track all COVID-19 cases, including the employees name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of the positive COVID-19 test and/or diagnosis. These records shall be kept for five years.

A record of all notices sent with regard to close contacts shall be kept for three years.

Personally-identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee medical record required to be made or kept by this plan shall be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases shall be provided to the local health department, the CDPH, Cal/OSHA, and the National Institutes for Occupational Safety and Health, upon request, when required by law.

Cal/OSHA Orders.

The Charter School will comply with all lawful orders issued by Cal/OSHA to take action to protect employees against COVID-19 hazards.

COVID-19 Outbreak Procedures (8 CCR § 3205.1)

Scope of Outbreak Procedures.

If three or more employee COVID-19 cases within an exposed group visited the worksite during their infectious period at any time during a 14-day period (an "Outbreak" as defined above), the following procedures will apply in place of the standard COVID-19 prevention procedures detailed in this plan. If CDPH defines outbreak differently than defined herein, then this section shall be implemented whenever that definition has been met.

COVID-19 Testing Following an Outbreak.

In an outbreak, the charter school shall make COVID-19 testing available at no cost to its employees within the exposed group, regardless of vaccination status, during employees' paid time, except for returned cases and employees who were not present at the workplace during the relevant 14-day period(s) triggering the outbreak.

The charter school shall thereafter make testing available on a weekly basis to all employees in the exposed group who remain at the workplace.

Employees who had close contacts shall have a negative COVID-19 test taken within three to five days after the close contact or shall be excluded and will be required to meet the post-exposure return-to-work criteria detailed in the COVID-19 Prevention Procedures, above.

Face Coverings Following an Outbreak.

Employees in an exposed group during an outbreak, regardless of vaccination status, shall wear face coverings when indoors, or when outdoors and less than six feet from another person, except:

- (A) When an employee is alone in a room or vehicle.
- (B) While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
- (C) While employees are wearing respirators required by the employer and used in compliance with section 5144.
- (D) 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. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
- (E) During specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

Respirators During an Outbreak.

During an outbreak, the Charter School shall notify employees of their right to request and receive a respirator for voluntary use.

COVID-19 Outbreak Investigation, Review, and Hazard Correction.

If an outbreak occurs, the Charter School shall conduct a review of its COVID-19 policies, procedures, and controls and implement any changes that may be needed to improve the prevention of COVID-19 transmission in the workplace. This investigation, review, and any changes made must be documented and should specifically include:

- (A) Investigation of new or unabated COVID-19 hazards including the employer's leave policies and practices and whether employees are discouraged from remaining home when sick; the employer's COVID-19 testing policies; insufficient supply of outdoor air to indoor workplaces; insufficient air filtration; and insufficient physical distancing.

- (B) The review shall be updated every 30 days that this section continues to apply, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
- (C) Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include: moving indoor tasks outdoors or having them performed remotely; increasing the outdoor air supply when work is done indoors; improving air filtration; increasing physical distancing to the extent feasible; requiring respiratory protection in compliance with section 5144; and other applicable controls.

Ventilation During an Outbreak.

In any school buildings with mechanical ventilation, the Charter School shall filter recirculated air with Minimum Efficiency Reporting Value (MERV)-13 or higher efficiency filters if possible, and if not possible, shall use the highest filtering efficiency filters possible.

The Charter School will use High Efficiency Particular Air (HEPA) filters in accordance with manufacturer's recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission

Major Outbreaks.

If 20 or more employee COVID-19 cases in an exposed group visited the workplace during their infectious period within a 30-day period (a Major Outbreak), the Charter School shall do the following:

- (A) The COVID-19 testing required as a result of an Outbreak shall be required of all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the local health department. Employees in the exposed group shall be tested or shall be excluded and must satisfy the return-to-work criteria detailed in the COVID-19 Prevention Procedures above.
- (B) The Charter School shall report the outbreak to the Division of Occupational Safety and Health (Cal/OSHA).
- (C) The Charter School shall provide respirators for voluntary use to employees in the exposed group, shall encourage but not require their use, and shall train employees provided with respirators on their use.
- (D) Charter School employees in the who do not wear a respirator, if required by the Charter School, and in compliance with section 5144, shall be separated from other persons by at least six feet, except where an at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

Enforcement of Safety Policies

The compliance of all employees with MPS 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 MPS 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 MPS 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 the MPS Employee Handbook.

APPENDIX A

Vaccination Declination Form

(For use by employees with occupational exposure
to bloodborne pathogens)

EMPLOYEE NAME: _____

By signing below, I acknowledge the following:

I understand that due to my occupational exposure to blood or other potentially 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: _____

