



INJURY & ILLNESS PREVENTION PROGRAM

For

CORNING UNION ELEMENTARY SCHOOL
DISTRICT

Board Approved: June 22, 2023

STATUTORY AUTHORITY

- California Labor Code Section 6401.7.
- California Code of Regulations Title 8, 3203.

RESPONSIBILITY

The District Office is responsible for implementing this Injury & Illness Prevention Program (IIPP) and has been given the appropriate authority to do so.

It is the responsibility of the **Site Administrator, Supervisors, and Managers** to ensure that their employees receive job specific safety training, and that they fulfill the other responsibilities assigned to them in this IIPP. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee, for purchasing appropriate personal protective equipment, and for evaluating employee compliance.

Individual employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors.

COMPLIANCE

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

1. Site Administrators, Supervisors, and Managers will distribute to their employees codes of safe practices that specifically address control of the hazards involved in their job duties.
2. Site Administrators, Supervisors, and Managers will set positive examples for working safely and require that all staff under their direction work safely.
3. Site Administrators, Supervisors, and Managers will use all disciplinary methods available to them to ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary methods are available.
4. The District may implement an appropriate means of recognition for employees and/or groups of employees who demonstrate safe work practices.

COMMUNICATION

The District will communicate with employees on safety issues in the following ways:

- The District Office will periodically distribute to all sites information on safety issues. The information is to be posted in a location accessible to all employees at that site. Items distributed might include changes in protocols, safety bulletins, accident statistics, training announcements and other relevant information, as it becomes available.
- Site Administrators, Supervisors, and Managers will provide time at periodic staff meetings to discuss safety topics, listen to any employee safety concerns and discuss appropriate methods of controlling hazards identified during site inspections, accident investigations or employee reports of unsafe conditions. Documentation of such meetings will be shared with the employees and copies maintained by the District Office.
- Employees are encouraged to notify their supervisor of hazards or safety concerns in their area by using the 'Employee Report of Unsafe Condition' form, attached in Addendum A. (To ensure that the employee concern is properly understood and appropriately addressed, it is important that employees utilize the form). Employees may submit this form anonymously to the District Office.

HAZARD IDENTIFICATION

The District's inspection program will consist of:

- Semi-annual inspections of non-clerical work areas by Site Administrators, Supervisors, Managers or their designees. Site specific checklists will be developed and utilized. To ensure appropriate objectivity, a rotation system among the inspectors will be used.
- Annual inspections of all office areas by the Site Administrator, Supervisor, Manager or their designee.
- Every two years, a detailed inspection of work areas will be conducted by an outside safety expert.

In addition:

- Additional safety inspections will be conducted whenever new equipment is introduced, or changes in procedures are introduced into the workplace that may present new hazards.
- As part of the accident investigation procedures, inspections may be completed of areas where accidents have occurred to recognize causal factors and implement measures to prevent recurrence.

ACCIDENT INVESTIGATIONS

Site Secretaries (or other administratively designated employee) will distribute DWC1 form, Supervisor's Report form, and other information detailing workers compensation information to an injured worker after an accident has occurred. Those responsible for distribution of these forms will be trained on the proper procedures and timelines for completion of these forms. The Director of Maintenance and Operations, or other designated employee, will be trained in basic accident investigation techniques and will attempt in all cases to identify the root cause of the accident.

The District Office will review all DWC1 forms and if it is determined that additional investigation is required, will ask that the Director of Maintenance and Operations complete an additional accident investigation form, which is attached in Addendum B. Input from the injured worker will be sought while completing this form.

HAZARD CORRECTION

All hazards identified through the following: Employee Report of Unsafe Condition, Inspection Checklists, or Accident Investigation Forms. This form will be forwarded on to the Director of Maintenance and Operations or designee where an assessment of the potential for a reoccurrence of injury and a consideration of the cost effectiveness of corrective measures will be determined.

These findings, with possible corrective action plan, will be shared with the affected Site Administrator, Supervisor, and Manager as well as the District Office. If an employee raised the issue, the findings will also be shared with that employee.

TRAINING

Effective dissemination of safety information lies at the very heart of the successful Injury & Illness Prevention Program. In order to ensure that those charged with responsibility in the IIPP are properly trained in those responsibilities, the following training will be provided:

To ALL Employees:

- All existing employees will be trained on the contents of this IIPP – and the responsibilities assigned to them – when it is first introduced.
- The IIPP will be included in new employee packets and those employees will be asked to sign a form that they have received it and understood that they need to assume a certain responsibility for their own safety.
- All employees will be trained on appropriate safety measures associated with their job duties using the job-specific codes of safe practices.
- Retraining on a revised or new code of safe practices will be provided whenever:
 - The Employee is given a new job assignment
 - A new substance, process, procedure or piece of equipment is introduced

- The Site Administrator, Supervisor, or Manager is made aware of a new or previously unrecognized hazard.

The training required of other safety programs is spelled out in those written programs.

To all Site Administrators, Supervisors, and Managers:

- All Site Administrators, Supervisors, and Managers will be trained on the contents of this IIPP – and the responsibilities assigned to them – when it is first introduced.
- All new Site Administrators, Supervisors, and Managers will be trained on the contents of this IIPP – and the responsibilities assigned to them – as part of their new job duty training.
- All Site Administrators, Supervisors, and Managers will be trained in the hazards associated with the duties performed by their employees and the codes of safe practices associated with those hazards.
- The Director of Maintenance and Operations will be trained on accident investigation procedures and techniques.

DOCUMENTATION

1. Copies of all Safety Inspection Forms will be retained for one year.
2. Copies of all Employee Training Documents will be retained for three (3) years.

EMPLOYEE REPORT OF UNSAFE CONDITION OR HAZARD FORM

NOTE TO EMPLOYEES: This section is optional. Employees may submit this form anonymously.

Name	Job Title
Signature	Date

Location Information for Condition(s) believed to be UNSAFE or HAZARDOUS

Site/Location	Wing/Room
Date/Time Observed	Other Location

Description of Unsafe Condition or Hazard

Recommendation Corrective Measures

DISTRICT REVIEW

Results of review (What was found? Was condition unsafe or a hazard?)

Corrective Action/Explanation

Reviewer's Name	Reviewer's Signature
Reviewer's Title	Date of Review

NOTE: TURN IN TO THE DISTRICT OFFICE

ACCIDENT INVESTIGATION FORM

This form IS NOT to be completed by the injured employee

Injured Employee: _____ Date Reported: ____/____/____

Date of Injury: ____/____/____ Location: _____

Time of Injury: ____ AM ____ PM Job Title: _____

DESCRIBE INJURY AND HOW ACCIDENT OCCURRED:

CAUSE OF ACCIDENT:

DESCRIBE CORRECTIVE ACTION:

Witnesses Names: 1. _____ 2. _____
3. _____ 4. _____

☐ Check here if statements were obtained.

Investigation completed by: _____

Job Title: _____ Date: ____/____/____

**CORNING UNION ELEMENTARY SCHOOL DISTRICT
INJURY AND ILLNESS PREVENTION PROGRAM
COVID-19 ADDENDUM**

	Low Transmission 0-9 cases per 100,000 last 7 days	Moderate Transmission 10-49 cases per 100,000 last 7 days	Substantial Transmission 50-99 cases per 100,000 last 7 days	High Transmission 100+ cases per 100,000 last 7 days
Face Coverings Face coverings are required for all TK-12 indoor settings with exemptions per CDPH guidance. Face coverings are optional in all outdoor settings. Face coverings will be provided if a student does not have one.	<i>Students will be reminded to wear a face covering in any indoor setting.</i>	<i>Students will be reminded to wear a face covering in any indoor setting. If a student refuses to wear a face covering, a school official will call home and report to the parent. If a student is reminded a second time, a parent conference will be scheduled. Results of the conference may include non-disciplinary action or placement into the Independent Study Program, if available.</i>	<i>Students must enter the indoor setting with a face covering on and keep it on. If a student refuses to wear a face covering, the student will be removed from the setting. A parent conference will be scheduled. Results of the conference may include non-disciplinary action or placement into the Independent Study Program, if available.</i>	<i>Students must enter the indoor setting with a face covering on and keep it on. If a student refuses to wear a face covering, the student will be removed from the setting. A parent conference will be scheduled. Results of the conference may include non-disciplinary action or placement into the Independent Study Program, if available.</i>
Healthy Hygiene	Teach and promote handwashing throughout the day. Adequate supplies will be provided to support healthy hygiene behaviors.			
Food Service	Maximize physical distancing when eating and use outside spaces, when possible. Clean frequently touched surfaces. Food service does not need to limit itself to single serve or packaged meals.			
Physical Distancing	In-person instruction can occur without minimum physical distancing.			
Ventilation	Ventilation will be optimized.			
Symptom Monitoring Health Screening	Parents should monitor their child's symptoms at home.		Parents should continue to monitor their child's symptoms at home. School will perform health screenings prior to the start of school each day.	
Testing		Offer screening testing for students not fully vaccinated at least one time per week.	Offer screening testing for students not fully vaccinated at least one time per week.	Offer screening testing for students not fully vaccinated at least one time per week.
Quarantine/Isolation	Per CDPH Guidelines	Per CDPH Guidelines	Per CDPH Guidelines	Per CDPH Guidelines
Cleaning/Disinfecting	Student spaces will be cleaned one time per day and cleaned and disinfected after a positive COVID-19 case has been identified.			
Visitors Face coverings are required for all TK-12 indoor settings. Face coverings are optional in all outdoor settings.	<i>Visitors will be reminded to wear a face covering in any indoor setting. Volunteers will be required to wear a face covering in the indoor setting.</i>	<i>Limit nonessential visitors, volunteers, and external groups with people who are not vaccinated. All will be required to wear a face covering in any indoor setting.</i>	<i>Limit nonessential visitors, volunteers, and external groups with people who are not vaccinated. All will be required to wear a face covering in any indoor setting.</i>	<i>Only allow access to direct service providers. They will be required to wear a face covering in any indoor setting.</i>
Transportation Face coverings are required for all TK-12 District transportation. Face coverings will be provided if a student does not have one.	<i>If a student refuses to wear a face covering, the student is omitted from riding the bus the next day. If a student is reminded a second time, a parent conference will be scheduled. Results of the conference may include omitting the student from all bus privileges.</i>		<i>Health screening will be conducted at all bus stops. If a student refuses to wear a face covering, the student will be omitted from riding the next day. If a student is reminded a second time, a parent conference will be scheduled. Results of the conference may include omitting the student from all bus privileges</i>	

Information contained in this document is fluid and may change based on transmission rates and guidance from the Center for Disease Control, California Department of Public Health, and Tehama County Department of Public Health.

The following guidance was used in generating the updated protocols:

- **California Department of Education (CDE):**
<https://www.cde.ca.gov/ls/he/hn/coronavirus.asp>
- **California Department of Public Health (CHDP):**
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx>
- **Center for Disease Control (CDC):** <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>
- **Tehama County Department of Public Health (TCDPH):**
<https://www.tehamacohealthservices.net/covid-19/>

Communication

Communications related to COVID 19 updates will be sent through CUESD's varied communication platforms (email, text, ParentSquare Communication) and in families' primary language.

Face Coverings

Universal masking mandate for K-12 schools has been terminated. Individuals can choose to continue to wear masks if they desire.

Physical Distancing

In lieu of physical distancing requirements, CDPH recommends focusing on other mitigation strategies in this guidance.

Promoting Healthy Hygiene Practices

CUESD will continue to promote healthy hygiene practices as recommended by CDE and CDC. This may include teaching about and ensuring hand washing, the use of a tissue to wipe the nose, and coughing/sneezing inside a tissue or elbow.

Illness Prevention

The CUESD aims to maintain healthy operations as illness prevention is important to keep our staff and students healthy and safe.

CUESD will continue to educate families, students, and staff on the Covid-19 virus and the signs of illness. We will encourage staff and students who are sick to stay home and those

who have recently had close contact with a person with Covid-19 to self-monitor for symptoms and test as recommended.

Self-Reporting

Parents/guardians of students who stay home with COVID/COVID-like symptoms are encouraged to monitor and report their child's symptoms and absence to the attendance clerk of the respective school site. Attendance clerks will follow up with parents/guardians of absent students who have not called in to report an absence. This information will be recorded in the Student Information System.

Staff members are required to report to the District Nurse and their supervisor if they are absent due to COVID or COVID-like symptoms. Staff are required to record their absence in Frontline (for those sub-groups who are enrolled in this program) or on our Absence From Duty Forms (for other staff).

Students not feeling well will be sent to the school health office for additional monitoring. Students with temperature readings of (100.4 or higher and those who are symptomatic of illness will be sent home.

Contact Tracing/COVID-19 Exposure Recommendations:

Exposure = cumulative total of 15 minutes within a 24-hour period in a shared indoor space with someone with COVID-19 during the period of infectiousness.

- Students/Staff who have been exposed will be notified by school officials
- Exposed students/staff who do not have symptoms can remain at school and should test once within 3 -5 days of exposure.
- Exposed students who become symptomatic should:
 - remain at home
 - get tested
 - contact the School Site Health Aid with results and receive additional instruction.

Students/Staff Who Test Positive for COVID-19 regardless of vaccination status

- Remain at home for at least 5 days
- Isolation can end after day 5 if:
 - symptoms are not present, mild and improving; AND
 - fever free for 24 hours
 - a negative test is not required to return to school

Food Services

Maximize physical distancing when eating and utilize outside spaces, when possible. Clean frequently touched surfaces. Food service does not need to limit itself to single-serve or packaged meals.

Cleaning Measures

Routine cleaning is sufficient to remove potential virus that may be on surfaces. Our District

aims to meet high cleanliness standards prior to and during the school year.

Before and After School Programs

The SERRF Extended Learning Program will be available for eligible families this school year. TCDE SERRF and CUESD will work together to ensure protocols are followed and that staff and students are safe.

Facility Use and Access

CUESD facilities will be accessible beyond students and staff. Visitors are not required to wear masks.

Recess/Playgrounds/Athletics

All recess, playground use, and athletics including extracurricular activities can be conducted mask free.

Social-Emotional Learning Supports

At CUESD, we will continue to be focusing on the social-emotional needs of our students.

Mental Health Supports

Counselors are present on campus and available to students for this purpose.

Parent and Family Engagement

Parent and family engagement are essential to schools. School Site Council Meetings, English Learner Advisory Committee Meetings (DELAC), parent/teacher conferences, back-to-school nights, and open house will take place in person. Continued resources and basic needs will also be provided to all of our students, in particular, to our Homeless and Foster Youth.