



PAGUSD INJURY AND
ILLNESS PREVENTION
PLAN 2023-2024

This page intentionally left blank.

**Injury & Illness Prevention Program
Table of Contents
Program Elements: 8 CCR § 3203**

Contents

Establishment of Program.....	<u>1</u>
Pacific Grove Unified School District General Information.....	1
Responsibility.....	1
Program Compliance Requirements.....	3
Communication	3
Identification of Workplace Hazards	4
Incident Investigations.....	8
Evaluation and Abatement of Hazards	5
Training and Instruction	5
Recording Keeping.....	6
Regulatory Inspections	6
Maintenance.....	6
COVID-19 Prevention Procedures (CPP)	7
Authority and Responsibility	7

Appendix A: COVID-19 Training Roster	14
Appendix B: Investigating COVID-19 Cases	15
Additional Consideration #1	17
COVID-19 Outbreaks	18
COVID-19 testing	19
COVID-19 investigation, review, and hazard correction	19
Ventilation	19
Appendix B – Designation Form.....	22
APPENDIX C – Principal Listing	24
Appendix D – Plan Revision History	25

Pacific Grove Unified School District

INJURY AND ILLNESS PREVENTION PROGRAM

Establishment of Program

- This Injury and Illness Prevention Program (IIPP) is established in accordance with the requirements of the California Labor Code Section 6401.7 (SB 198) and the Injury and Illness Prevention Standard, California General Industry Safety Order Code of Regulations, Title 8, §3203. This program is intended to ensure all Pacific Grove Unified School District employees' occupational safety and health regardless of position and job tasks. This program is a component of the Pacific Grove Unified School District Loss Control Program. Effective August 4, 2020, the IIPP is fully revised, and this document becomes the Pacific Grove Unified School District Injury and Illness Prevention Program. Only the Superintendent or the appointing authority may amend this IIPP. Each Pacific Grove Unified District school/district office shall develop safety policies specific to their procedures and operation to comply with the requirements of § 3203, California Code of Regulations, and Title 8. This IIPP does not supersede any law, legal requirement, regulation, or Pacific Grove Unified School District policy.

Pacific Grove Unified School District General Information

- The Pacific Grove Unified School District is comprised of 7 schools and offices with approximately 326 employees. The schools and offices are at strategic points throughout the Pacific Grove.

Responsibility

Superintendent

- Responsible for the safety program design and implementation, the safety of all employees, managing school Principals, assistant principals, and managers accountable for Supervisory and lead personnel's day to day safety and incident investigations.

School Principal

- Each School Principal is responsible for implementation and compliance with health and safety regulations and policies applicable to their School (see Appendix B for school listing). Each School Principal shall designate a Safety Representative/Coordinator responsible for managing the site's safety program and IIPP compliance within school/office areas of operation (see Appendix A for Designation Form). Each worksite shall post a completed copy of Appendix A, "Designation Form," at each one of their sites in a manner to be accessible to employees. Appendix A is designed to document the school/district office responsible persons' assignment at each site. Each school/district office (and Division as applicable) must complete the **Appendix B, Designation Form**, of this IIPP. The original completed form is kept in the site safety plan and updated whenever the contact assignment is changed; a copy of the completed form is posted in a manner to be accessible to Pacific Grove Unified School District employees.
 - Safety Representative/Coordinator will coordinate occupational safety issues with the School Principal and be a part of the District's safety committee.

Managers' and Supervisors' Responsibilities

- Managers and supervisory staff, under the direction of the Principal, are responsible for ensuring that all employees within their respective School or other areas of responsibility know and comply with the following:
 - Be trained to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.
 - Be familiar with Safety Policies, Programs, and Procedures and ensure their effective implementation.
 - Provide complete safety training to all employees prior to the assignment of duties.
 - Consistently and fairly enforce all Pacific Grove Unified School District safety rules.
 - Report all injuries and ensure that proper reports are completed, ensure that incident investigations take place to determine the cause, and take action to prevent repetition.
 - See that all injuries, no matter how minor, are treated immediately, appropriate documentation completed, and referred to work comp coordinator to ensure prompt reporting to the insurance carrier.
 - Inspect work areas often to detect unsafe conditions and work practices. Utilize Safety Checklists or Inspection Checklists and maintain inspection records.
 - Develop general and specific safety guidelines for respective sections.
 - Ensure that all unsafe conditions are corrected.
 - Ensure that all personnel knows, understand, and follow established safety guidelines.
 - Hold group safety meetings with employees regularly.
 - Report all accidents and near misses to the School Principal/Site Manager.
 - Report and correct all previously unrecognized hazards in their section.
 - Maintain an annual record of all employees' training.

Employees' Responsibilities

- It is essential that employees (full time, part-time, interns, and temporary employees) follow all safety policies and procedures implemented by the Pacific Grove Unified School District management as follows:
 - Adhere to all safety rules and regulations and practice safe work habits.
 - Wear appropriate safety equipment as required.
 - Maintain equipment in good condition, with all safety guards in place when in operation.
 - Report all injuries, no matter how minor, immediately to their Supervisor, Safety Representative/Coordinator, and Workers' Comp Coordinator.
 - Encourage co-workers to work safely.
 - Immediately report all unsafe acts and conditions to Supervisor and Safety Representative/Coordinator.
 - Immediately report all potential unsafe conditions to Supervisor and Safety Representative/Coordinator.

- Immediately report all near misses to Supervisor and Safety Representative/Coordinator.
- Perform only authorized job duties.
- Assist in keeping work areas clean and hazard free.

Program Compliance Requirements

General Policy

- All employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. (Refer: CCR Title 8, Section 3203) Our system of ensuring that all employees comply with these practices includes the following examples of methods used to assure an effective program:
 - School Principals to become aware of the provisions of the IIPP. Implement a program of reinforcement and acknowledgment for employees displaying positive and highly active safety awareness.
 - Managers and supervisors are expected to become aware of the provision of the IIPP
 - Evaluate employee's safety performance
 - Provide training to all employees on the provisions of the IIPP
 - Implement methods geared toward promoting positive acknowledgment of safe behaviors
 - Enforce safety policies and procedures fairly and uniformly.
 - Employees who fail to follow safe work practices or procedures or who violate any Pacific Grove Unified School District safety rules or directives may be subject to disciplinary action up to and including immediate termination. Disciplinary measures may also be progressive, depending upon the infraction's severity and frequency (s).
 - The above-referenced system of progressive discipline applies to all employees who violate safety rules and regulations. Disciplinary actions are conducted in accordance with applicable Pacific Grove Unified School District personnel policies and procedures and applicable MOU's.

Communication

Methods of Communication

- The Pacific Grove Unified School District provides several methods to encourage open, two-way communication between management and staff on health and safety issues. These methods may include but are not limited to:
 - A new employee orientation to review safety and health policy and procedures.
 - Review IIPP periodically.
 - Training program to comply with specific Cal-OSHA regulations and safety policies.
 - Safety Committee meetings.
 - Staff meetings.
 - Newsletter.

- Periodic posting and distribution of safety bulletins, updates, hazard alerts, notifications, or similar safety announcements.
- Safety suggestions for improvement and recommendations.
- Reporting any suspected safety hazards.

Identification of Workplace Hazards

- School Principals shall develop methods to inspect equipment and premises under their control. Employees shall be encouraged to report suspected unsafe conditions via written, electronic, or verbal communication. Management shall evaluate hazard reports and take appropriate action to evaluate, prioritize, correct, follow-up, reply to the reporting party, and document any corrective action planned or taken. A District program of hazard identification may include but is not limited to the following efforts:
 - Written procedures to identify new hazards in a work area (i.e., Job Safety Analysis).
 - Safety evaluation(s) of any new substance, equipment, procedure, or operation introduced to a work area.
 - Timely (within 24 hours) and effective investigation of each occurrence of an occupational injury, occupational illness, or near-miss accident, and document methods to prevent a recurrence.
 - Methods of evaluation and procedures to address a new hazard identification, either independently or by receipt of information from an employee or any other source, including vendors, equipment manufacturers, or contractors.
 - Safety inspections by the Safety Representative/Coordinator or authorized third party.
 - Inspections by Cal-OSHA or other regulatory agency: All regulatory inspections shall be reported immediately to the School Principal and Superintendent.
 - Each supervisor is responsible for promptly reporting to the School Principal or Site Manager or designee and the site Safety Representative/Coordinator whenever a new substance, new work procedure or operation, and new equipment are introduced into a work area. Each report must include an evaluation of the potential hazard(s) and the training or other steps that will be taken to abate or reduce risk factors associated with the identified hazard(s).

Incident Investigations

- Procedures for investigating workplace incidents and hazardous substance exposures include:
 - Employees reporting all incidents and injuries the same day before the end of their shift. All incidents shall be investigated and recorded within 24 hours using the Pacific Grove Unified School District Incident Investigation Report Form;
 - Interviewing injured employees and witnesses;
 - Examining the workplace for factors associated with the incident/exposure;
 - Determine the cause of the incident/exposure;
 - Taking corrective action to prevent the incident/exposure from reoccurring; and
 - Recording the findings and actions taken.

- Serious injuries, per Cal-OSHA §342. Reporting Work-Connected Fatalities and Serious Injuries shall be reported to Cal-OSHA within 8 hours.

Evaluation and Abatement of Hazards

Evaluation of Identified Hazards

- The Safety Representative/Coordinator reviews inspection reports, hazard assessment reports, vehicle accident reports, and incident investigations reported for Pacific Grove Unified School District. Assist with determining if effective corrective action/investigation has been initiated to correct or improve identified exposures, work methods, operational procedures, or equipment that may present a safety hazard or exposure.

Abatement of Hazards

- School Principals are to correct identified safety hazards in a timely manner. School Principals are to base the timing of the hazard mitigation on the severity of the hazard(s). According to regulatory requirements, a serious hazard¹ must be abated immediately, or employees must be kept clear of the hazard. A non-serious hazard may be abated over a period of time.
- When any corrective action for a non-serious hazard will involve multiple steps or cannot be completed promptly, an action plan must be developed and reviewed with the site Safety Representative/Coordinator. This action plan will outline what actions will be taken, the order in which each step will be taken, and when each step will be carried out.
- The action plan will also describe the methods that will be used to protect employees from the hazard until the proper corrective actions are completed. Employees are not to enter an imminent hazard area without the specific approval of the School Principal or designee. Employees assigned to perform work necessary to correct the imminent hazard will be properly trained, equipped, supervised, and provided necessary safeguards including personal protective equipment.

1 A serious hazard is a working condition where there is a probability "that death or a serious physical injury or illness could result from exposure to the hazard," 8 CCR , Section 334(c).

Training and Instruction

Safety and Health Training

- Awareness of potential health and safety hazards and how to control such hazards is essential to maintaining a safe and healthful work environment. To achieve this goal, all employees, including managers and supervisors, shall receive safety information and appropriate training regarding general safety practices and any hazards or safety procedures specific to the individual's work tasks. The District will document the content and attendance of any safety training.
- Examples of training include:
 - Pacific Grove Unified School District site-specific training of new employees upon hiring and before first job assignment.
 - Whenever new substances, processes, procedures, or equipment are introduced into the workplace, affected employees shall be trained and demonstrate proficiency.
 - Whenever the Pacific Grove Unified School District and its Divisions are made aware of

new or previously unrecognized hazards.

- Whenever an employee is involved in an accident/exposure prior to his/her return to work.
- Whenever the IIPP is updated, and safety training is required by an applicable code, regulation, or other legal requirements.
- Whenever School Principals, their designees, or the Safety Representative/Coordinator believe that additional or specific training is necessary.

Recording Keeping

Procedures

- School sites should retain certain records to demonstrate a good faith effort to achieve an effective IIPP safety program. These records should be kept on file in each school site as they pertain to that School's operations. These records include the following:
 - Records of inspections and investigations including date(s), person(s) who conducted the inspection(s) or investigation(s), unsafe work practice or condition identified, and the corrective action(s) taken and date(s) of correction.
 - Documentation of training provided to employees, including new hire instruction and follow-up training required by changes in operations, injuries/exposures, or the identification of a previously unknown hazard.
 - These records should be maintained by the School for one year from the time of generation, or longer, if deemed necessary by the School Principal.

Regulatory Inspections

Procedures, Compliance, and Reporting

- Whenever a school or district office is inspected by a regulatory agency for a planned inspection or after an incident was reported, i.e., Cal-OSHA, Fire District, or Health District, the school/district office shall report the inspection to the Superintendent. The school/district office shall verify the credentials of the inspector and follow applicable regulations to comply with site inspection(s) conducted by the inspector and his/her agency.
- All inspection documentation will be reviewed with the Superintendent.

Maintenance

- The Pacific Grove Unified School District Superintendent is responsible to maintain and revising the IIPP in accordance with policy. Appendix A is a reference list of documents, policies, procedures, and guidelines that support the effectiveness of the IIPP. This information is issued to School Principals and/or Safety Representatives/Coordinators for implementation and compliance at the school/district office level. (Note: This IIPP does not include reference materials listed under Appendix A: IIPP Reference Documents are School site-specific according to each site's operation. However, each site is responsible for the implementation, maintenance, and improvement of safety plans covered under their jurisdiction.)

COVID-19 Prevention Procedures (CPP) for Pacific Grove Unified School District

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

Date: February 28, 2023

1. Authority and Responsibility

The Superintendent of Pacific Grove Unified School District has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the procedures in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

2. Application of the Pacific Grove Unified School District Injury & Illness Prevention Program (IIPP)

COVID-19 is a recognized hazard in our workplace that is addressed through our IIPP, which will be effectively implemented and maintained to ensure the following:

1. When determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace:
 - a. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
 - b. COVID-19 is treated as an airborne infectious disease. Applicable State of California and **Monterey County Department of Public Health** orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include:
 - i. Remote work.
 - ii. Physical distancing.
 - iii. Reducing population density indoors.
 - iv. Moving indoor tasks outside.
 - v. Implementing separate shifts and/or break times.
 - vi. Restricting access to work areas.
2. Training and instruction on COVID-19 prevention is provided:
 - a. When this CPP was first established.
 - b. To new employees.
To employees given a new job assignment involving COVID-19 hazards and they have not been previously trained.

- c. Whenever new COVID-19 hazards are introduced.
- d. When we are made aware of new or previously unrecognized COVID-19 hazards.
- e. For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.

Appendix A COVID-19 **Training Roster** will be used to document this training.

3. Procedures to investigate COVID-19 illnesses at the workplace include:
 - a. Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-10 case first had one or more COVID-19 symptoms. Appendix B Investigating COVID-19 Cases will be used to document this information.
 - b. Effectively identifying and responding to persons with COVID-19 symptoms at the workplace. Staff identified having COVID-19 notify site administration and district nurse of first day of symptoms and positive test. The district nurse will send written communication to staff documenting protocols with timeline for quarantine and return to work status.
 - c. Encouraging employees to report COVID-19 symptoms and to stay home when ill. PGUSD encourages all students and staff to stay home when ill. Communication is posted on the district website and attached to all notifications sent by the district nurse.
4. Effective procedures for responding to COVID-19 cases at the workplace include:
 - a. Immediately excluding COVID-19 cases (including employees excluded under CCR, Title 8, section 3205.1) according to the following requirements:
 - i. COVID-19 cases who do not develop COVID-19 symptoms will not return to work during the infectious period.
 - ii. COVID-19 cases who develop COVID-19 symptoms will not return to work during the shorter of either of the following:
 - a. The infectious period.
 - b. Through 10 days after the onset of symptoms and 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.
 - iii. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must 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 COVID-19 test.
 - iv. Elements i. and ii. apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.
 - b. Reviewing current [California Department of Public Health \(CDPH\)](#) guidance for

persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.

- c. The following effective policies will be developed, implemented, and maintained to prevent transmission of COVID-19 by persons who had close contacts.

Face Covering

- Employees will be provided with cloth face covers or encouraged to use their own face covers whenever they may be in workplaces with other persons. Cloth face coverings are not PPE, but combined with physical distancing of at least six feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.

Cleaning & Disinfection

- Procedures have been established to routinely clean and disinfect commonly touched objects and surfaces such as elevator buttons, handrails, copy machines, faucets, and doorknobs. Surfaces are cleaned with soap and water prior to disinfection. These procedures should include:
- Using disinfectants that are [EPA-Approved](#) for use against the virus that causes COVID-19.
- Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces before use.
- Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).
- Ensuring there are adequate supplies to support cleaning and disinfection practices.

Confirmed Cases of Employee Exposure to COVID-19

- If an employee is confirmed to have COVID-19 infection, the following measures will take place:
- Inform employees of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the California Department of Fair Employment and Housing.
- Temporarily close the general area where the infected employee worked until cleaning is completed.
- Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against coronavirus. Ideally, the deep cleaning should be performed by a professional cleaning service.
- Any person cleaning the area will be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.

Engineering Controls for Customer Service Areas

- For employees who have frequent contact with the public, the following measures will be implemented that consider the possibility that the public is a possible contamination source, including:
- Conducting even more frequent cleaning and disinfection of surfaces touched by the public such as credit card machines, touch screens, doorknobs, etc.
- Where feasible, employees who have frequent interaction with the public will be protected with engineering controls such as Plexiglas screens, tables or other physical barriers, or spatial barriers of at least six feet.
- If exposures to the general public cannot be eliminated with engineering controls, customers will be required or encouraged to wear face coverings and physical

distancing.

- Hand sanitizer stations will be provided, and employees will be encouraged to frequently wash their hands with soap and water for 20 seconds.
- Physical distancing will be enforced by limiting the number of customers in the space, where feasible.
- Disposable gloves will be provided to employees who handle items touched by the public.

Hazard Correction

- Any reported COVID-19 related unsafe or unhealthy work conditions, practices, or procedures will be investigated and, if warranted, corrected in a timely manner.

Accident/Incident Investigations

- Accident/incident investigations, for potentially work-related COVID 19 illnesses, will be conducted as required by Cal/OSHA.

Cal/OSHA's reporting requirements are outlined at <https://www.dir.ca.gov/dosh/coronavirus/Reporting-Requirements-COVID-19.html>. Cal/OSHA's Q&A on Executive Order N-62-20 is available at <https://www.dir.ca.gov/dwc/Covid-19/FAQs.html>

Training

- All employees will receive training in a language that is readily understandable to them. Training will include a review of this IIPP - COVID-19 Supplement and the following topics:
 - General description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace.
 - How an infected person can spread COVID-19 to others even if they are not sick.
 - How to prevent the spread of COVID-19 by using cloth face covers, including:
 - CDC guidelines that everyone should use cloth face covers when around other persons.
 - How cloth face covers can help protect persons around the user when combined with physical distancing and frequent hand washing.
 - Information that cloth face covers are not protective equipment and do not protect the person wearing a cloth face cover from COVID-19.
 - Instructions on washing and sanitizing hands before and after using face coverings, which should be washed after each shift.
 - Cough and sneeze etiquette.
 - Washing hands with soap and water for at least 20 seconds after interacting with other persons and after contacting shared surfaces or objects.
 - Avoiding touching eyes, nose, and mouth with unwashed hands.
 - Avoiding sharing personal items with co-workers (i.e., dishes, cups, utensils, towels).
 - Providing tissues, no-touch disposal trash cans, and hand sanitizer for use by employees.
 - Safely using cleaners and disinfectants, which includes:
 - The hazards of the cleaners and disinfectants used at the worksite.

- Wearing PPE (such as gloves).
- Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.

Record Keeping

- d. All COVID-19 related training records, inspections, and investigations will be maintained as outlined in our IIPP Recordkeeping section.
- e. Upon excluding an employee from the workplace based on COVID-19 or a close contact, Pacific Grove Unified School District, Human Resource department will provide excluded employees 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, workers' compensation law, local governmental requirements, and Pacific Grove Unified School District leave policies and leave guaranteed by contract.

3. Testing of Close Contacts

COVID-19 tests are available at no cost, during paid time, to all of our employees who had a close contact in the workplace. These employees will be provided with the information outlined in paragraph (4)(f), above.

Exceptions are returned cases as defined in CCR, Title 8, section 3205(b)(11).

4. Notice of COVID-19 cases

Employees and independent contractors who had a close contact, as well as any employer with an employee who had a close contact, will be notified as soon as possible, and in no case longer than the time required to ensure that the exclusion requirements of paragraph (4)(a) above, are met.

When Labor Code section 6409.6 or any successor law is in effect, Pacific Grove Unified School District will:

- Provide notice of a COVID-19 case, in a form readily understandable to employees. The notice will be given to all employees, employers, and independent contractors at the worksite.
- Provide the notice to the authorized representative, if any of:
 - The COVID-19 case and of any employee who had a close contact.
 - All employees on the premises at the same worksite as the COVID-19 case within the infectious period.

PGUSD Nurse will document positive cases and send communication to site and families. See Appendix B

5. Face Coverings

Employees will be provided face coverings and required to wear them when required by a CDPH regulation or order. This includes spaces within vehicles when a CDPH regulation or order requires face coverings indoors. Face coverings will be clean, undamaged, and worn over the nose and mouth.

The following exceptions apply:

1. When an employee is alone in a room or vehicle.
2. 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.
3. While employees are wearing respirators required by the employer and used in compliance with CCR, Title 8 section 5144.
4. 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.
5. 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.

If an employee is not wearing a face covering due to exceptions (4) and (5), above, the COVID-19 hazards will be assessed, and action taken as necessary.

Employees will not be prevented from wearing a face covering, including a respirator, when not required by this section, unless it creates a safety hazard.

6. Respirators

Respirators will be provided for voluntary use to employees who request them and who are working indoors or in vehicles with more than one person. Employees who request respirators for voluntary use will be:

6. Encouraged to use them.
7. Provided with a respirator of the correct size.
8. Trained on:
 - How to properly wear the respirator provided.
 - How to perform a user seal check according to the manufacturer's instructions each time a respirator is worn.
 - The fact that facial hair interferes with a seal.

The requirements of CCR, Title 8 section 5144(c)(2) will be complied with according to the type of respirator (disposable filtering face piece or elastomeric re-usable) provided to employees.

7. Ventilation

For our indoor workplaces we will:

- Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH [Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#). Pacific Grove Unified School District will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:
 - Maximize the supply of outside air to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100

- for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
- In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
 - Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.
 - Determine if our workplace is subject to CCR, Title 8 section 5142 Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation, or section 5143 General Requirements of Mechanical Ventilation Systems, and comply as required.

In vehicles, we will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

8. Reporting and Recordkeeping

Appendix B **Investigating COVID-19 Cases** will be used to keep a record of and track all COVID-19 cases. These records will be kept by **Katrina Powley, District Nurse**, and retained for two years beyond the period in which it is necessary to meet the requirements of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3.

The notices required by subsection 3205(e) will be kept in accordance with Labor Code section 6409.6 or any successor law.

Appendix A: COVID-19 Training Roster

Date training completed:

Person that conducted the training:

Employee Name	Signature

Appendix B: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

Date COVID-19 case (suspect or confirmed) became known:

Date investigation was initiated:

Name of person(s) conducting the investigation:

COVID-19 Case Summary

Name	Contact Info	Occupation	Location	Last day and time present	Date of positive test and/or diagnosis	Date of first symptoms

Summary of employees, independent contractors, and employees of other employers that came in close contact [CCR Title 8, section 3205 does not require recordkeeping for close contacts. These tables are included to assist employers in keeping track of which close contacts they have notified to meet the notice requirements.]

Name	Contact Info	Date notified	Date offered COVID-19 testing (employees only)

Summary notice of a COVID-19 case (employees, employers, independent contractors) – during the infectious period and regardless of a close contact occurring.

Name	Date notified

Summary notice of a COVID-19 case (authorized representative of the COVID-19 case and employee who had close contact).

Name	Date notified

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?

What could be done to reduce exposure to COVID-19?

Was local health department notified? Date?

Additional Consideration #1

COVID-19 Outbreaks

This addendum will be implemented if three or more employee COVID-19 cases within an exposed group visited the workplace during their infectious period at any time during a 14-day period, unless a CDPH regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period. Reference CCR, Title 8 section 3205.1 for details.

This addendum will stay in effect until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

COVID-19 testing

We immediately provide COVID-19 testing available at no cost to our 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).

Additional testing is made available on a weekly basis to all employees in the exposed group who remain at the workplace.

Employees who had close contacts will have a negative COVID-19 test taken within three to five days after the close contact or will be excluded and follow our return-to-work requirements starting from the date of the last known close contact.

Face Coverings

Employees in the exposed group, regardless of vaccination status, will wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in our CPP applies.

Respirators

Employees will be notified of their right to request and receive a respirator for voluntary use, as stipulated in our CPP.

COVID-19 investigation, review, and hazard correction

Pacific Grove Unified School District will perform a review of potentially relevant COVID-19 policies, procedures and controls, and implement changes as needed to prevent further spread of COVID-19 when this addendum initially applies and periodically thereafter. The investigation, review, and changes will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are

- discouraged from remaining home when sick.
- Our COVID-19 testing policies.
- Insufficient supply of outdoor air to indoor workplaces.
- Insufficient air filtration.
- Insufficient physical distancing.
- Review updated every 30 days that CCR, Title 8 section 3205.1 continues to apply:
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- 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 CCR, Title 8 section 5144.
 - Other applicable controls.

Ventilation


Buildings or structures with mechanical ventilation will have recirculated air filtered with Minimum Efficiency Reporting Value (MERV)-13 or higher efficiency filters, if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, filters with the highest compatible filtering efficiency will be used. High Efficiency Particulate Air (HEPA) air filtration units will be used in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

These ventilation requirements will continue to be implemented after the outbreak has passed and CCR, Title 8 section 3205.1 is no longer applicable.

Major Outbreaks

The following will be done while CCR, Title 8 section 3205.1 applies if 20 or more employee COVID-19 cases in an exposed group visited the worksite during their infectious period within a 30-day period:

- The COVID-19 testing will be required of all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the **Monterey County Department of Public Health**. Employees in the exposed group will be tested or excluded and follow our CPP return to work requirements. The twice a week testing requirement ends when there are fewer than three new COVID-19 cases in the exposed group for a 14-day period. We will then follow weekly testing requirement until there are one or fewer new COVID-19 cases in the exposed group for a 14-day period.
- Report the outbreak to Cal/OSHA.
- Provide respirators for voluntary use to employees in the exposed group, encourage their use, and train employees according to CCR, Title 8 section 5144(c)(2) requirements.

- 
- Any employees in the exposed group who are not wearing respirators as required will be separated from other persons by at least six feet, except where it can be demonstrated that 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.
 - 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 will be as far apart as feasible.

Ventilation

The quantity and supply of outdoor air in housing units will be maximized and filtration efficiency increased to the highest-level compatible with the existing ventilation system. If there is not a Minimum Efficiency Reporting Value (MERV-13) or higher filter in use, portable or mounted High Efficiency Particulate Air (HEPA) filtration units will be used, to the extent feasible, in all sleeping areas.

Face coverings

All residents will be provided face coverings and information on when they should be used in accordance with state or **Monterey Department of Public Health** orders or guidance.

Reporting Symptoms

We encourage residents to report COVID-19 symptoms to the district nurse, site nurse and site administration.


COVID-19 testing

We establish, implement, maintain, and communicate to residents' effective policies and procedures for COVID-19 testing of residents who had a close contact.

Communication regarding Covid-19 testing locations on the Monterey Peninsula are regularly sent to residents via district newsletter and posted weekly on the district website.

COVID-19 cases and close contacts

All COVID-19 cases will be isolated from all residents who are not COVID-19 cases, for the period established in our CPP. Effective isolation includes housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case residents with a



sleeping area and bathroom that is not shared by non-COVID-19 case residents.

Residents who have had a close contact will be quarantined from all other residents, for the time period required by our CPP. Effective quarantine includes providing residents who had a close contact with a private bathroom and sleeping area.

Appendix A – IIPP Reference Documents

- This list is not all-inclusive. Each School will develop specific programs applicable to their operations.
 - Blood Born Pathogens
 - Cal/OSHA Compliant Safety Audits/Inspections
 - Confined Space Entry Plan
 - Contractor Safety
 - Policy on Smoking/Tobacco Products
 - Electrical Safety Guidelines
 - Emergency and Evacuation Action Plan (Site Specific)
 - Active Shooter
 - Fire
 - Earthquake
 - Medical Emergency
 - Power Outage
 - Bomb/Terrorist Threat
 - Suspicious Mail Handling Guidelines
 - Occupational Ergonomics
 - Fall Protection
 - Fire Prevention Plan*
 - Forklift Operations
 - Hazard Communication Plan/Policy
 - Hazardous Energy Control – Lock Out Tag Out and Try
 - Health Promotion and Wellness Program
 - Hearing Conservation Program
 - Heat Illness Prevention Plan
 - Incident Investigation Plan/Policy
 - Ladders
 - Personal Protective Equipment
 - Respirator Protection Plan



- Safety Boots Program
- Security Plan
- Slip/Trip and Fall Prevention
- Training Program
- Vehicle Safety and use Policy
- Welding and Cutting Operations
- Workplace Violence Prevention Policy



Pacific Grove Unified School District
INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)
Designation Form

SITE SAFETY MANAGEMENT INFORMATION

In accordance with Section 3203, California Code of Regulations, Title 8, the following information identifies the person responsible for the Injury and Illness Prevention Program at this site:

NAME OF SAFETY REPRESENTATIVE(S)/COORDINATOR(S) AND/OR THE PERSON(S)
RESPONSIBLE FOR IIPP MANAGEMENT AT THIS LOCATION:

Barbara Martinez, PGUSD Safety Director

Matt Kelly, PGUSD Facilities and Transportation Director

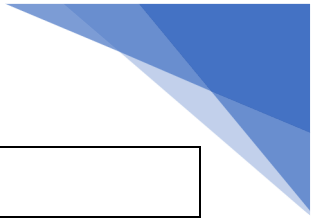
District/Site: Pacific Grove Unified School District

ADDRESS: 435 Hillcrest Ave, Pacific Grove CA 93950

PHONE NUMBER: (831) 646-6553 **DATE POSTED:** 8/7/2021

IIPP DISTRIBUTION LIST:

Name <i>(Person Responsible for posting document.)</i>	Specific Location <i>(Example: Teacher's Lounge)</i>
Louis Algaze	District Website



Important: Employees are encouraged to report any suspected safety hazard to their supervisor, safety representative/coordinator and/or School management.

Note: A completed copy of this document must be posted at all worksites in a manner to be accessible to all employees (i.e., custodians, teachers, yard supervisors, administration, facilities/maintenance, bus drivers, etc.).

APPENDIX C – Principal Listing

SCHOOL/PRINCIPAL LISTING

Pacific Grove Unified School District/ Dr. Ralph Porras, Superintendent

SCHOOL	ADDRESS	PRINCIPAL
Pacific Grove High School	615 Sunset Ave, Pacific Grove CA 93950	Dr. Lito Garcia
Community High School	1004 Ave, Pacific Grove CA 93950	Dr. Lito Garcia
Pacific Grove Middle School	835 Forest Ave, Pacific Grove CA 93950	Mr. Sean Roach
Robert Down Elementary	485 Pine Ave, Pacific Grove CA 93950	Mr. Sean Keller
Forest Grove Elementary	1065 Congress Ave, Pacific Grove CA 93950	Ms. Irene Preciado
Pacific Grove Adult School	1025 Lighthouse Ave, Pacific Grove CA	Ms. Barbara Martinez



Appendix D – Plan Revision History

Plan Revision History

Date	Revised By	Updates
07/03/2020	Barbara Martinez, Safety Director	Appendix Reference Documents and General Plan
01/01/2021	Matt Kelly	Added COVID Supplement
02/28/2023	Barbara Martinez, Safety Director	Updated Non-emergency COVID-19 prevention regulations