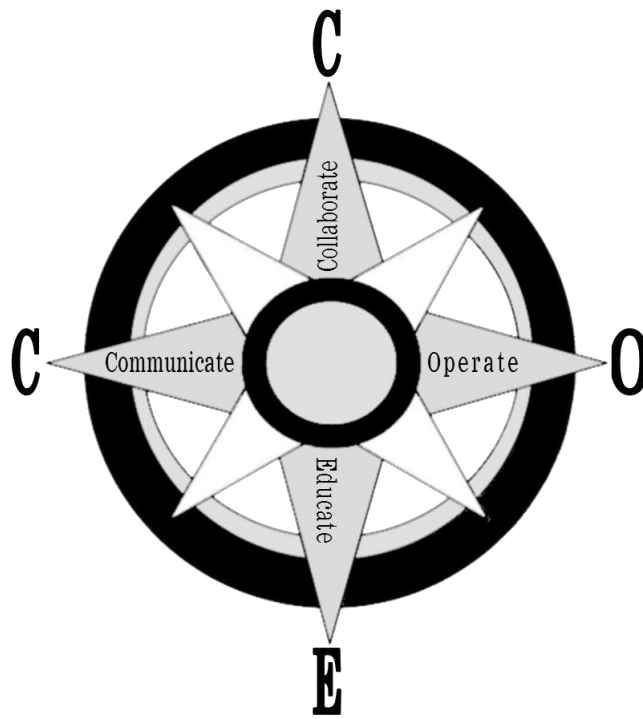


Colusa County Office of Education COMPREHENSIVE SCHOOL SAFETY PLAN

Approved February 14, 2023



S. William Abel Academy
Colusa County Adult School
Coastal Buttes Academy
CCOE Adult Transition Program

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Plan creation and review

Colusa County Office of Education's Comprehensive Safety Plan has been developed and reviewed by the Safety Planning Committee which included the following members:

Sara Dunn, Teacher
Angel Green, Parent
Kevin Douglas, Student Support Services Manager
Angela Fulcher, Food Services Supervisor
Jeff Gilbert, Williams Fire Department Chief
Aaron Heinz, Deputy Superintendent, CCOE
Brandon Kingsley, Colusa County Probation Officer
Alissa Maas, Communications & Public Relations Director
John Ithurburn, Assistant Superintendent
Doug Horton, Teacher
Jared Robinett, Facilities Supervisor
Chuck Wayman, Deputy Superintendent
Jessica Galloway-Haney, SELPA Director
Jennifer Wayman, Director of Student Support and Outreach
Angelina Guizar, Director of Business Services

The committee consulted and coordinated with safety planning groups from other schools in developing this plan as appropriate.

A public meeting was held for interested parties to review the plan on February 14, 2023 via Zoom.

This plan is to be amended as needed. It shall be updated annually with review and approval due by March 1. A copy of the current plan will be kept on hand in the school office and made available for inspection upon request.

Data Assessment

The committee reviewed a variety of data sources related to school climate, culture, and safety. These data sources include the California Healthy Kids Survey, Parent/Student/Staff Surveys, and the WASC Initial Visit Report for the S. William Abel Academy (SWAA). In addition, the Presidential Mandate regarding considerations for Students with Special needs is included as part of this plan.

Initial WASC Visiting Committee Report

The WASC Visiting Committee commended the Colusa County Office of Education in the following areas:

1. Graduating five students as of March 2018.
2. The safe and supportive learning environment for students and staff.
3. Conducting monthly student/stakeholder meetings.
4. Allowing selected student representatives to be included in all interview committees.
5. Conducting monthly individual student progress meetings.
6. Developing student Individual Learning Plans.
7. Maintaining a clean, modern, and welcoming campus.
8. Scheduling and holding formal graduation ceremonies.
9. Conducting and planning parent/student progress conferences at the conclusion of each grading period.
10. Providing college visits and educational field trips for all students interested in extending their education beyond high school.

Presidential Mandate:

Presidential Executive Order 13347 (Individuals with Disabilities in emergency Preparedness) adds to existing legislations, policy to ensure that the safety and security of individuals with disabilities are appropriately supported and requires public entries to include unique needs of individuals with disabilities in their emergency preparedness plans.

Planning Needs and Assumptions:

For individuals with special needs, physical environments become a great deal more hostile and difficult to deal with during and after an emergency. The ability to get to accessible exits and personal items may be reduced.

Communication may be impeded at a time when clear and rapid communication is crucial to safety and survival. To comply with statues involving students with special needs, individuals responsible for evacuation and emergency operations plans, notifications protocols, shelter identification, emergency medical care and other emergency response and recovery items must:

- Have sound working knowledge of the accessibility and non-discrimination requirements applicable under federal disability right laws.
- Know the special needs demographics of the students attending classes on site.
- Involve students with differently types of disabilities and staff and teachers in identifying the communication and transportation needs, accommodations, support systems, equipment, services, and supplies that they will need during an emergency.
- Identify existing resources within the school and local community that meet the special needs of the students.
- Inform parents about the efforts to keep their child safe at school.
- Identify medical needs and make an appropriate plan.
- Determine transportation needs and special vans for students.
- Identify any necessary tools such as personal response plans, evaluation equipment or visual aids.
- Include local responders and establish a relationship with individual students with disabilities and their teachers.

Safety is a priority at Colusa County Office of Education

The school is a) a safe, clean, and orderly place that nurtures learning and b) has a culture that is characterized by trust, professionalism, high expectations for all students, and a focus on continuous school improvement.

In response to the COVID-19 pandemic, CCOE created a specialized COVID-19 Prevention Plan in January 2021. This plan provided guidance to all employees on how to participate in safe work practices and assists in maintaining a safe work environment. Since the changes from the state regarding COVID-19 protocols, the plan has been changed to provide updated guidance. It is understood that this is a fluid situation and updates or amendments to the COVID-19 section will occur on as needed basis. The details of the plan can be found in Appendix A of this document. In addition, CCOE has also created specific plans for Blood Borne Pathogens, Heat Illness Prevention and Hazard Communication Programs. These plans can be found in the appendices of this document.

Colusa County Office of Education (CCOE) prides itself on its clean, orderly, comfortable campus and respectful, safe, and academically challenging learning environment. Students and parents consistently provide feedback that compliments the school in these areas. In 2021, all of the surveyed parents reported on the annual Parent School Satisfaction Survey that the school is a safe place and 85% or more of surveyed students reported they feel safe at school.

Students are supported in internet safety while on campus through school computers that deny accessibility to websites that may be inappropriate for children. Students using on-campus computers are always monitored by the teacher. School computers and networks may not be used for personal purposes. Furthermore, students and parents are required to sign a computer use safety agreement upon registering for enrollment at CCOE.

Daily custodial services ensure a clean and safe school environment. CCOE follows all CCOE Safe Schools procedures. Due to the small student population at CCOE the flow of students can be easily managed by staff. Classes never exceed more than 20 students. Students can meet with the teacher on a one-on-one basis daily. School rules are clearly communicated in the Parent/Student Handbook. Violations to school rules are handled on a case-by-case basis by administration, according to the behavior policies outlined in the Parent/ School Handbook. Bullying, drugs, alcohol, derogatory language, and violence are never tolerated on campus. The CCOE Prevention Services Team provides intervention for students regarding tobacco and drug use. The Prevention Services Team helps assist in CCOE' no-tolerance drug policy. Behavior problems (and suspensions/expulsions) occur very infrequently at CCOE.

Some staff members have worked at CCOE for several years, where they enjoy an atmosphere of professional and trusting collaboration. All staff members convene monthly for an Educational Services Staff Meeting, while most of the staff meets together weekly, and the Leadership Team also meets weekly. Great care is taken to include all staff members in analysis of student data and decision-making processes and to ensure that all staff members have equal voices in discussions. Analysis of student data drives all decision making and is the foundation on which the Local Control Accountability Plan is built. Staff's decisions combined with stakeholder engagement determines the actions and services of the LCAP. The staff reviews and tracks progress on the LCAP each year.

The CCOE Staff is remarkably committed to maximizing student success. The staff welcomes and appreciates students of all ethnicities, genders, orientations, and religions.

In 2018, a WASC Initial Visit Visiting Committee commended the school on the following elements of its school culture:

- Caring dedicated staff
- Open Lines of Communication among all staff
- Emphasis on student learning and student well-being
- Mental Health Services
- Foster/Homeless Youth Services

The Initial WASC Visiting Committee also identified the following "Critical Areas for Follow Up":

1. Update its Common Core Aligned curriculum and course outlines.
2. Complete, establish and implement a professional development plan.
3. Complete and implement a comprehensive, school wide assessment program.
4. Use data in developing instructional needs for all students.
5. Completing a Pre-Post assessment tool.
6. Expanding CTE opportunities.
7. Increase use of an online learning program.
8. Increase parent involvement in the school.

Procedures and Practices

The safety of students, staff, guests, and community members is a top priority for the Colusa County Office of Education. The following procedures and practices are implemented to ensure the maintenance of a safe learning environment. These procedures have been reviewed by the committee and appropriate training has been provided to staff members and volunteers.

Training & Preparation

It is important for all staff and students to be aware of the school's safety procedures. The following efforts will be implemented to train and prepare all students and staff:

- Staff will review this plan, and drill schedule each school year. The principal will be responsible for ensuring any new staff members review these materials as well.
- Teachers will review expectations with students for lockdown situations, shelter-in-place situations, active shooter situations, fires, and evacuations in an age-appropriate manner at the start of each school year.
- The school will conduct a minimum number of drills as outlined here. Additional drills can be scheduled by the principal as determined needed.
 - Fire evacuation drills will be held two times per year.
 - Lockdown drills will be held twice per year.
 - Earthquake Drop and Cover Drills will be held once per semester.
- Review and debrief sessions will be held with appropriate stakeholders after each drill or any critical event.

Communicating Outside the School

Keeping parents, guardians and others informed during a school emergency is vital. Our priority will be to ensure the safety of students and staff on campus and we will work as quickly as possible after that to notify families of what is happening. Families can expect:

- An initial message to be sent using the district's notification system or personal phone calls made to each student's parent/guardian that shares the general nature of the incident. This message may not have a high level of detail as it is important that we maintain a focus on the immediate safety of students and staff and that we also ensure only accurate information is distributed.
- Major updates will be sent using the district's notification system or personal phone calls made to each student's parent/guardian.
- If an evacuation is ordered or school is cancelled prior to its scheduled time families will be notified using the district's notification system or personal phone calls made to each student's parent/guardian.
- A follow-up message will be sent using the district's notification system or personal phone call informing families of the outcome of the situation and appropriate details. Additional information will be shared as it becomes available in the hours, days and even weeks following a major incident.
- All messages sent using the district's notification system will be sent as emergency calls meaning they are distributed before other messages that are going out and are sent to every contact type on file for a parent/guardian.

To ensure parents/guardians are contacted they must provide updated contact information to the school office, as necessary. Parents/Guardians and staff can add extra contact methods to the notification system and determine which types of calls and messages are sent to each method.

Lockdowns

A school wide lockdown is to be called when there is eminent danger such as a stranger on campus, violent criminal activity that is likely to occur on campus, or a weapon is likely to be used on campus. During a lockdown, the following procedures should be followed:

1. Students and adults are brought inside classrooms or other designated areas.
2. Doors and windows are closed and locked immediately.
3. Curtains or other window coverings, if available, are pulled shut and lights are turned off.
4. Students and staff should take cover inside of locked rooms under desks, behind partitions etc.
5. No one is allowed to enter or leave a room once it is locked.
6. Doors should not be unlocked or opened until all clear is given.
7. Parents and other guests should not come to campus or attempt to leave if they are already there.

Any staff member who observes or believes there is an eminent danger to students, other staff members, guests or the community may call for a lockdown.

A lockdown will be signaled to the campus community by:

- Intercom Message: "Teachers, we are initiating a lockdown."

Shelter-in-place

A shelter-in-place will be used when there are the potential safety concerns on campus such as law enforcement activity in the area or severe weather. During a shelter-in-place the following procedures should be followed:

- Students and adults are brought inside classrooms or other designated areas.
- Doors and windows are closed and locked immediately.
- Students and staff continue working inside locked rooms.
- No one is allowed to enter or leave a room once it is locked unless escorted by school administration or law enforcement staff.
- Doors should not be unlocked or opened until all clear given.
- Parents and other guests should not come to campus or attempt to leave if they are already there.

A shelter-in-place is called by the administration or teacher when they deem a potential threat may exist or they are advised to do so by law enforcement officials.

A shelter-in-place will be signaled to the campus community by:

- Intercom message: "Colusa County Office of Education, a Shelter-In Place has been issued."

Procedures for signaling the lift of a shelter-in-place will be by:

- Intercom message: "Colusa County Office of Education, a Shelter-In Place has been lifted."

Evacuations & Fire Drills

If it is necessary to evacuate the campus due to a fire or other hazard, staff will escort students to the Grocery Outlet Parking Lot located at 435 Vada Court, Williams, CA 95987, as an evacuation center for parent pick up. In any evacuation or fire drill, staff will take a role of students and guests and report the count to the principal or other their designee.

Evacuation routes are posted in each room and practiced during fire drills which shall be held four times per year. In addition, Ed Code 32001 states that each school site shall sound their fire alarm at least once every calendar month.

Active Shooters

As most active shooter events end within 10 to 15 minutes it is likely that school staff and students will need to respond directly and immediately before law enforcement officials can arrive. During an event it is likely that a campus lockdown will be implemented. Within the established practices for a lockdown, Colusa County Office of Education also implements the following strategies:

Run, Hide, Take Action

- Run – The absolute best and most ideal response to an active shooter situation will be to evacuate the premises and get out of harm's way or to a safe location. This could be off campus to the California Highway Patrol, or to the nearest classroom where a lockdown procedure can be implemented. When evacuating during an active shooter situation students and staff should:
 - Evacuate regardless of whether others agree to follow.
 - Leave all non-lifesaving belongings behind.
 - Help others escape.
 - Prevent individuals from entering an area where the active shooter may be.
 - Keep hands visible.
 - Follow instructions of law enforcement or first responders; and
 - Not attempt to move wounded individuals.
- Hide – When evacuation is not a possibility individuals should hide keeping in mind:
 - Hiding places should be out of view.
 - An ideal hiding place will not trap the individual or restrict their options for movement.
 - Cell phones and other devices should be set to silent (not vibrate).
 - Remain quiet; and
 - Come out of hiding only when a trusted staff member or law enforcement official instructs you to do so.
- Take Action – The last resort in an active shooter situation is for a staff member or student to take action in an attempt to disrupt, confuse or incapacitate the active shooter(s). Individuals choosing to take action must commit and act as aggressively as possible against the active shooter(s). This action should be decisive, without hesitation and encompass the following:
 - Improvising weapons from nearby items (e.g., sharp objects, heavy objects like fire extinguishers etc.)
 - Yelling and throwing items.

Controlled Evacuations

Once the event is over law enforcement officials will implement a controlled evacuation of the school. During a controlled evacuation students and staff should:

- Follow all directions issued by law enforcement officials.
- Remain calm and quiet.
- If directed to do so and possible, immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid quick movements toward officers or holding onto them for safety; and
- Avoid pointing, screaming and/or yelling.

Earthquakes

Earthquakes present several safety hazards from falling debris to ruptured gas pipelines and other infrastructure. Being prepared and responding promptly are key.

Preparing for an Earthquake

It is the responsibility of all staff to identify potential safety hazards related to earthquakes. Teachers should review their classrooms and ensure that heavy objects are not stored on high shelves, that all furniture or other equipment brought into the room is properly secured to prevent tipping and that adequate cover space exists for students and staff should an earthquake strike.

The custodian and site administrator will work collaboratively to review non-classroom spaces to ensure any risk of injury or damage from an earthquake is minimized.

If an Earthquake Strikes

The following steps will be taken in case of an earthquake:

1. Students and staff will immediately 'duck and cover':
 - Individuals should conceal themselves under desks, tables or other structures that provide protection from falling materials and debris.
 - Individuals should face away from windows and cover their head and face.
 - Everyone will maintain their duck and cover positions until the earthquake has stopped and motion can no longer be felt.
2. Once motion stops, students and staff shall carefully assess their surroundings to identify any dangerous conditions as they prepare to evacuate. Special attention should be paid to any loose or damaged walls or ceiling materials that could fall, any exposed electrical wiring, gas pipes or other hazards.
3. The principal should attempt to signal an evacuation, however teachers and other staff supervising students should exit building as soon as it is safe to do so and proceed to identified evacuation areas and follow the same procedure used in a fire drill to take attendance and report in.
4. Staff members shall notify the principal or office staff of any injuries or damage that poses a potential safety threat. Call 9-1-1 if needed.
5. The site custodian or another staff member directed by the principal shall disconnect all electrical service and turn off master valves for gas and water to the campus.
6. Office staff or other staff directed by the principal should notify the district of the school's status. If there are no serious injuries or damage that presents a safety hazard staff should call the

Educational Services Office at (530) 473-1350 ext. 10834. If there are serious injuries or damage that DOES present a safety hazard staff should call 9-1-1.

Note: Phones may not work in a region-wide event. Alternative methods for contacting administration may be via text on cellular phones.

7. Upon surveying the campus and finding it to be safe, the principal will signal an all clear for individuals to students and staff to return to class. If the campus is not safe to occupy, an off-site evacuation will commence.

Use of the campus as shelter or welfare center

During a local or regional emergency, it may become necessary for the school campus to be used as an emergency shelter, operational center for first responders, or staging area for equipment. To meet the needs of the entire community, Colusa County Office of Education will work collaboratively with law enforcement, fire, and other emergency responders to meet needs. All requests for the use of a facility will be made to the Colusa County Office of Education at (530) 458-0350.

Campus Ingress and Egress

To ensure a safe school community, Colusa County Office of Education implements practices and procedures for students, staff, parents, guests, and community members coming to or leaving the campus.

1. When entering or leaving a school campus, drivers of vehicles shall follow all applicable traffic laws, the directions of school staff and law enforcement officials.
2. Students who ride bicycles to school are encouraged to wear appropriate safety helmets and must do so if required by law.
3. Students who walk to or from school should do so in groups or pairs whenever possible. Students who are approached by strangers or observe any concerning behavior must report it to an adult on campus immediately.
4. During a lockdown or shelter-in-place, no one can enter or leave the campus. The school or district will send a notification to families when the situation has been resolved and provide instructions on student pick-up.
5. Staff shall prominently display their district issued ID at all times while on campus.
6. All visitors shall proceed directly to the school office and register. They will be given a visitor pass that shall be worn at all times. Upon completion of their visit, the visitor shall return to the school office to check-out and surrender their pass. This practice helps ensure staff know who is on campus and that all individuals are accounted for in case of an emergency.
7. Any adult on campus who does not display a district issued ID or visitor pass shall be escorted to the school office immediately.

Suspension/Expulsion Policies and Procedures

Colusa County Office of Education shall follow all applicable laws and district policies regarding the suspension or expulsion of students including but not limited to board policy 5012.00 and Superintendent Policies 5144.00. Prior to suspending a student, the principal or a designee shall review the prior methods of corrective action. Prior to suspension, the school principal or designee shall share with the student a summary of previous corrective actions undertaken.

Behavior and Code Reference	Other Means of Correction	May Suspend	May Expel	Contact Law Enforcement
<i>Physical Injury</i>				
Threatened/caused physical injury EC § 48900(a)(1)	May be considered	Yes	Yes	Optional
Committed violence/serious injury upon another, except in self-defense EC § 48900(a)(1) and (2), 48915(a)(1)(A) and 48915(a)(1)(E)	May be considered	Yes	Yes	Required
Committed assault or battery upon any school employee EC § 48915(a)(1)(E), PC § 240 and 242	May be considered	Yes	Yes	Required
Aided/Abetted in the infliction/attempted infliction of physical injury EC § 48900(t) and PC § 31	May be considered	Yes	Yes	Optional
<i>Controlled Substances</i>				
Unlawfully possessed/used/sold/furnished/under the influence of controlled substance, intoxicant of any kind except over-the-counter medication for personal or medication prescribed for the student by a physician • Was under the influence • Possessed • Furnished • Sold/Attempted to Sell EC § 48900(c), 48900(p), 48915(a)(1)(C), 48915(c)(3) and HSC § 11053	May be considered May be considered May be considered Not considered	Yes Yes Yes Required	Yes Yes Yes Required	Optional Required Required Required
Unlawfully offered/arranged/negotiated to sell a controlled substance or intoxicant of any kind EC § 48900(d) and HSC § 11053	May be considered	Yes	Yes	Optional
Unlawfully sold/delivered/furnished a liquid/substance/material represented as a controlled substance or intoxicant of any kind EC § 48900(d) and HSC § 11053	May be considered	Yes	Yes	Optional
Possessed/used tobacco or nicotine products containing tobacco without prescription EC § 48900(h)	May be considered	Yes	No	No
Unlawfully possessed/offered/arranged/negotiated to sell drug paraphernalia EC § 48900(j) and HSC § 11014.5	May be considered	Yes	Yes	Optional
<i>Property</i>				
Committed/attempted to commit robbery or extortion EC § 48900(e) and 48915(a)(1)(D)	May be considered	Yes	Yes	Required
Caused or attempted to cause damage to school or private property • Minimal damage • Extensive damage EC § 48900(f)	May be considered May be considered	Yes Yes	No Yes	Optional Required
Stole or attempted to steal school property or private property EC § 48900(g)	May be considered	Yes	Yes	Optional
Knowingly received stolen school property or private property EC § 48900(l)	May be considered	Yes	Yes	Optional

Behavior and Code Reference	Other Means of Correction	May Suspend	May Expel	Contact Law Enforcement
<i>Harassment and Bullying</i>				
Harassed/threatened/intimidated a student who is a witness in a school disciplinary proceeding EC § 48900(o)	May be considered	Yes	Yes	Optional
Engaged/attempted to engage in hazing/method of initiation which is likely to cause serious bodily injury/personal degradation/disgrace resulting in physical or mental harm EC § 48900(q)	May be considered	Yes	Yes	Optional
Engaged in an act of bullying, including but not limited to, bullying committed by means of an electronic act EC § 48900(r)	May be considered	Yes	Yes	Optional
Committed sexual harassment creating an intimidating/hostile/offensive educational environment, does not apply kindergarten through third grade EC § 48900.2	May be considered	Yes	Yes	Optional
Caused/attempted/threatened/participated in an act of hate violence, does not apply kindergarten through third grade EC § 48900.2 and 48900.3	May be considered	Yes	Yes	Required
Intentionally engaged in harassment/threats/intimidation against students or staff that disrupts classwork, creates substantial disorder or creates an intimidating/hostile educational environment, does not apply kindergarten through third grade EC § 48900.4	May be considered	Yes	Yes	Optional
Made terroristic threats against school officials or school property EC § 48900.7	May be considered	Yes	Yes	Required
<i>Weapons</i>				
Possessed a firearm/knife/other dangerous object Sold or furnished a firearm/knife/other dangerous object EC § 48900(b), 48915(a)(1)(B) and 48915(c)(1)	May be considered Not Considered	Yes Required	Yes Required	Required Required
Brandished a knife at another person EC § 48915(c)(2)	Not considered	Required	Required	Required
Possessed an imitation/ replica firearm so close as to lead a reasonable person to conclude that the replica is a firearm EC § 900(m)	May be considered	Yes	Yes	Optional
Possessed an explosive EC § 48915(c)(5)	Not considered	Required	Required	Required
<i>Other</i>				
Committed/attempted to commit sexual assault or sexual battery EC § 48900(n), 48915(c)(4), PC § 243.4, 261, 266c, 286, 288, 289	Not considered	Required	Required	Required
Committed obscene act/engaged in habitual profanity or vulgarity • Obscene act • Habitual profanity EC § 48900(i)	May be considered May be considered	Yes Yes	Yes No	Optional No
Disrupted school activities/willfully defied school officials engaged in the performance of their duties EC § 48900(k)	Must be considered (K-3)	Yes (4-12)	No	No

Teacher notification of dangerous pupils

Pursuant to Education Code 49079 Colusa County Office of Education is committed to notifying teacher of dangerous pupils. The procedure is as follows:

1. Teachers will be notified regarding students that have been suspended or expelled during the school year.
2. The site administrator will be responsible for notifying teachers of student suspensions/expulsions.
3. Any information received by a teacher pursuant to EC49079 shall be received in confidence for the limited purpose of providing notice to the teacher and shall not be further disseminated.
4. It is the school site's responsibility to establish a procedure to review the cumulative folders of incoming students for notice(s) of suspension and/or expulsion anytime during the current and/or previous three school years.
5. Because EC49079 requires that teachers be provided notice of student suspensions for the previous three years, it will not be necessary to transfer notices of suspension with the cumulative folder when the student transfers to a school outside the district. It is recommended that a copy of the student's discipline/intervention screen be printed and placed in the cumulative file prior to sending the records to the new school district.
6. If a student's behavior warrants (e.g., violent or aggressive behavior), a notice to teachers as soon as possible after a suspension or disciplinary action has occurred.

Dress Code

Colusa County Office of Education follows all state and federal laws as well as district policy regarding student dress codes. Colusa County Office of Education has also implemented additional dress code elements.

Board Policy 5132 – Dress and Grooming

Revised May 9, 2007

The County Board believes that appropriate dress and grooming contribute to a productive learning environment. The County Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction which would interfere with the educational process. When gangs constitute a danger to students, the County Superintendent or designee may restrict student dress and grooming as necessary to comply with Board policy related to gang activity.

Students and parents/guardians shall be informed about the school dress code at the beginning of the year and at any time the dress code is revised. A student who violates the dress code shall be subject to appropriate disciplinary action.

The County Board recognizes that in schools where the students wear school uniforms, incidences or inappropriate apparel, peer rivalry and theft are reduced. When local circumstances indicate the existence of serious problems associated with student dress, school sites may implement a voluntary uniform dress policy provided there is demonstrated parental support. School sites may request County Board approval for a required uniform dress policy if conditions warrant such action and a source of funding is available for uniforms for students whose parents/guardians cannot afford to pay for them.

Safe and Orderly Environment

To ensure a safe school community, Colusa County Office of Education implements practices and procedures for students, staff, parents, guests, and community.

Board Policy 5142 – Safety

Revised July 11, 2007

The County Board places a high priority on safety and on the prevention of student injury. Administrators and staff are responsible for the conduct and safety of students from the time they come under school supervision until they leave school supervision, whether on school premises or not. The County Superintendent or designee shall establish regulations and procedures as necessary to protect students from dangerous situations.

Superintendent Policies 0440. – Safety

Revised July 19, 2004

The County Superintendent believes that safety is every employee's responsibility. The County Office shall not knowingly permit unsafe conditions to exist or allow employees or students to indulge in unsafe acts. Violations of established procedures may result in disciplinary action. An effective school safety plan shall be established and maintained and shall include the identification of the positions responsible for implementing the plan.

Every employee and student are expected to participate actively in County Office safety programs and observe all established precautionary measures and safe work practices. Since employees are often aware of unsafe conditions within their work areas, they are encouraged to make recommendations, suggestions, and criticisms of unsafe conditions to their immediate supervisors.

Supervisors shall constantly promote safety and provide education training and enforcement to prevent unsafe practices. No individual shall be required to perform under unsafe or hazardous conditions or to execute tasks which endanger her/his health, safety, or well-being. Each supervisor shall be responsible for ensuring that employees and students are issued the necessary protective equipment and that said equipment is maintained in compliance with standards prescribed by federal, state, and local laws and regulations.

The County Superintendent assigns responsibility to the Assistant Superintendent for Business Services for ensuring that adequate education, training, and enforcement procedures are developed. An effective Safety and Health Program shall be established and maintained and shall include the identification of the position responsible for implementing the program, the methods for identifying and evaluating hazards, and the methods for correcting unhealthy conditions and work practices in a timely manner.

In addition, CCOE Staff agrees to:

1. Never leave class with an unqualified person in charge.
2. Never release a student to the custody of any individual other than those allowed by Governing Board policy or law to remove a student from the campus.

3. Accompany a class wherever it is assigned and remain with it until supervision is assumed by another responsible person.
4. Do not use machinery except for the instructional purpose it was provided.
5. Do not allow students who are especially prone to accident to use dangerous equipment.
6. Organize classroom materials and equipment to minimize danger of injury to students and to self.
7. In general, exercise good judgment when assigning tasks to children to prevent bodily harm and damage to property.

Board Policy 5145.12 – Search and Seizure

Revised August 8, 2007

The County Board recognizes that incidents may occur which jeopardize the health, safety and welfare of students and staff and which necessitate the search and seizure of students, their property, their lockers, or their vehicles by school officials.

School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the County Office of Education or the school. The County Board urges that discretion, good judgment and common sense be exercised in all cases of search and seizure.

The parent/guardian of a student subjected to an individualized search shall be notified by the County Superintendent or designee as soon after the search as possible.

Student Lockers

Because lockers are under the joint control of the student and the County Office of Education, school officials shall have the right and ability to open and inspect any school locker without student permission when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity or when odors, smoke, fire and/or other threats to student health, welfare or safety emanate from the locker.

For health and safety reasons, a general inspection of school properties such as lockers and desks may be conducted on a regular, announced basis, with students standing by their lockers or desks. Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned. Notice of this policy shall be given to all students when lockers are assigned.

Search & Seizure of Students, Student Belongings and Vehicles

I. STUDENTS AND THEIR PERSONAL BELONGINGS

A. When a Search May Occur

The County Board of Education has declared that a drug and weapons problem exist on campus. As a result, students and their personal belongings may be searched by school officials while on school property or at school-sponsored events:

- based upon reasonable suspicion²; or
- at random without cause of any kind; or
- on an indiscriminate basis (every student) without cause of any kind.

B. The Scope of a Search

The scope of the search, and the gender of the school official conducting the search, will be related to the objectives of the search, the age and sex of the student, and the nature of the violation.

C. Methods Used in a Search

1. Searches Based on Reasonable Suspicion

Searches based upon reasonable suspicion will take place in a private area and may include:

a. Frisks

A frisk will be conducted by, or under the supervision of, the site administrator and at least one other County employee. When reasonably possible, a frisk will be conducted by a school official of the same gender. Frisks may require that bulky outer clothing (e.g., jackets or sweaters), shoes, socks, hats, gloves, etc. be removed. No clothing will be removed which would permit a visual inspection of the underclothing, breasts, buttocks, or genitalia of the student. A search will never include the search of a student's body cavity.

b. Search of Personal Belongings

The search of a student's personal belongings may include, by way of illustration and not limitation, emptying purses and backpacks and inspection of all pockets or spaces large enough to conceal the sought-after object.

c. Search of Automobiles

Automobiles parked on the school premises or in the school parking lot are subject to search when school officials have reason to believe that weapons, drugs, or objects prohibited by school policy or State law are contained therein.

2. Searches without Cause

Searches on a random or indiscriminate basis without cause may include:

a. Metal Detectors

As a means to deter students from carrying weapons to school, metal detectors may be used to search students and their personal belongings for weapons. School officials will scan students and their personal belongings with a hand-held metal detector. Students will first be asked to empty their pockets and belongings of metal objects. If the metal detector is activated during a scan, a second scan will be conducted. If the activation cannot be eliminated or explained by the second scan, reasonable suspicion will exist for the school official to conduct an expanded search for weapons. The student will be escorted to a private area for the expanded search. An expanded search may include a frisk and/or a search of personal belongings.

b. Visual Inspection of Socks

Historically, socks have been an excellent hiding place for weapons and/or drugs. As a means to deter students from carrying non-metallic weapons to school, school officials may visually inspect a student's sock area. Students will be asked to raise any clothing which obstructs the view of his or her socks. The school official making the inspection must be able to see the entire length of the sock from the top of the

shoe to the top of the sock. If the school official observes a bulge in a student's sock, reasonable suspicion will exist for the school official to conduct an expanded search of the student's socks for weapons and/or drugs. The student will be escorted to a private area for this search. Depending upon the findings of the sock search, reasonable suspicion may exist for school officials to conduct a more expansive search. This search may include an expanded frisk and/or a search of personal belongings.

c. Canine Searches

As a means to deter students from carrying weapons and/or drugs and drug paraphernalia to school, canines may be used to search students and their personal belongings for drugs.

D. Storage of Personal Belongings

Every student is required to leave his/her coat or sweatshirt at a designated location in the classroom. Nevertheless, such personal belongings are subject to search (as described above) prior to storage in the in the designated area.

II. SCHOOL PROPERTY UNDER JOINT CONTROL

School property under joint control includes, by way of illustration and not limitation, notebooks, books, desks, chairs and other furniture or property owned by the school. There is no expectation of privacy in school property under joint control. School officials may search school property under joint control at any time. Searches may be random and without cause of any kind.

III. NOTIFICATION AND CONFISCATION

A. Notification

1. Parent

Parents will be notified of a search only when the search results in confiscation of materials or the involvement of the Colusa County Probation Department or the Colusa Police Department.

2. The Authorities

The Colusa County Probation Department or the Colusa Police Department may be called at any time during a search. The Colusa Police Department will be called in the event any object which could be used as a weapon, or any suspected illegal substance, is found.

B. Confiscation

Guns, knives or other weapons, controlled substances and drug paraphernalia which are confiscated will be turned over to the appropriate law enforcement authorities. Other confiscated materials (e.g., radios, skateboards, or tobacco or nicotine products) will be returned to the parents and not the student. The County Office of Education is not responsible for loss of, or damage to, confiscated materials.

[Superintendent Policies 5145. – Search and Seizure](#)

Updated June 3, 2013

The County Superintendent recognizes that incidents may occur where the health, safety and welfare of students and staff are jeopardized and which necessitate the search and seizure of students, their property, or their lockers.

The County Superintendent authorizes the Assistant Superintendent or designee to conduct searches when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law or the rules of the County Office or program unit. The County Superintendent urges that discretion, good judgment and common sense be exercised in all cases of search and seizure. Searches shall be made in the presence of a least one other County Office employee. Employees shall not conduct strip searches or body cavity searches.

In determining whether reasonable cause for a search exists, the Assistant Superintendent or designee shall consider:

- the age and previous behavior patterns of the student;
- the prevalence and seriousness of the problem to which the search was directed;
- the urgency requiring the search without delay;
- the substantive value and reliability of the information used as a justification for the search;
- the location of the student at the time of the incident which gave rise to reasonable suspicion.

Staff shall notify the parent/guardian of the student being searched as soon after the search as is reasonably possible.

For health and safety reasons, a general inspection of school properties such as lockers and desks may be conducted on a regular, announced basis, with students standing by their lockers or desks. Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned. Notice of this policy shall be given to all students when lockers are assigned.

Notifications

At the beginning of each school year and upon enrollment, the Superintendent or designee shall inform students and parents/guardians about the District's policies and procedures for searches, including notice regarding:

1. The possibility of random searches of students, their belongings, their vehicles parked on district property, and District properties under a student's control, including lockers or desks.

School Discipline

Board Policy 5144 – Discipline

Revised August 8, 2007

The County Board desires to prepare youth for responsible citizenship by fostering self-discipline and personal responsibility. The County Board perceives that good planning, a good understanding of each child, and parent involvement can minimize the need for discipline. Teachers shall use positive conflict resolution techniques and avoid unnecessary confrontations. When misconduct occurs, staff shall make every effort to identify and correct the causes of the student's behavior.

County Superintendent policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules in accordance with law to meet the school's individual needs.

Staff shall enforce disciplinary rules fairly and consistently, without regard to race, creed, color, or gender.

Superintendent Policies 5144 – Student Discipline

Revised July 18, 2005

The County Superintendent wishes to provide students with an instructional environment free from disruptions which interfere with teaching and learning activities. The County Superintendent directs Assistant Superintendents to establish procedures which ensure that a productive learning environment is maintained.

Students shall be expected to observe administrative rules and regulations of the County Office or the facility in which the training is taking place just as if they worked for, or regularly attended, that institution or facility. Staff is responsible for the proper conduct and control of students under their charge within the behavioral guidelines of district sites and policies and procedures established by the County Superintendent. The County Superintendent directs that Assistant Superintendents provide all reasonable support to staff with respect to student conduct and discipline. Discipline plans and procedures shall take into account the special needs of district students found in programs operated by the County Office.

Students shall be expected to observe administrative rules and regulations of the County Office or the facility in which the training is taking place just as if they worked for, or regularly attended, that institution or facility.

Prohibition of Corporal Punishment

The County Superintendent directs that no employee shall inflict or cause to be inflicted corporal punishment upon a student. An amount of force that is reasonable and necessary for an employee to quell a disturbance threatening physical injury to any person or damage to property, for purposes of self-defense or to obtain possession of weapons or other dangerous objects within the control of the student shall not be construed to be corporal punishment.

Suspension and Expulsion: Special Education Students

The County Superintendent or designee may suspend a special education student for up to, but not more than, ten (10) days for a single incident of misconduct without the agreement of the parent/guardian or a court order. In the case of a truly dangerous child, a suspension may exceed ten (10) days, or the student's placement may be changed, or both, if the parent/guardian so agrees or if a court order so provides.

The County Superintendent may expel a special education student only if an individualized educational program team has determined that:

- the misconduct was not caused by, or a direct manifestation of, the student's identified handicap;
- the student was appropriately placed at the time the misconduct occurred.

Roles per Education Code 32282.1

Education Code section 32282.1 encourages schools to provide guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers and police officer on school campuses if used.

Mental health professionals and school counselors – are utilized at Colusa County Office of Education to provide social/emotional and academic student supports. They will interact with students on a routine basis to accomplish their duties. During a time of emergency, these staff members may provide grief counseling or other mental health supports as appropriate to students,

staff, and other members of the school community. Additional mental health professionals and school counselors will be deployed from other school sites if needed during an emergency.

School resource officers or police officers – serve as responders to immediate safety threats and coordinate with local law enforcement to support student academic growth and success. The Williams Police Department serves in this capacity for the Colusa County Office of Education. Weekly visits from the Colusa County Probation Department also support student academic growth and success.

Supporting Mental Health Needs

It is Colusa County Office of Education’s practice to support the mental health needs of students who have witnessed a violent act at any time including, but not limited to, while on school grounds, while going to or from school, during a lunch period whether on or off campus or while going to or coming from a school-sponsored activity.

A part-time School counselor provides a first line of support for students. More intensive supports for individual students can be arranged through the district’s Multi-tiered System of Supports (MTSS). Social-emotional support staff, which include school counselors, school social workers, mental health therapists and school psychologists, will work to connect and support students who need additional mental health counseling.

Nutrition as it relates to Safety

School Meals

CCOE is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans*-fat per serving (nutrition label or manufacturer’s specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices. Our district offers choices in meals to help accommodate cultural food preferences and special dietary needs. Meals are prepared in a clean, safe setting and meet or exceed nutrition regulation requirements.

All schools within CCOE participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), School Breakfast Program (SBP) and Seamless Summer Program (SSO). All schools within the District are committed to offering school meals through the NSLP and SSO programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet [USDA nutrition standards](#).)
- Promote healthy food and beverage choices using the following [Smarter Lunchroom techniques](#):
 - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).

- Sliced or cut fruit is available daily.
 - Daily fruit options are displayed in a location in the line of sight and reach of students.
 - Daily vegetable options are bundled into all grab-and-go meals available to students.
 - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
 - Alternative entrée options are highlighted on monthly menus.
- *Menus will be posted in classrooms as well as in cafeteria, and nutrient content and ingredients are provided by request.*
 - *School meals are administered by a team of child nutrition professionals.*
 - *The District child nutrition program will accommodate students with special dietary needs.*
 - *Students will be allowed at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch, counting from the time they have received their meal and are seated*
 - *Students are served lunch at a reasonable and appropriate time of day.*
 - *When possible, Lunch will follow the recess period to better support learning and healthy eating.*
 - *Participation in Federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children's school.*
 - *CCOE will implement the following five Farm to School activities*
 - *Local and/or regional products are incorporated into the school meal program;*
 - *Messages about agriculture and nutrition are reinforced throughout the learning environment;*
 - *School hosts a school garden;*
 - *School hosts field trips to local farms; and*
 - *School utilizes promotions or special events, such as tastings, that highlight the local/ regional products.]*

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the [USDA professional standards for child nutrition professionals](#). These school nutrition personnel will refer to [USDA's Professional Standards for School Nutrition Standards website](#) to search for training that meets their learning needs.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day* and throughout every school campus* ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

- *Water cups/jugs will be available in classrooms and/or cafeteria if a drinking fountain is not present.*
- *All water sources and containers will be maintained on a regular basis to ensure good hygiene and health safety standards. Such sources and containers may include drinking fountains, water jugs, hydration stations, water jets and other methods for delivering drinking water.]*
- *All students will be provided access to drinking water and disposable cups throughout the school day.*

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising only nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using [Smarter Lunchroom techniques](#); and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available at <http://www.foodplanner.healthiergeneration.org/>.

Nutrition Education

CCOE will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

Essential Healthy Eating Topics in Health Education

The District will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from [MyPlate](#)
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day

- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- [The Dietary Guidelines for Americans](#)
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

Child Abuse Reporting Procedures

School personnel who suspect child abuse must report according to the child abuse reporting laws. Any suspected abuse must be reported regardless of who the abuser may be including parent/guardians, other family members, other adults, or school staff.

Staff are required to:

1. Contact Child Protective Services (CPS) at (530) 458-0280.
2. **PREPARE A WRITTEN SUSPECTED CHILD ABUSE REPORT** on official reporting form SS8572 within thirty-six (36) hours of knowledge, observation, or reasonable suspicion that a student has been the victim of abuse. Keep a copy of the report for your protection in a confidential file. (Do not file or record in the student's cum record).
3. Notify the site principal or the director/supervisor of your department of the report.

STAFF SHALL NOT NOTIFY SUSPECTED ABUSER OR PARENT/GUARDIAN

This is the responsibility of law enforcement or CPS

Failure to report could result in imprisonment for up to six (6) months, a fine of up to \$1,000 or both.

In some cases, CPS staff may arrive on campus to conduct investigations or other activities. In those instances, staff will:

- Verify identification of the CPS staff member.
- Ensure the CPS staff member informs a student of their right under PC 11174.3 to be interviewed in private or in the presence of a trusted school staff member.
- Reassure the student that the CPS staff member is there to help them.
- Assess a student's ability to return to class after an interview.
- NOT notify parents/guardians unless cleared to do so by the CPS staff member.
- Ensure that a "Removal of Pupil from School During School Hours" form is completed and filed. (Forms are available on the district intranet.

In case of questions, staff should contact the Educational Services department at (530) 473-1350.

Discrimination

Board Policy 5145.30 – Non-Discrimination in District Programs and Activities

Revised October 8, 2014

The governing board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on actual or perceived sex, race, color, religion, ancestry, national origin, ethnic group identification, age, marital or parental status, physical or mental disability, sexual orientation, gender, gender identity or expression, or genetic information, or the perception of one or more such characteristics, or association with a person or group with one or more of these actual or perceived characteristics. The board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

Annually, the superintendent or designee shall review district programs and activities to ensure the removal of any barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities, including the use of facilities. He/she shall take prompt, reasonable actions to remove any identified barrier. The superintendent or designee shall report his/her findings and recommendations to the board after each review.

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act and any implementing standards and/or regulations, and readily accessible to individuals with disabilities.

The superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, note takers, written materials, taped text, Braille, or large print materials.

Individuals with disabilities shall notify the superintendent or designee if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program, or meeting.

The superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in each announcement, bulletin, catalog, application form, or other recruitment materials distributed to these groups.

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language. (Education Code section 48985, 20 USC 6311 and 6312)

As a public-school district, the district is committed to maintaining neutrality toward religion, neither promoting/encouraging student participation in religious activities nor discouraging students from observing the tenets of their religious faith. To that end, the Board encourages district staff to be sensitive to the accommodation of students' religious needs so that students are able to participate in school and extracurricular activities without undue burden on the free exercise of their religious beliefs.

School staffs should be familiar with the most significant religious holy days and avoid scheduling, to the extent practicable and within their control, important school activities on those days. The superintendent or designee shall annually provide to all school sites a calendar of major religious holy days. The school calendar should be prepared so as to minimize conflict with these religious holy days. Where conflicts are unavoidable, care should be taken to avoid scheduling on significant religious holy days activities that would be difficult to make up.

Students whose religious beliefs necessitate accommodation in some fashion are expected to inform appropriate school staff, including teachers, coaches, extracurricular advisors, or other appropriate staff, at the outset of the school year and request, in writing, such accommodation. Teachers will work with the student to accommodate the student's need to be absent without being penalized academically. Accommodation should follow the rule of reasonableness, which will depend on the particular facts of each case.

School administrators are directed to inform their teaching, coaching, and extracurricular staff of the provisions of this policy and oversee its implementation.

Students and parents/guardians shall be notified of this policy and Board policy 1312.3 (Uniform Complaint Procedures) at the beginning of each school year. When necessary, this notification and the district's nondiscrimination policy shall be published in English and provided in the individual's primary language as required by law and shall state that the lack of English language skills will not be a barrier to admission or participation in any district programs.

[Sexual Harassment](#)

[Board Policy 5145.7 – Sexual Harassment](#)

Revised October 10, 2007

The County Board prohibits sexual harassment of any student by any employee, student, or other person in or from the County Office of Education.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the County Office of Education may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

The County Board expects students to report immediately incidents of sexual harassment to their teacher, the site administrator, or the Assistant Superintendent of their programs, or to the Assistant Superintendent of Administrative Services.

Any student who feels that s/he is being harassed should immediately contact the responsible person at his/her school. If a situation involving sexual harassment is not promptly remedied by the site administrator or designee, or by referral to the appropriate County Office administrator, a complaint of harassment can be filed in accordance with Superintendent's Policy 1312.00 or Superintendent's Operating Procedure 1312.10 and 1312.30. The administrator or designee shall determine which procedure is appropriate.

The Colusa County Office of Education prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Superintendent Policies 0412.0 – Sexual Harassment

Revised March 19, 2002

It is the policy of the County Superintendent to provide an education, employment, and business environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment, as defined, and otherwise prohibited by state and federal statutes.

It shall be a violation of this policy for anyone who is authorized to recommend or take personnel or educational actions affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the County Office, to engage in sexual harassment as defined below.

In the educational as well as the work environment, sexual harassment is prohibited between students, between employees and students, between employees, between non-employees and employees, and between non-employees and students.

Definition of Sexual Harassment

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature:

- is made either explicitly or implicitly a term or condition of an individual's educational status or employment;
- is used as a basis for educational or employment decisions affecting an individual;
- has the purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile or offensive educational or working environment.

For the purpose of further clarification, conduct which may constitute sexual harassment includes, but is not limited to:

- making unsolicited written, verbal, physical and/or visual contact with sexual overtones; (Written examples include but are not limited to suggestive or obscene letters, notes, invitations. Verbal examples include, but are not limited to derogatory comments, innuendoes, slurs, jokes, epithets. Physical examples include, but are not limited to assault, touching, impeding, or blocking movement. Visual examples include, but are not limited to

- leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters.)
- continuing to express sexual interest after being informed that the interest is unwelcome; (Reciprocal attraction is not considered sexual harassment.)
- making reprisals, threats of reprisal or implied threats of reprisal following a negative response;
- within the work environment, either implying or actually withholding support for an appointment, promotion or change of assignment; suggesting a poor performance report will be prepared, or suggesting probation will be failed;
- within the educational environment, either implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied;
- within the work environment, engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary and/or work environment of another employee;
- within the educational environment, engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the educational opportunities, grades and/or learning environment of a student;
- offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc. in exchange for sexual favors.

All individuals filing complaints under this policy shall be advised of their right under state and federal law to seek redress directly through these laws.

Notifications

A copy of the district's sexual harassment policy shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year. (Education Code 48980) (cf. 5145.6 - Notifications Required by Law)
2. Be displayed in a prominent location near each school principal's office. (Education Code 212.6)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session. (Education Code 212.6)
4. Appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures, and standards of conduct. (Education Code 212.6)

Bullying Prevention

Board Policy 5138.0 – Bullying Prevention

Revised December 13, 2019

The County Board believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The County Board will not tolerate behavior that infringes on the safety of any student. No student or group of students shall, through physical, written, verbal, or other means, bully, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any

other student or school personnel. Whether actual or virtual (e.g., via social media), such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously. Staff who witness such acts shall take immediate steps to intervene when safe to do so. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus or via social media, and during a school-sponsored activity.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to notify a teacher, the principal or other employee so that the matter may be investigated. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the internet site or service to have the material removed.

To ensure bullying does not occur on school campuses, the County Superintendent will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment. Teachers shall discuss this policy with their students in age-appropriate ways and assure them that they need not endure any form of bullying. Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and Superintendent Policies governing the development of comprehensive safety plans and shall be incorporated into such plans.

Students who engage in bullying on school premises, or off campus are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus or via social media, and during a school-sponsored activity.

The Student Code of Conduct includes, but is not limited to:

1. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
2. Students are encouraged to immediately report incidents of bullying to the site administrator or designee.
3. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
4. If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the site administrator or the County Superintendent. The school system prohibits

retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

1. All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
2. The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
3. Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Uniform Complaint Procedures

Board Policy 1312.3 – Uniform Complaint Procedures

Adopted January 13, 2016

This document contains rules and instructions about the filing, investigation, and resolution of a Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by Colusa County Office of Education of federal or state laws or regulations governing educational programs, including allegations of unlawful discrimination, harassment, intimidation, bullying and non-compliance with laws relating to pupil fees and our Local Control and Accountability Plan (LCAP).

This document presents information about how we process UCP complaints concerning particular programs or activities in which we receive state or federal funding. A UCP complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying or charging pupil fees for participation in an educational activity or non-compliance with the requirements of our LCAP. A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation, bullying and non-compliance with laws relating to pupil fees or noncompliance with the requirements of our LCAP. If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, we shall assist the complainant in the filing of the complaint.

Programs and activities that are implemented by our district and subject to the UCP in which we receive state or federal funding are:

- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- American Indian Education Centers and American Indian Early Childhood Education

Program Assessments

- Career Technical Education
- Child Care and Development Programs including state preschool
- Consolidated Categorical Programs
- Discrimination, Harassment, Intimidation, and Bullying
- Foster and Homeless Youth
- Local Control Funding Formula and Local Control Accountability Plans
- Migrant Education
- NCLB Titles I-VII
- Nutrition Services - USDA Civil Rights
- Regional Occupational Centers and Programs
- School Facilities
- Special Education
- Tobacco-Use Prevention Education Program
- Unlawful Pupil Fees

The following complaints shall be referred to other agencies for appropriate resolution and are not subject to our UCP process set forth in this document unless these procedures are made applicable by separate interagency agreements:

1. Allegations of child abuse shall be referred to County Dept. of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.
2. Health and safety complaints regarding a Child Development Program shall be referred to Dept. of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.
3. Employment discrimination, harassment, intimidation or bullying complaints shall be sent to the State Dept. of Fair Employment and Housing (DFEH).
4. Allegations of fraud shall be referred to the Legal, Audits and Compliance Branch in the California Department of Education (CDE).

A pupil fee is a fee, deposit, or other charge imposed on pupils, or a pupil's parents or guardians, in violation of state codes and constitutional provisions which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers. Educational activities are those offered by a school, school district, charter school, or county office of education that constitute a fundamental part of education, including, but not limited to, curricular and extracurricular activities.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

The LCAP is an important component of the Local Control Funding Formula (LCFF), the revised school finance system that overhauled how California funds its K-12 schools. Under the LCFF we are required to prepare an LCAP, which describes how we intend to meet annual goals for our pupils, with specific activities to address state and local priorities identified pursuant to Education Code Section 52060(d).

The responsibilities of the CCOE:

We have the primary responsibility to ensure compliance with applicable state and federal laws and regulations. We shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations about discrimination, harassment, intimidation, bullying and noncompliance with laws relating to pupil fees for participation in an educational activity and LCAP and seek to resolve those complaints in accordance with our Uniform Complaint Procedures.

We shall ensure annual dissemination of the written notice of our complaint procedures to students, employees, parents or guardians of its students, school and district advisory committee member, appropriate private school officials or representatives, and other interested parties that includes information regarding unlawful pupil fees and LCAP requirements.

An appeal is a request made in writing to a level higher than the original reviewing level by an aggrieved party requesting reconsideration or a reinvestigation of the lower adjudicating body's decision.

Our UCP Annual Notice shall also include information regarding the requirements of Education Code sections 49010 through 49013 relating to pupil fees and information regarding the requirements of Education Code section 52075 relating to the LCAP.

Our UCP Annual Notice shall be in English and in the primary language, pursuant to section 48985 of the Education Code, or mode of communication of the recipient of the notice.

The following is responsible for receiving and investigating complaints and ensuring our compliance:

Name or title: _____

Unit or office: _____

Address: _____

Phone: _____ E-mail: _____

The above, responsible for compliance and investigations, is knowledgeable about the laws and programs assigned to investigate.

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or

perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the LEA, which is funded directly by, or that receives or benefits from any state financial assistance.

An unlawful discrimination, harassment, intimidation, and bullying complaint shall be filed no later than six months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

The time for filing a discrimination, harassment, intimidation or bullying complaint may be extended in writing by our district superintendent or his or her designee, upon written request by the complainant setting forth the reasons for the extension. The period for filing a discrimination, harassment, intimidation or bullying complaint may be extended by our superintendent or his or her designee for good cause for a period not to exceed 90 calendar days following the expiration of the six-month time period. Our superintendent shall respond immediately upon a receipt of a request for extension.

The complaint shall be filed by one who alleges that he or she has personally suffered unlawful discrimination, harassment, intimidation, and bullying or by one who believes an individual or any specific class of individuals has been subjected to discrimination, harassment, intimidation, and bullying prohibited by this part.

We ensure that complainants are protected from retaliation and that the identity of a complainant alleging discrimination, harassment, intimidation, and bullying remain confidential as appropriate.

An investigation of a discrimination, harassment, intimidation, and bullying complaint shall be conducted in a manner that protects confidentiality of the parties and maintains the integrity of the process.

Complainants are advised of the right to pursue civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws. Civil law remedies, including, injunctions, restraining orders, or other remedies or orders may also be available at any time.

If we find merit in a pupil fees and/or an LCAP complaint we shall provide a remedy to all affected pupils, parents, and guardians that, in the case of pupil fees, includes reasonable efforts by us to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.

We submitted our UCP policies and procedures to our local governing board for approval and adoption (see the top of this document for final adoption date).

Filing a complaint with the CCOE:

Except for Williams complaints regarding instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of pupils or staff, and teacher vacancies or misassignments, and complaints that allege discrimination, harassment, intimidation, and bullying, any individual, public agency or organization may file a written complaint with our district superintendent or his or her designee alleging a matter which, if true, would constitute a violation by our LEA of federal or state law or regulation governing a program. A pupil fees complaint may be filed with the principal of a school.

A pupil fees complaint and/or an LCAP complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We will attempt in good faith by engaging in reasonable efforts to identify and fully reimburse all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint.

The investigation shall provide an opportunity for the complainant, or the complainant's representative, or both, to present evidence or information.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by Colusa County Office of Education to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Except for Williams complaints and pupil fees complaints, a UCP complaint will be investigated and a written report (also known as the Decision) issued to the complainant within 60 days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time.

We shall issue a Decision based on the evidence and will contain the following elements:

- (i) the findings of fact based on the evidence gathered,
- (ii) conclusion of law,
- (iii) disposition of the complaint,

- (iv) the rationale for such disposition,
- (v) corrective actions, if any are warranted,
- (vi) notice of the complainant's right to appeal our LEA Decision to the CDE, and
- (vii) procedures to be followed for initiating an appeal to the CDE.

Nothing in this document shall prohibit anyone involved in the complaint from utilizing alternative methods to resolve the allegations, such as mediation. Nor are we prohibited from resolving complaints prior to the formal filing of a written complaint. Mediation is a problem-solving activity whereby a third party assists the parties to the dispute in resolving the complaint.

Copies of these complaint procedures shall be available free of charge.

Problem Resolution

Colusa County Office of Education encourage issues be resolved by those closest to the concern whenever possible. Concerns should be brought to the attention of those involved. If a satisfactory resolution is not met, the complaint should be brought to the school principal or designee.

Students, parents, guardians, and community members who cannot find a resolution to their concern at the school site level may also contact the County Office of Education at (530) 458-0350. Staff there will help identify the issue and facilitate conversations with school site staff to find a proper resolution.

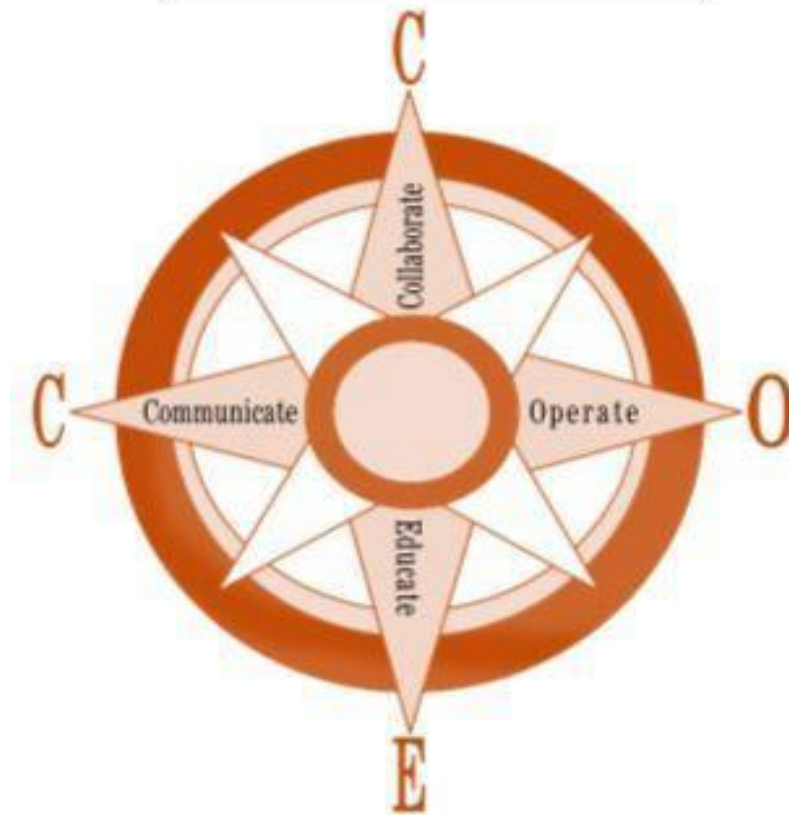
Staff should address concerns to their direct supervisor. Human Resources may also be contacted to help resolve staff concerns.

Concerns related to safety procedures and practices should be addressed to a school's principal and site safety team.

Concerns meeting the criteria of a Uniform Complaint as detailed in board policy 1312.3 can be brought to the county office at any time.

INJURY AND ILLNESS PREVENTION PROGRAM ADDENDUM COVID-19 PREVENTION PLAN

**Colusa County
Office of Education**



**Navigating Students
Down the Path to Success**

January 1, 2021

Revised January 18, 2022

1.1. Authority and Responsibility

- 1.1.1. Cabinet members (management) of the Colusa County Office of Education (CCOE) have overall authority and responsibility for implementing the provisions of this COVID-19 Prevention Plan (CPP) in our workplace.
- 1.1.2. All supervisors/managers are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.
- 1.1.3. All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

1.2. Vaccination & Testing Policy

- 1.2.1. It is mandated that public education workers be *fully COVID-19 vaccinated (at least two weeks following final dose) or submit to weekly employer-sponsored COVID-19 PCR (polymerase chain reaction) surveillance testing. Surveillance testing date, time and location information will be made available to employees via email message and posted on the CCOE website. (*Fully vaccinated means the employer has documented that the employee received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization.)
- 1.2.2. Workers may only be exempt from the COVID-19 vaccination requirements upon receipt and approval of [Appendix G: Request for Exemption from COVID-19 Vaccination](#) for either of the following:
 - A) Declining vaccination based on religious belief; OR
 - B) Excused from receiving any COVID-19 vaccine due to qualifying medical reasons
- 1.2.3. Vaccine-exempt employee must adhere to the COVID-19 prevention, safety and testing guidelines stated for unvaccinated individuals.
- 1.2.4. Failure to participate in the weekly employer-sponsored testing mandate will result in the employee being required to provide negative COVID-19 PCR (polymerase chain reaction) or antigen test results in their name within 48 hours at their own expense. A second failure to provide require weekly test results may lead to disciplinary action being taken.
- 1.2.5. Under these mandates, CCOE is required to confidentially collect and record the vaccination status of all paid and unpaid adult workers, including employees, substitutes, volunteers, and independent contractors. Workers not furnishing the required information will be considered unvaccinated.
- 1.2.6. Pursuant to the California Department of Public Health (CDPH) Vaccine Records Guidelines & Standards, only the following modes may be used as **proof of vaccination**:
 - A) COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention of WHO Yellow Card) which includes

name of person vaccinated, type of vaccine provided and date last dose administered);

OR

B) a photo of a Vaccination Record Card as a separate document; OR

C) a photo of the worker's Vaccination Record Card stored on a phone or electronic device; OR

D) documentation of COVID-19 vaccination from a health care provider; OR

E) digital record that includes a QR code that when scanned by SMART Health Card reader displays to the reader the worker's name, date of birth, vaccine dates and vaccine type; OR

F) documentation of vaccination from other contracted employers who follow the CDPH Vaccination Records Guidelines & Standards.

1.3. Identification and Evaluation of COVID-19 Hazards

- 1.3.1. CCOE regularly reviews applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention. **Revised Federal, State, and County mandates shall supersede this document upon their effective date.** The procedures in the CPP will be used to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace. Orders and guidance are reviewed collaboratively in a variety of meetings including Cabinet meetings, Superintendents' Council meetings, Human Resources and Risk Management meetings, Leadership Alliance meetings, and staff meetings. The County Superintendent and Director of Human Resources refer to Colusa County Public Health as a source of support, guidance, and collaborative communication during the pandemic.
- 1.3.2. Supervisors/managers shall periodically conduct workplace-specific evaluations using **Appendix A: Identification of COVID-19 Hazards** form. Completed form must be kept on file at the worksite.
- 1.3.3. CCOE shall document the vaccination status of its employees as it becomes available by using a spreadsheet similar to **Appendix F: Documentation of Employee COVID-19 Vaccination Status**, which will be maintained as a confidential medical record.
- 1.3.4. Supervisors/managers shall conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form, as needed, to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures. Completed form must be kept on file at the worksite.
- 1.3.5. Supervisors/managers who engage independent contractors or other individuals in work on CCOE worksites shall evaluate potential workplace exposures to all persons who may enter the workplace.
- 1.3.6. At regularly scheduled meetings, Cabinet members shall regularly evaluate existing COVID-19 prevention controls in the workplace and the need for different or additional controls.
- 1.3.7. Employees and authorized employees' representatives are encouraged to participate in the identification and evaluation of potential COVID-19 hazards by maintaining ongoing

reciprocal verbal and written communication with administration.

- 1.3.8. Employees shall be educated and empowered by management to respectfully remind others to follow all policies, procedures, and practices adopted related to COVID-19.
- 1.3.9. CCOE has identified Human Resources as the main contact for COVID-19 related concerns for employees and as the liaison to Colusa County Public Health. Human Resources staff have been provided with exposure and response training to respond effectively and immediately to COVID-19 in the workplace in order to prevent or reduce the risk of transmission.
- 1.3.10. CCOE has developed a document to assist HR Staff in the process of contact tracing found in **Appendix C: COVID-19 Contact Tracing Guide**. Supervisors/managers work directly with Assistant Superintendents/Directors and Human Resources in response to a confirmed positive case of COVID-19. In order to maintain confidentiality, the contact tracing document shall be maintained in a secure shared drive only accessible by individuals on a need-to-know basis.

1.4. Correction of COVID-19 Hazards

- 1.4.1. Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form and corrected in a timely manner based on the severity of the hazards.
 - 1.4.1.1. The severity of the unhealthy work conditions, practices or procedures will be assessed through investigation and will be based on compliance with scientific practices known to reduce or prevent the transmission of COVID-19 as determined by state and local health guidance, regulations, and orders.
 - 1.4.1.2. Interviews with individuals who may be familiar with the condition, practice or procedure being inspected may be conducted.
 - 1.4.1.3. Walk-through visits may be conducted, as appropriate.
 - 1.4.1.4. Meetings with individual(s) who may have valuable contributions toward the assessment of the conditions, practices or procedures may be conducted.
- 1.4.2. As a part of the inspection, specific individuals will be identified as responsible for timely correction or improvement of conditions, practices, or procedures, and will be provided instructions for completion.
- 1.4.3. Follow up measures such as check-ins or walk-through visits will be taken to ensure timely implementation of necessary changes.

1.5. Employee Training

- 1.5.1. CCOE shall educate employees on policies and procedures to protect employees from COVID-19 hazards, including but not limited to the items in this section.
- 1.5.2. Training and instruction shall be provided using methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources.
- 1.5.3. All training shall be consistent with the Center for Disease Control (CDC) and/or state and local Public Health guidance and regulation.

- 1.5.4. Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- 1.5.5. Information regarding COVID-19 related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- 1.5.6. The fact that:
 - 1.5.6.1. COVID-19 is an infectious disease that can be spread through the air.
 - 1.5.6.2. COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - 1.5.6.3. An infectious person may have no symptoms.
- 1.5.7. The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- 1.5.8. The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be provided with information from the CDC and as needed on ([Attachment #1](#)):
 - 1.5.8.1. How to properly wear them.
 - 1.5.8.2. How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- 1.5.9. The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- 1.5.10. Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user:
 - 1.5.10.1. The conditions where face coverings must be worn in the workplace.
 - 1.5.10.2. That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
 - 1.5.10.3. Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- 1.5.11. COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- 1.5.12. Information on our COVID-19 policies and how to access COVID-19 testing and vaccination (<https://www.dds.ca.gov/corona-virus-information-and-resources/vaccine-testing/>), and the fact that vaccination is effective at preventing COVID-19, protecting

against both transmission and serious illness or death.

1.6. Employee Supports

- 1.6.1. Employees who are at high-risk from COVID-19 are entitled to engage in an interactive process meeting with their supervisor/manager and Human Resources in order to identify and determine appropriate accommodations, if any.
- 1.6.2. CCOE shall educate employees on leave options available for COVID-19 related absences.

1.7. Handwashing

- 1.7.1. Handwashing facilities shall be evaluated to determine any need for additional facilities.
- 1.7.2. Employees shall be provided with effective hand sanitizer and shall be prohibited from using hand sanitizer containing methanol (e.g. methyl alcohol).
- 1.7.3. Employees shall be provided with information on and encouraged to engage in proper handwashing including washing their hands for at least 20 seconds each time.
- 1.7.4. Employees shall be allowed time for regular handwashing.

1.8. Personal Protective Equipment (PPE)

- 1.8.1. An evaluation of the appropriate need for PPE as required by Title 8, section 3380, such as gloves, goggles, and face shields, shall be conducted and such PPE shall be provided accordingly.
- 1.8.2. Upon request, we provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Employees that request a respirator for voluntary use will be encouraged to use them properly and in compliance with section 5144(c)(2) and will be provided with a respirator of the correct size.
- 1.8.3. Eye protection and respiratory protection shall be provided and used in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.
- 1.8.4. PPE, such as but not limited to gloves, goggles, face coverings, respirators, and face shields shall not be shared.

1.9. Face Coverings

- 1.9.1. All employees shall be required to wear face coverings consistent with state guidelines, CCOE program decisions, and with the school site procedures adopted where they are assigned to work.
- 1.9.2. For all employees who are not fully vaccinated, employer will provide face coverings and ensure they are worn when indoors or in vehicles.
- 1.9.3. Employer shall provide face coverings and ensure they are worn by employees when required by orders from CDPH.
- 1.9.4. Employer shall ensure that required face coverings are clean and undamaged, and that they are worn over the nose and mouth. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.

1.9.5. Employees required to wear face coverings in our workplace may remove them under the following conditions:

1.9.5.1. When an employee is alone in a room or a vehicle;

1.9.5.2. While eating or drinking at the workplace, provided employees are six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.

1.9.5.3. Employees wearing Cal/OSHA-compliant respirators required by the employer.

1.9.5.4. 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.

1.9.5.4.1. Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it. Human Resources will utilize the interactive process with any employee requesting a medical accommodation due to circumstances involving COVID-19 related requirements.

1.9.5.5. Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

1.9.6. Any employee not wearing a face covering (except as stated in the exemptions above) and who are not wearing a non-restrictive alternative, shall be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee.

1.9.7. No employer shall prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of the equipment.

1.9.8. When face coverings are not required, they shall be provided to any employee that requests one, regardless of their vaccination status.

1.9.9. Employer will implement measures to communicate to non-employees the face coverings requirements on their premises.

1.9.10. Employees shall be provided with CDC resources on how to improve how your mask fits you ([Attachment #2](#)).

1.9.11. Signage on how it is required that individuals who are not fully vaccinated need to wear a face covering while indoors, shall be posted in various visible locations at applicable CCOE locations ([Attachment #3](#)).

1.10. **Wellness Screening**

1.10.1. All CCOE employees, substitute employees, and volunteers shall engage in a passive screening daily prior to coming to work that includes a self-assessment wellness check ([Attachment #4](#)) and should not attempt to enter the workplace if any of the following are present:

- 1.10.1.1. Symptoms of COVID-19
- 1.10.1.2. Fever equal to or higher than 100.4 degrees (F)
- 1.10.1.3. Are under evaluation for COVID-19 (for example, waiting for the results of a viral test to confirm infection or under quarantine order)
- 1.10.1.4. Have been diagnosed with COVID-19 and not yet cleared to discontinue isolation
- 1.10.2. All CCOE employees, substitute employees, volunteers, and visitors will be required to engage in on-site active screening procedures consistent with the host school site or program adopted procedures, including but not limited to temperature checks (non-contact thermometers shall be used), documentation that they are symptom-free, and/or COVID-19 testing.
- 1.10.3. COVID-19 surveillance testing will be offered at least weekly as required by law to all paid and unpaid workers. Surveillance testing does not require a quarantine period; workers are able to continue to work pending receipt of the test results. Colusa County Public Health will be consulted regarding positive test results for required action.
- 1.10.4. CCOE shall maximize, to the extent feasible, the quantity of outside air for buildings with mechanical or natural ventilation systems.
 - 1.10.4.1. Employees shall be informed to keep doors and windows open to the extent feasible.
 - 1.10.4.2. Employees shall be informed about circumstances where the amount of outside air needs to be minimized due to other hazards such as air pollution including wildfire smoke, and excessive heat or cold.
 - 1.10.4.2.1. Air pollution is defined as when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant.
 - 1.10.4.3. Ventilation systems have been equipped with ionizers and will receive regular maintenance to ensure cleanliness and functionality.
 - 1.10.4.4. Assessments will be conducted to determine the possibility to increase filtration efficiency to the highest level compatible with existing ventilation systems.
 - 1.10.4.5. Filters for ventilation systems will be checked and replaced regularly to ensure cleanliness.
 - 1.10.4.6. Any mechanical ventilation systems compatible with HEPA will receive regular maintenance to ensure cleanliness and functionality. High level HEPA will be considered.
 - 1.10.4.6.1. In the event of a COVID-19 outbreak, MERV 13 level HEPA filters will be installed, as practicable, and if compatible with the ventilation system.
- 1.10.5. CCOE shall regularly review information on CDC (<https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>) and state and local public health guidance on matters of air and shall implement recommendations. Topics reviewed shall include but are not limited to those listed below.

- 1.10.5.1. Air filtration.
- 1.10.5.2. Natural and forced air circulation.
- 1.10.5.3. Natural air and environmental conditions.

1.11. Sanitizing and Disinfecting

- 1.11.1. CCOE has established routine schedules to clean and disinfect common surfaces and objects in the workplace.
 - 1.11.1.1. Common surfaces and objects include but are not limited to tools, machinery, containers, counters, tables, chairs, benches, door handles, knobs, drinking fountains, refrigerators, bathroom surfaces, CCOE-owned vehicles, and trash cans.
- 1.11.2. Certain staff, such as custodians and maintenance staff, shall receive specialized training and be required to disinfect common surfaces and objects in the workplace at least daily and as needed.
 - 1.11.2.1. All staff expected to disinfect areas compromised by exposure to individuals diagnosed with COVID-19 shall receive specialized training and shall **wait 24 hours** before disinfecting the areas affected.
 - 1.11.2.2. The process of disinfecting includes providing disinfecting products, any PPE required for their safe use, and review and compliance with manufacturer instructions for proper use.
 - 1.11.2.3. Specialized training for custodians and maintenance staff will include *Coronavirus: Cleaning and Disinfecting Your Workplace* online training module.
 - 1.11.2.4. Disinfecting training and supplies shall be made available to staff, including but not limited to custodial and maintenance staff.

1.12. Good Sanitation Practices

- 1.12.1. Restroom facilities shall be checked regularly to ensure they are cleaned, sanitized, and clutter-free.
- 1.12.2. Certain staff, such as custodians and maintenance staff, shall be assigned to check restrooms, open doors and windows, re-stock toilet paper, and clean and sanitize as necessary.
- 1.12.3. Certain staff, such as custodians and maintenance staff, shall be assigned to make sure handwashing areas have plenty of soap, paper towels and that the area is cleaned and sanitized at least twice daily and as needed.
- 1.12.4. Certain staff, such as custodians and maintenance staff, shall be assigned to make sure handwashing supplies are re-stocked regularly.
- 1.12.5. Certain staff shall be assigned to stock and provide appropriate PPE including but not limited to gloves and disposable masks.
- 1.12.6. All staff shall be trained and assigned to sanitize frequently.

1.13. COVID-19 Cases

- 1.13.1.1. All employees shall immediately report to Human Resources if they have

symptoms of COVID-19, have been diagnosed with COVID-19, OR have recently had **close contact (within six feet for a cumulative total of 15 minutes or greater in any 24-hour period)** with someone with a confirmed diagnosis of COVID-19.

- 1.13.1.2. If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19 and are not due to a known or chronic condition, the employee shall immediately return home, go to a healthcare facility if needed or consult with Colusa County Public Health, or self-isolate until they can be safely transported away from the worksite to the appropriate place, ensuring they are wearing a face covering and physically distanced from others.
- 1.13.1.3. Supervisors/managers shall inform employees they must go home or to a healthcare facility as needed or consult with Colusa County Public Health if they are visibly exhibiting symptoms consistent with COVID-19 and not due to a known or chronic condition.
- 1.13.1.4. CCOE shall provide employees with appropriate resources on COVID-19 including how to seek medical care and what to do in the event they have symptoms, such as that provided on CDC about what to do if you are sick (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>).
- 1.13.1.5. CCOE has an effective procedure to investigate COVID-19 cases in the workplace. This includes procedures for information from employees regarding COVID-19 cases and close contacts, COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.
- 1.13.1.6. CCOE shall take the following actions where there has been a COVID-19 case at the place of employment:
 - 1.13.1.6.1. Determine the day and time the 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.
 - 1.13.1.6.2. Determine who may have had close contact. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
- 1.13.1.7. Within **one (1) business day** of the time the employer knew or should have known of a COVID-19 case, the employer shall give written notice, in a form readily understandable by the employees, that people at the worksite may have been exposed to COVID-19. The notice shall be written in a way that does not reveal any personal identifying information of the COVID-19 case. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending. The notice shall include the disinfection plan required by Labor Code section 6409.6(a)(4). The notice (see sample template **Appendix D: Staff**

Notification of Close Contact Letter) must be sent to the following:

- 1.13.1.7.1. All employees at the worksite during the high-risk exposure period. If the employer should reasonably know that an employee has not received the notice, or has limited literacy in the language used in the notice, the employer shall provide verbal notice, as soon as practicable, in a language understandable by the employee.
- 1.13.1.7.2. Independent contractors and other employers at the worksite during the high-risk exposure period.
- 1.13.1.8. All confirmed cases of COVID-19 will be reported to the employee's exclusive bargaining unit representative within **one (1) business day** of the time the employer knew or should have known of the COVID-19 case, as required by law (AB 685). The work location of the bargaining unit member(s) that was exposed during the high-risk period will be provided along with the Cal/OSHA Form 300 to the current bargaining unit President (CCESP or ECCOE).
- 1.13.1.9. All confirmed cases of COVID-19 will be reported to the CCOE Workers' Compensation carrier within **three (3) business days** after knowledge of the diagnosis, as required by law (SB 1159).
 - 1.13.1.9.1. CCOE will make COVID-9 testing available at no cost during paid time to all employees of the employer who had a close contact in the workplace and provide them with the information on applicable benefits.
 - 1.13.1.9.1.1. Exception to COVID-19 testing availability above: COVID-19 cases who returned to work and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.
- 1.13.1.10. CCOE will investigate whether workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
- 1.13.1.11. Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee medical records required, 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, CDPH, the Division, and NIOSH immediately upon request.
- 1.13.1.12. CCOE shall work closely with Colusa County Public Health so that they may engage in proper contact tracing and timely notification to any individuals who may be affected by a COVID-19 case. **A determination to close an entire worksite will be made in consultation with the administrator(s) of the worksite, County Superintendent, and Colusa County Public Health.**
- 1.13.1.13. Any physical space that has been identified as exposed to an individual with COVID-19 shall be **closed for 24 hours** and then disinfected by staff trained and

wearing proper Personal Protective Equipment (PPE).

1.13.2. Exclusion of COVID-19 cases and employees who had a close contact, and return to work criteria. The purpose of this subsection is to limit transmission of COVID-19 in the

workplace. Please note: CCOE employees assigned to school district worksites must adhere to the case, close contact, and return to work protocols of said school district, unless determined otherwise by the County Superintendent.

1.13.2.1. Employers shall ensure that COVID-19 cases are excluded from the workplace until the return to work requirements are met.

1.13.2.1.1. **Employees who test positive for COVID-19**, regardless of vaccination status, previous infection, or lack of symptoms, must adhere to the following guidelines: (1) stay home for at least five days, (2) isolation can end after day five if symptoms are not present or are resolving and a PCR (polymerase chain reaction) or antigen test collected on day five or later tests negative, (3) if unable to test or choosing not to test, and symptoms are not present or are resolving, isolation can end after day 10, (4) If fever is present, isolation should be continued until fever resolves, (5) If symptoms, other than fever, are not resolving continue to isolate until symptoms are resolving or until after day 10, (6) wear a well-fitting mask around others for a total of 10 days, especially in indoor setting.

1.13.2.2. Employers shall exclude from the workplace employees who had a close contact until the return to work requirements are met.

1.13.2.2.1. **Employees who were *fully vaccinated before the close contact** and who do not develop COVID-19 symptoms do not need to be excluded if they adhere to all of the following guidelines: (1) get a PCR (polymerase chain reaction) or antigen test on day five of the close contact, (2) wear a well-fitting mask around others for 10 days, especially in indoor settings, (3) if testing positive, follow isolation recommendations, (4) if symptoms develop, test and stay home. (***Fully vaccinated means** the employer has documented that the employee received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization.)

1.13.2.2.1.1. If the vaccinated employee chooses not to test, they may only remain at work if they wear a face covering and maintain six feet of distance for 14 days following the close contact. If they are unable to physically distance, they must quarantine at home for the remainder of the 10-day quarantine period.

1.13.2.2.2. **Employees who are not fully vaccinated before the close contact** must adhere to the following guidelines: (1) stay home for at least five days after their last close contact, (2) get a PCR (polymerase chain reaction) or antigen test

on day five of the close contact, (3) quarantine can end after day five if symptoms are not present and the PCR or antigen test collected on day 5 or later tests negative, (4) if unable to test or choosing not to test, and symptoms are not present, quarantine can end after day 10, (5) Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings, (6) strongly encouraged to get vaccinated, (7) if testing positive, follow isolation recommendations, (8) if symptoms develop, test and stay home.

1.13.2.2.3. Use of FDA approved over-the-counter COVID-19 tests that include the patient's name, date of test, test results (and other employer required information) that have been validated by Human Resources, will be accepted for positive cases and to end isolation or quarantine; however, they cannot be used in lieu of the weekly employer-sponsored PCR surveillance testing.

1.13.2.2.4. COVID-19 cases who returned to work and have remained free of COVID-19 symptoms do not need to be excluded from the workplace, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test. This exception only applies if these employees wear a face covering and maintain six feet of distance from others while at the workplace, for 14 days following the last date of close contact.

1.13.2.3. For employees excluded from work, employers shall continue and maintain an employee's earnings, wages, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. Employers may use employer-provided employee sick leave or exclusion leave for this purpose to the extent permitted by law. Wages due under this subsection are subject to existing wage replacement obligations and must be paid at the employee's regular rate of pay no later than the regular pay day for the pay period(s) in which the employee is excluded. Unpaid wages owed under this subsection are subject to enforcement through procedures available in existing law. If an employer determines that one of the exceptions below applies, it shall inform the employee of the denial and the applicable exception.

1.13.2.3.1. Exception 1: Does not apply where the employee received disability payments or was covered by workers' compensation and received temporary disability.

1.13.2.3.2. Exception 2: Does not apply where the employer demonstrates that the close contact is not work related.

1.13.3. This does limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections.

1.13.4. At the time of exclusion, the employer shall provide the employee the information on benefits as previously described.

1.13.5. The option for telecommuting of certain **required** duties during the above-mentioned group of workers' quarantine period will be at the discretion of the program Director,

Deputy Superintendent, or Superintendent. A system for documenting the time spent telecommuting during the quarantine period shall be communicated to the worker prior to commencement of telecommuting.

1.13.6. CCOE Human Resources reserves the right to take additional pertinent factors into consideration when clearing an employee to return to work, so as to ensure a prompt and safe return to the employee's work assignment. All notes regarding the case shall be clearly and accurately documented by Human Resources staff.

1.13.7. If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be in accordance with the return to work periods previously stated.

1.13.8. If no violation of local or state health officer orders for isolation, quarantine, or exclusion would result, the Division may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, the employer shall develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not feasible, the use of respirators in the workplace.

1.14. Outbreaks

1.14.1. Scope

1.14.1.1. This section applies to a workplace if three or more employee COVID-19 cases within an exposed group visited the workplace during their high-risk exposure period at any time during a 14-day period.

1.14.1.2. This shall apply until there are not new COVID-19 cases detected in the exposed group for a 14-day period.

1.14.2. COVID-19 testing.

1.14.2.1. The employer shall make COVID-19 testing available at no cost to its employees within the exposed group, during employees' paid time, except:

1.14.2.1.1. Employees who were not present at the workplace during the relevant 14-day period(s).

1.14.2.1.2. For COVID-19 cases who did not develop COVID-19 symptoms after returning to work, no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.

1.14.2.2. COVID-19 testing shall consist of the following:

1.14.2.2.1. Immediately upon being covered by this section, testing shall be made available to all employees in the exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine, isolation, or exclusion period required

by, or orders issued by, the local health department.

1.14.2.2.2. After the first two COVID-19 tests required herein, employers shall make COVID-19 testing available once a week at no cost, during paid time, to all employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until this section no longer applies.

1.14.3. Employers shall make additional testing available at no cost to employees, during employees' paid time, when deemed necessary by the Division through Issuance of Order to Take Special Action, in accordance with title 8, section 332.2.

1.14.4. The employer shall continue to comply with all applicable provisions of section 3205, and shall also do the following:

1.14.4.1. Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions previously stated applies.

1.14.4.2. Employers shall give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.

1.14.4.3. Employers shall evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

1.14.5. COVID-19 Investigation, review and hazard correction. The employer shall immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and include:

1.14.5.1. 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 outdoor air; insufficient air filtration; and lack of physical distancing.

1.14.5.2. 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.

1.14.5.3. The employer shall implement changes to reduce transmission of COVID-19 based on the investigation and review. The employer shall consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as feasible, requiring respiratory protection, and other applicable controls.

1.14.6. In buildings or structures with mechanical ventilation, employers shall filter recirculated air with 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, employers shall use filters with the highest compatible filtering efficiency. Employers shall also evaluate whether portable or mounted HEPA filtration units or other air cleaning systems would

reduce the risk of transmission and, if so, shall implement their use to the degree feasible.

1.15. Major Outbreaks

1.15.1. Scope.

1.15.1.1. This section applies to any workplace if 20 or more employee COVID-19 cases in an exposed group visited the workplace during their high-risk exposure period within a 30-day period.

1.15.1.2. This section shall apply until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.

1.15.2. Employers shall continue to comply with the previous section, except that the COVID-19 testing shall be made available to all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the local health department.

1.15.3. In addition to these requirements, the employer shall take the following actions:

1.15.3.1. The employer shall provide a respirator for voluntary use to employees in the exposed group and shall determine the need for a respiratory protection program.

1.15.3.2. Any employees in the exposed group who are not wearing respirators required by the employer and used in compliance shall be separated from other persons by at least six feet, except where an employer can demonstrate that 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 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.

1.15.3.3. At work stations where an employee in the exposed group is assigned to work for an extended period of time (such as cash registers, desks, and production line stations) and where the physical distancing requirement is not maintained at all times, the employer shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.

1.15.3.4. The employer shall evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

1.15.3.5. Any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.2.

1.16. Systems for Communicating

1.16.1. CCOE's goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand.

1.16.1.1. Employees should report COVID-19 symptoms, possible close contact, and possible

hazards to Human Resources.

- 1.16.1.2. Employees can report symptoms and hazards without fear of reprisal.
- 1.16.1.3. Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request an interactive process meeting with the employee's supervisor/manager and Human Resources.
- 1.16.1.4. Resources about where to obtain a COVID-19 testing and vaccinations as needed.
- 1.16.1.5. In the event CCOE is required to make testing available because of a workplace exposure or outbreak, management shall communicate the resources for accessing testing and inform employees of the reason for the testing and the possible consequence of a positive test.
- 1.16.1.6. Information about COVID-19 hazards that employees (including other employers and individuals in contact with the workplace) may be exposed to and what is being done to control those hazards, including COVID-19 policies and procedures.

1.17. Reporting, Recordkeeping, and Access

- 1.17.1. CCOE shall document and maintain a variety of information required by state and local public health in order to ensure compliance with health and safety measures.
- 1.17.2. CCOE shall report information about COVID-19 cases and outbreaks at the workplace to the local public health department when required by law and/or Labor Code, and provide any related information requested by the local public health department.
- 1.17.3. CCOE shall maintain records of the steps taken to implement the written COVID-19 Prevention Program (CPP) in accordance with CCR Title 8 section 3202(b).
- 1.17.4. CCOE shall make the written CPP available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- 1.17.5. CCOE shall use the [Appendix E: Investigating COVID-19 Cases](#) form to keep record of and track all COVID-19 cases. The information will be made available via the Cal/OSHA Form 300 to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

1.18. COVID-19 Prevention in Employer-Provided Transportation

- 1.18.1. Scope. This section applies to employer-provided motor vehicle transportation, which is any transportation of an employee during the course and scope of employment, including transportation to and from different workplaces, jobsites, delivery sites, buildings, stores, facilities, and agricultural fields, provided, arranged for, or secured by an employer regardless of the travel distance or duration involved.
- 1.18.2. Assignment of transportation. To the extent feasible, employers shall reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation, during work activities, and in employer-provided housing.
- 1.18.3. Face coverings and respirators. Employers shall ensure that: (1) all employees are

provided with and wear a face as required, (2) upon request, employers shall provide respirators for voluntary use.

- 1.18.4. Screening. Employers shall maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.
- 1.18.5. Cleaning and disinfecting. Employers shall ensure that: (1) all high-contact surfaces (door handles, shifter, steering wheel, seatbelt buckles, armrests, etc.) are cleaned to prevent the spread of COVID-19 and must be cleaned and disinfected if used by a COVID-19 case during the high-risk exposure period, when the surface will be used by another employee within 24 hours of the COVID-19 case, (2) employers shall provide sanitizing materials and ensure they are kept in adequate supply.
- 1.18.6. Ventilation. Employers shall ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist: (1) the vehicle has a functioning air conditioning or heating in use and excessive outdoor heat/cold would create a hazard to employees, (2) protection is needed from weather conditions such as rain or snow, (3) the vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.
- 1.18.7. Hand hygiene. Employers shall provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

Appendix A: CCOE Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. The Colusa County Office of Education will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Date of investigation: _____

Name and title of person conducting the evaluation:

Name(s) of employee and authorized employee representative that participated, if any:

[illegible]

Appendix B: CCOE COVID-19 Inspections

Date of Inspection: _____

Name(s) and title(s) of person(s) conducting the evaluation:

Name and address of work location evaluated:

Exposure Controls (Add Items as Needed)	Status (Adequate, Deficient, or N/A)	Person Assigned to Correct Deficiencies	Date Corrected
Engineering			
Barriers/partitions/plexiglass			
Ventilation (fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfectant and hand sanitizer being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Disposable face masks			
Gloves			
Face shields with cloth drape/goggles			
Respiratory protection or N95 masks			
Disposable or re-useable coveralls or aprons			

Appendix C: CCOE COVID-19 Contact Tracing Guide

**This document contains sensitive medical information and should not be emailed*

Report

HR Employee Completing Report: _____ Case #: _____

Date of Report: _____ Time: _____

Case Information

Name of person: _____

ID#: _____ Phone contact: _____

Have you had close contact with an individual who tested positive? Y N (choose one)

Date of last close contact with the individual: _____

Do you live with the individual? Y N (choose one)

If yes, most recent date of symptoms of household member: _____

Do you work with the individual? Y N (choose one)

Are you experiencing or have you experienced any symptoms? Y N (choose one)

If yes, type and first date of symptoms? _____

Last date of symptoms, if applicable: _____

Fully vaccinated (COVID-19 VAX)? Y N (choose one) Booster? Y N (choose one)

Partially vaccinated (COVID-19 VAX)? Y N (choose one)

☐ VAX data entered into COVID-19 Vaccination Status spreadsheet

Have you been diagnosed as COVID-19 positive within the last 90 days? Y N (choose one)

Date (month and year): _____

Testing

Have you had or will you seek healthcare provider support? Y N (choose one)

Have you scheduled a COVID-19 test? Y N (choose one)

If yes, test date: _____

Have you had a positive COVID-19 test? Y N (choose one)

If yes, test date: _____

Worksite Exposure

At which CCOE locations have you been working, starting two days prior to the onset of your symptoms (if any) to now?

Since the date of exposure, with which colleagues have you had **close contact (within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period)** regardless of face coverings? List all.

Positive COVID Test Result for Employee

If the employee has tested positive, list the name and address(es) of employee's place(s) of employment during the 14-day period preceding the date of the positive test (date specimen collected). Be as specific as possible about place of employment, listing the building, portable, or classroom number, as applicable. Do NOT include employee's home/residence.

1.

2.

3.

4.

5.

6.

Indicate the highest number of employees who reported to work at each of the employee's specific place(s) of employment listed above in the 14-day period preceding the last day the employee worked at each specific place of employment. Do not include non-CCOE employees if the specific place of employment is housed on a non-CCOE campus.

1.

 2.

 3.

4.

 5.

 6.

Documentation

Please document conversations with the employee including dates/times of each interaction.

Additional Support

For Child Development:

Was Department of Social Services – Community Care Licensing Division contacted?

Laura Chavez – Laura.Chavez@dss.ca.gov

Yes

No

(choose one)

Comment or recommendation:

Was Office of Head Start Program Specialist, Neil D'Silva contacted?

(415) 437-8416 or Neil.Dsilva@acf.hhs.gov

Yes

No

(choose one)

Comment or recommendation:

Was CDE – Early Learning and Care Division Consultant, Nadia Kersey contacted?

(916) 445-7353 or NKersey@cde.ca.gov

Yes

No

(choose one)

Comment or recommendation:

Was DHHS Infant/Toddler Program Consultant, Joycelyn Ward-Richardson contacted?

(916) 651-7347 or Joycelyn.Ward-Richardson@dss.ca.gov

Yes

No

(choose one)

Comment or recommendation:

From Date of Onset of Symptoms	From Date of Onset of Contact
Day 3	Day 3
Day 5	Day 5
Day 6	Day 6
Day 10	Day 10

Appendix D: CCOE Staff Notification of Close Contact Letter

COLUSA COUNTY OFFICE OF EDUCATION

Date: _____

Dear _____,

On _____, Colusa County Office of Education (CCOE) learned that an individual on its premises tested positive for COVID-19. CCOE believes that this individual was present and in close contact with you at one of the worksites(s) to which you were assigned, and during that time in which the California Department of Public Health (CDPH) has determined the individual was capable of infecting others.

If you are concerned about your possible close contact to the COVID-19 case, CCOE strongly encourages you to contact your healthcare provider or Colusa County Public Health. Employees who require medical care, consultation, or testing, or who are directed by their health care provider or Colusa County Public Health guidance to quarantine due to potential exposure to COVID-19 may be eligible for leave pursuant to California or federal law. Employees may also be entitled to workers' compensation benefits, sick leave, and other leave available under Superintendent's Policy. If you have questions about these leaves, please refer to the information that follows or contact Human Resources immediately.

In the days that follow receipt of this notice, please continue to monitor yourself for symptoms and stay home if you are experiencing an influenza-like illness. COVID-19 symptoms as identified by the Centers for Disease Control include, but are not limited to the following:

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

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Testing site information can be found below:

CALIFORNIA COVID-19 TESTING SITE LOCATOR

Search for testing site locations at <https://covid19.ca.gov/get-tested/>. When speaking with an employee of the testing site, identify yourself as an essential school employee who has been exposed to an individual with COVID-19. Medical insurance provider information and demographic information may be requested. If you do not have insurance, the State of California will pay for your test. Bring identification to your appointment.

CCOE offers COVID-19 surveillance testing at least weekly for asymptomatic individuals. More information can be found at <https://ccoe.net/cms/one.aspx?portalId=675832&pageId=41174753>

For more information regarding testing resources contact Human Resources at (530) 458-0350 or hr@ccoe.net

Appendix D: CCOE Staff Notification of Close Contact Letter

As an employee of CCOE you may be eligible for one or more of the benefits listed below, due to COVID-19-related exposure or illness. Please contact Human Resources to discuss any benefits that may be available to you.

Name of Benefit
Up to 10 workdays of Public Health Order (PHO) paid leave pursuant to CCOE Superintendent's Policy 4610.00
Up to 12 workweeks of leave pursuant to the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)
Personal Sick Leave or other paid leave, such as Exclusion Leave (up to 10 days provided after exhaustion of Personal Sick Leave for individuals in quarantine due to <u>workplace exposure</u>)
Extended Illness Leave (differential or other entitlement)
Up to 60 workdays of Worker's Compensation / Industrial Accident Leave <i>A diagnosis of COVID-19 would be considered work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. If this were the case, then you may be entitled to workers' compensation benefits which may include: full hospital, surgical and medical treatment; temporary disability; permanent disability; Supplemental Job Displacement Benefits; and death benefits.</i> If you feel that you may be entitled to this benefit, please report the incident to Company Nurse at (877) 518-6702 to initiate a workers' compensation claim.
Continuation of pay, benefits, and seniority while on isolation or quarantine if determined through contact tracing to be a work-related incident
Isolation Leave (with evidence of a positive COVID-19 test) <i>Per Cal/OSHA regulations, an employee required to be excluded from the workplace for isolation or quarantine due to COVID-19 exposure that has been determined through contact tracing as work-related shall maintain earnings, seniority, and all other employee rights and benefits for the duration of the isolation or quarantine, where permitted by law, and when not covered by workers' compensation.</i>

The disinfection and safety plan that CCOE plans to implement and complete per the California Department of Public Health (CDPH) and CDC guidelines related to this specific incident is:

- ☐ Attached COVID-19 Prevention Plan
- ☐ Specified below [Check as applicable]
- ☐ Frequently touched surfaces and objects like tables, desks, and other surfaces, chairs, doorknobs and handles, light switches, phones, keyboards, toilets, faucets, rails, and touch screens will be cleaned and then disinfected using an EPA-approved disinfectant.
- ☐ Other indoor surfaces and objects will be cleaned.
- ☐ Games/toys, art supplies, and other instructional materials will be cleaned and disinfected.
- ☐ The premises location of _____ will be closed until the reopening date stated below.
 Reopening date: _____
- ☐ Your return to work date is scheduled for: _____
- ☐ Soft and porous materials like carpet or fabric will be thoroughly cleaned or laundered.
- ☐ Vehicles will be cleaned and disinfected.
- ☐ Playground equipment will be cleaned and disinfected.

Appendix D: CCOE Staff Notification of Close Contact Letter

- ☐ HVAC filters will be changed.
- ☐ Devices that are used by students and/or employees will be sanitized.
- ☐ When premises are (re)opened, adopted health screening for students and staff are conducted daily.
- ☐ In the case of an outbreak (3 or more cases) or major outbreak (20 or more cases), CPP protocols will be followed.
- ☐ Other (*specify*): _____

The safety of our students, staff, school community, and community at large is our priority. Please contact your healthcare provider or Colusa County Public Health if you have any additional medical questions or concerns. For work-related questions please contact your supervisor/manager, Assistant Superintendent/Director, or Human Resources.

Thank you for your attention to this matter.

Sincerely,

Human Resources Representative
345 5th Street
Colusa, CA 95932
(530) 458-0350 or hr@ccoe.net

Retaliation or discrimination against any worker for disclosing a positive COVID-19 test or diagnosis or order to quarantine or isolate is prohibited pursuant to Labor Code section 6409.6(f). HIPAA and the confidentiality of medical information prohibit CCOE from the disclosure of any individual/s who have tested positive with COVID-19 except as allowed by law.

☐ Notification method (*specify*): _____

cc: Program Administrator (Employee reference copy with list of all employees receiving letter)
Facilities Supervisor (Employee reference copy with location of exposure)
COVID-19 Case Employee (Employee reference copy)

Appendix D: CCOE Staff Notification of Close Contact Letter

INSTRUCTIONS

- **Issue within ONE (1) business day** after receiving notice from a public health officer, licensed medical provider, or employee's emergency contact that a person with a laboratory-confirmed case of COVID-19 was at the worksite during the person's infectious period.
- Provide this to employees in close contact with case who were on site during the infectious period.
- Translate this notice into the language understood by the majority of employees if required.
- Send to employees by email (with high importance and delivery receipt options), text, personal service, or other method if receipt can reasonably be anticipated within one business day.
- **Maintain a copy of this record for at least three years.**

REFERENCES

AB 685/ Labor Code Section 6409.6

Appendix E: CCOE Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records shall be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside of the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date of investigation: _____

Name(s) and title(s) of person(s) conducting the investigation:

Individual type: _____ (indicate if employee, parent, student, or visitor)

Individual name:		Occupation or reason for visit if non-employee:	
Location(s) where individual was present in the workplace:		Date and time the COVID-19 case was last present in the workplace(s):	
Was COVID-19 test offered?		If tested, date of specimen collection of test:	
COVID-19 test results:		Will or did the individual seek healthcare provider support?	
Date the case first had one or more COVID-19 symptoms:		Earliest return-to-work date if all criteria are met:	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the infectious period, and who may have been in close contact:			
Notice provided to individual(s) within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, of the potential COVID-19 exposure			
All employees who may have had COVID-19 close contact and their authorized representatives.	Date:		
	Names of employees (ID#) provided notification:		

Appendix E: CCOE Investigating COVID-19 Cases

Independent contractors and other visitors present at the workplace during the infectious period.	Date:		
	Names of individuals provided notification:		
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? Representative's name and recommendations:		Date:	
Keenan & Associates notified.		Date:	
Form 300 completed.		Date:	
Facilities Supervisor notified of need for cleaning exposed worksite.		Date:	

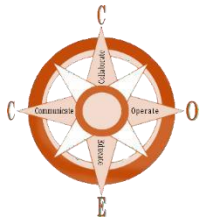
Appendix F: CCOE Documentation of Employee COVID-19 Vaccination Status - CONFIDENTIAL

Employee Name	Fully or Partially Vaccinated*	Method of Documentation**

*Update as information is received from employee and maintain as confidential medical record

**Acceptable options include: 1) Employees provide proof of vaccination and employer maintains a copy

Appendix G: Request for Exemption From COVID-19 Vaccination



COLUSA COUNTY OFFICE OF EDUCATION
Michael P. West, County Superintendent of Schools
345 5th Street, Suite A, Colusa CA 95932
mwest@ccoe.net p 530.458.0350 f 530.458.8054

REQUEST FOR EXEMPTION FROM COVID-19 VACCINATION

Depending on your job assignment funding source, you may be exempt from the COVID-19 vaccination requirements upon providing the following to the Human Resources Department through a declination form signed by you stating either of the following:

1. You are declining vaccination based on religious beliefs, or
2. You are excused from receiving any COVID-19 vaccine due to qualifying medical reasons.

To be eligible for a qualified medical reasons exemption you must also provide to Human Resources (HR) a written certification signed by a physician stating that you qualify for the exemption (the certification should not describe the underlying medical condition or disability) and indicate the probable duration of your inability to receive the vaccine (if the duration is unknown or permanent, so indicate).

If, following a review and potential interactive process, the Colusa County Office of Education determines that you are exempt from the COVID-19 vaccination requirement, you must meet the following requirements:

1. You must undergo **mandatory** employer-sponsored COVID-19 surveillance testing at least **once weekly** to determine negative test results. CCOE will announce dates and testing procedures soon.
2. You must adhere to COVID-19 prevention safety protocols established by your worksite or assigned school district, including, but not limited to, daily health self-screening and personal protective equipment (PPE) compliance at all times while at your facility. PPE, including face coverings, will be made available to all employees.

For unvaccinated exempt employees, the HR Department will provide you with additional details regarding your testing accommodations which will take place during working hours, and you will be allowed to return to work pending your test results. Failure to participate in the weekly employer-sponsored testing mandate will result in you being required to provide negative COVID-19 PCR (polymerase chain reaction) or antigen test results in your name within 48 hours at your own expense. A second failure to provide required weekly test results may lead to disciplinary action being taken.

Appendix G: Request for Exemption From COVID-19 Vaccination

COLUSA COUNTY OFFICE OF EDUCATION (CCOE)

COVID-19 MANDATORY VACCINATION DISCLOSURE FORM

On August 11, 2021, the California State Public Health Officer issued an Order requiring public and private schools serving students in transitional kindergarten through grade 12, inclusive, to verify that all “workers” in these school sites or facilities are fully vaccinated against SARS-CoV-2, the virus that causes COVID-19 (COVID-19). “Workers” subject this Order refers to all paid and unpaid adults serving in the school settings. Workers include, but are not limited to, certificated and classified staff, analogous staff working in private school settings, and volunteers who are on-site at a school campus supporting school functions.

For any worker who does not submit proof that they are fully vaccinated against COVID-19, schools must require that the workers undergo diagnostic screening testing for COVID-19 at least once weekly. For those employees working in facilities that are subject to the Order, providing evidence of full vaccination or undergoing diagnostic screening testing is a mandatory requirement to work for the Colusa County Office of Education, effective October 15, 2021.

Furthermore, on September 9, 2021, President Biden announced plans to require COVID-19 vaccinations for Federal employees, Federal contractors, school employees, and employees of large private companies. Multiple Federal agencies are preparing new rules and regulations to implement these requirements and they may not include weekly testing as an alternative to getting vaccinated. As a result, this has the potential to effect additional CCOE programs, including our Pre-K and childcare programs. CCOE is closely monitoring these developments.

As noted by the United States Equal Employment Opportunity Commission and California Department of Employment and Fair Housing, any person who has either (1) a medical condition or disability that prevents taking the vaccine or (2) a sincerely held religious belief, practice, or observance that prevents the person from taking the vaccine may be entitled to a reasonable accommodation.

Under the CDPH Order, CCOE must ascertain the vaccination status of all employees and may be required to allow certificated and classified staff who meet the criteria for exemption to decline the mandatory vaccination and instead follow the mandatory requirements for unvaccinated individuals listed in the Order (which include wearing a compliant face covering over the nose and mouth at all times when interacting with students indoors, other than when actively eating or drinking, and being tested weekly).

If you choose to decline the vaccination due to a condition that makes the vaccination medically contraindicated, or your declination is based on religious beliefs, you will be required to complete this declination form.

Appendix G: Request for Exemption From COVID-19 Vaccination

COLUSA COUNTY OFFICE OF EDUCATION (CCOE) COVID-19 MANDATORY VACCINATION DECLINATION

[All workers seeking an exemption from vaccination must complete this Section]

Section 1 – Accommodation Request

By completing Section 1, I am declaring that I am unable to be vaccinated for COVID-19 on the following basis (check all that apply):

- ☐ Medical/Disability Accommodation: I have a medical condition or disability that prevents me from being able to take *any* COVID-19 vaccine. *NOTE*: To be eligible for this exemption, I understand that I must also provide to CCOE Human Resources a written certification signed by a **physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician**, stating that I qualify for the exemption (the written certification should not describe the underlying medical condition or disability) and indicating the probable duration of my inability to receive the vaccine (if the duration is unknown or permanent, so indicate). I may use the next page of this form (Healthcare Provider Supporting Statement) for that purpose.
- ☐ Religious Belief Accommodation: I have a sincerely held religious belief, practice, or observance that prevents me from taking *any* of the FDA authorized or approved COVID-19 vaccines.

Section 2 – Signature and Attestation

[All workers who complete any section of this form must also complete this Section]

I declare under penalty of perjury under the laws of the State of California that the statement(s) in Section 1 above are true and correct.

Signature: _____ Date: _____

Printed name: _____

HR USE ONLY

Date of initial request: _____ HR EE receiving request: _____

Worker is federally funded: Yes _____ No _____

Date certification received: _____ HR EE receiving certification: _____

HR EE noting accommodation details below: _____

Approval date (see IAP notes for accommodations details): _____

Denial date (see IAP notes for denial details): _____

Appendix G: Request for Exemption From COVID-19 Vaccination

COLUSA COUNTY OFFICE OF EDUCATION (CCOE)
COVID-19 MANDATORY VACCINATION DECLINATION

HEALTHCARE PROVIDER CERTIFICATION

Required Information – To Be Completed by Healthcare Provider

In order for an individual who works, provides services, or volunteers at a school site or facility providing services to students to qualify for a Medical/Disability Accommodation to the requirement to receive a COVID-19 vaccination, their healthcare provider (*must be a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician*) must complete and provide the following information to CCOE Human Resources.

Name of individual seeking
a medical/disability exemption: _____

Date of birth of individual seeking exemption: _____

Name of healthcare provider completing certification: _____

Title of healthcare provider completing certification: _____

Anticipated duration of medical condition/disability
(or indicate if the duration is unknown or permanent): _____

By completing and signing this certification, I certify that my client/patient listed above should not receive the COVID-19 vaccine due to (*explain the specific contraindication to vaccination here, **but do not identify the underlying medical condition or disability** – attach a separate sheet or statement if necessary*):

I certify the above information to be true and accurate, and I request exemption from the COVID-19 vaccination for the above-named individual:

Signature: _____

Date: _____

License number: _____

Contact info. (address and telephone number): _____

If practicing under the license of a physician,
name and license number of licensed physician: _____

Respirator On / Respirator Off

When you put on a disposable respirator

Position your respirator correctly and check the seal to protect yourself from COVID-19.



Cup the respirator in your hand. Hold the respirator under your chin with the nose piece up. The top strap (on single or double strap respirators) goes over and rests at the top back of your head. The bottom strap is positioned around the neck and below the ears.



Place your fingertips from both hands at the top of the metal nose clip (if present). Slide fingertips down both sides of the metal strip to mold the nose area to the shape of your nose.



Place both hands over the respirator, take a quick breath in to check the seal. Breathe out. If you feel a leak when breathing in or breathing out, there is not a proper seal.



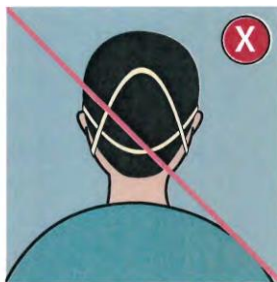
Select other PPE items that do not interfere with the fit or performance of your respirator.



Do not use a respirator that appears damaged or deformed, no longer forms an effective seal to the face, becomes wet or visibly dirty, or if breathing becomes difficult.



Do not allow facial hair, jewelry, glasses, clothing, or anything else to prevent proper placement or to come between your face and the respirator.



Do not crisscross the straps.



Do not wear a respirator that does not have a proper seal. If air leaks in or out, ask for help or try a different size or model.

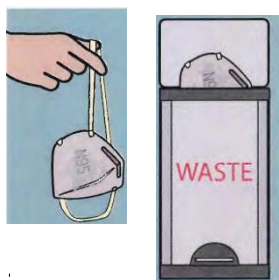


Do not touch the front of the respirator during or after use! It may be contaminated.

When you take off a disposable respirator



Remove by pulling the bottom strap over back of head, followed by the top strap, without touching the respirator.



Discard in a waste container.



Clean your hands with alcohol-based hand sanitizer or soap and water.

Employers must comply with the OSHA Respiratory Protection Standard, 29 CFR 1910.134, which includes medical evaluations, training, and fit testing.

Additional information is available about how to safely put on and remove personal protective equipment, including respirators:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>



improve how our masks protect you

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/effective-masks.html>

- When choosing a mask, look at how well it fits, how well it filters the air, and how many layers it has:

Make sure your mask fits snugly against your face.



@ Pick a mask with layers to keep your respiratory droplets in and others' out.

Do

Improve fit



Choose a mask with a **nose wire**



Use a **mask fitter or brace**



Check that it **fits snugly** over your nose, mouth, and chin

Add layers of material



2 ways to layer

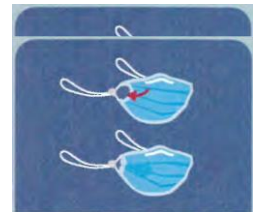
- Use a cloth mask that has multiple layers of fabric
- Wear a disposable mask underneath a cloth mask. The cloth mask should push the edges of the disposable mask against your face.

Make sure you can see and breathe easily

Knot and tuck ear loops of a 3-ply mask



Knot the ear loops



Fold and tuck in unneeded material



Check for close fit

Do NOT



Combine two disposable masks



Combine a KN95 mask with any other mask.



Attachment #2

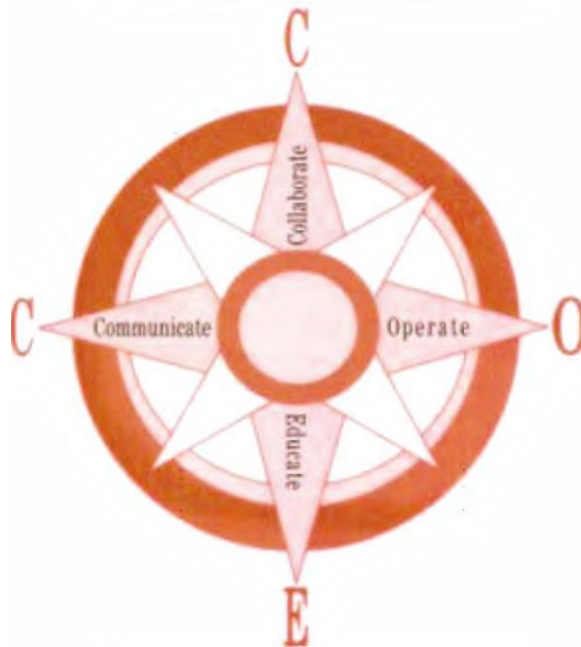
[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Welcome to the business offices of Colusa County Office of Education and Children's Services!

In accordance with current COVID-19 guidance, the mask wearing policy for this office is as follows:

- If you ARE fully vaccinated, you do not need to wear a mask, but are welcome to continue wearing one if you so choose.
- If you are NOT fully vaccinated, it is required* that you wear a mask in indoor public settings and businesses.
 - *some exemptions to the mask wearing requirement, such as self-attestation, do apply per County, State, and Federal guidelines

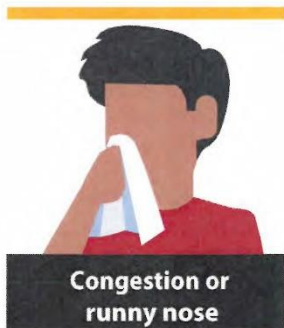
Colusa County Office of Education



Navigating Students
Down the Path to Success

Please Read Before Entering.

IF YOU HAVE THE FOLLOWING



STOP-DO NOT ENTER THE BUILDING

CONTACT YOUR SUPERVISOR AND FOLLOW UP WITH YOUR
HEALTH CARE PROVIDER

Thank you for helping us keep CCOE safe.



Attachment #4

cdc.gov/coronavirus

APPENDIX B

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

COLUSA COUNTY OFFICE OF EDUCATION

Plan Review: February 1, 2021

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BACKGROUND

On December 6, 1991, OSHA issued its final regulation on occupational exposure to bloodborne pathogens (29 CFR 1919.1030). Based on a review of the information, OSHA has determined that employees face a significant health risk as a result of occupational exposure to blood and other potentially infectious materials (OPIM) because they contain bloodborne pathogens. These pathogens include: HBV, which causes Hepatitis B, a serious liver disease, and HIV, which causes Acquired Immuno- Deficiency Syndrome (AIDS). The agency has concluded that this hazard can be minimized or eliminated using a combination of engineering and work practice controls, personal protective clothing and equipment, training, medical surveillance, Hepatitis B vaccination, signs, labels and other provisions.

The California version of this legislation became effective on January 8, 1993. The text of the law can be found in Section 5193 of Title 8 of the California Code of Regulations (8CCR5193).

INTRODUCTION

Colusa County Office of Education (County Office) is continuing the implementation of an Exposure Control Plan (ECP) to ensure the well-being and to protect the safety and health of our employees. This plan has been developed to meet compliance with State and Federal Regulations pertaining to Bloodborne Pathogens.

Employees are encouraged to read and are required to follow the guidelines and procedures set forth in this plan. Questions regarding the contents of this plan should be brought to the attention of their immediate supervisor.

A copy of this Plan can be found on the County Office website (www.ccoe.net).

This Plan will be reviewed annually by the Associate Superintendent and Director of Human Resources.

ELEMENTS OF THE EXPOSURE CONTROL PLAN (ECP)

- The required exposure determination.
- The schedule and method of implementation for:
 - ❖ Methods of compliance
 - ❖ Communication of hazards to employees
 - ❖ HBV vaccination and post-exposure evaluation and follow-up
 - ❖ Recordkeeping
- A procedure for the evaluation of circumstances surrounding exposure incidents.
- A procedure for identifying currently available engineering controls and selecting such controls for the appropriate work areas.
- A procedure for obtaining information from employees as part of the plan review process.
- Ensure that a copy of the ECP is accessible to employees.
- Ensure that the ECP is reviewed and updated at least annually.

RESPONSIBILITIES

Individual Affected Employees shall be responsible for:

1. Reading and following the guidelines put forth in this plan.
2. Completing training as required.
3. Addressing any concerns or questions to their supervisors.

Supervisors/Managers shall be responsible for:

1. Ensuring affected employees' comply with the Exposure Control Plan, including the offering of the Hepatitis B vaccination series within ten days of employment if the employee has not been vaccinated before.
2. Ensuring affected employees have initiated training on program specific safe work practices relative to exposure to blood or other potentially infectious substances/materials.
3. Monitoring their programs to ensure compliance with the Exposure Control Plan, including always having an adequate supply of protective equipment to comply with the Bloodborne Pathogen Standard (see Appendix E).
4. Ensuring that affected employees complete training sessions to comply with the Bloodborne Pathogen Standard.
5. Ensuring that affected employees who are appointed to an affected job classification are referred for training and, if necessary, are offered the Hepatitis B vaccination series within ten days.
6. Report compliance failures to the Associate Superintendent of Administrative Services.

Human Resources shall be responsible for:

1. Coordinating the initial and annual training for all affected employees covered by this plan.
2. Maintaining employee training records.
3. Arranging for payment of vaccination series and expenses for post-exposure follow-up deemed necessary by the medical contractor.
4. Assisting program administrators and managers/supervisors to monitor individual programs for compliance with the provisions of this plan.

5. Reviewing the Exposure Control Plan annually in consultation with the Associate Superintendent.

Human Resources shall be responsible for:

1. Serving as an advisor in the development and implementation of the training program.
2. Ensuring that each affected employee has started the Hepatitis B vaccination series or has signed the declination form.
3. Providing Hepatitis B vaccination series voucher to affected employees.
4. Coordinating post-exposure follow-ups with medical contractor.
5. Ensuring that the health care professional's written opinion is provided to employees receiving post-exposure follow-up.
6. Maintaining records relative to post-exposure follow-up to bloodborne pathogens, including first aid providers.
7. Providing supplemental health education on risk management of exposure (e.g., sexual behaviors, organ donation, refraining from breast feeding, psychosocial support, seropositive reaction, etc.).
8. Ensuring that the individual(s) responsible for decontaminating equipment or working surfaces with infectious materials/substances is knowledgeable about Universal Precautions and EPA registered Tuberculocidal Disinfectants.
9. Reviewing the Exposure Control Plan annually in consultation with the Associate Superintendent and the appropriate relevant areas impacted by the Exposure Control Plan.

AFFECTED EMPLOYEES/EXPOSURE DETERMINATION

The purpose of the exposure determination is to identify individuals who meet the definition of occupational exposure as defined by Cal/OSHA and who shall receive training, protective equipment and vaccination as described in this program. These employees are considered affected employees. "Occupational Exposure" means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

The County Office has determined all employees potentially meet the occupational exposure definition.

METHODS OF COMPLIANCE AND SCHEDULE OF IMPLEMENTATION

Universal Precautions 5193 (d)(1)

Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

Engineering and Workplace Controls 5193 (d)(2)

The following engineering and workplace controls shall be used to eliminate or minimize employee exposure. The County Office shall continually evaluate these controls compared with new or more advanced equipment and substitute new methods as determined by the Plan Administrator.

Engineering Controls

These shall be maintained on a regular schedule. A regular system shall include documentation of maintenance inspections which include date of inspection, name of employee making the inspection, findings, repair verification if needed and the signature of the employee conducting the inspection. See Figure 1 for an example of an Engineering Controls and Inspection Schedule Guideline.

Engineering Controls and Inspection Schedule Example
(Figure 1)

ENGINEERING CONTROL	INSPECTION PERIOD	COMMENT
Fume Hoods	Monthly	The inspection periods listed here are provided as examples. Additional information can be provided on other maintenance practices.
Biological Safety Cabinets Class I Class II, Type A Class II, Type B Class III	Monthly	Monthly Cleaning
Glove Boxes	Monthly	Monthly Cleaning
Self Sheathing Needles	Once before use	Order from Stockroom
Hand Washing Facilities	Once every 6 months	Daily Cleaning
Other:		
Other:		
Other:		
Other:		
Other:		

Hand Washing Facilities

These shall be readily available.

Hand Washing

This shall be done immediately before and after glove removal. Hand washing shall also be done as soon after hand contamination as possible. If water is not available, antiseptic hand cleaners must be used with clean cloth, paper towels or antiseptic towelettes.

Prohibited Practices

- Broken glassware, which may be contaminated, shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dustpan, tongs, or forceps.
- Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in work areas where there is a likelihood of occupational exposure.
- Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on countertops or bench tops where blood or OPIM are present.
- Mouth pipetting/suctioning of blood or other potentially infectious substances/materials is prohibited.

Other Precautions

- All procedures involving blood or other potentially infectious substances/materials shall be performed in such a manner as to minimize splashing, spraying, splattering and generation of droplets of these substances.
- Specimens of blood or other potentially infectious substances/materials shall be placed in a container, which prevents leakage during collection, handling, processing, storage or transportation.
- Contaminated clothing and equipment must be removed before entering a food consumption area.
- Splattering or the generation of droplets or aerosols of contaminated material must be avoided. If potential for this exists, face protection shall be required.
- Contaminated reusable equipment must be decontaminated to the extent possible. Employees shall wear appropriate personal protective equipment.
- Personal protective clothing must be worn to prevent body contamination and shall be provided by the County Office.
- Personal protective equipment (splash shields, clothes, gloves, etc.) must not be taken home by the employee and shall remain at work.

- If splashing occurs onto protective clothing, inspect clothing to ensure that blood or OPIM is not soaked through the material.
- Biohazard labels will be affixed to containers, refrigerators and freezers containing blood or other potentially infectious substances/materials and any other containers used to store or transport blood or other potentially infectious substances/materials.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTHING 5193 (b)

The County Office shall analyze employee tasks and the type of exposure expected in order to select personal protective clothing and equipment, which shall provide adequate protection. This shall be accomplished in view of the fact that there is no standardized method of testing and classification of the resistance of clothing to biological hazards.

The County Office shall provide, at no cost to the employee, appropriate personal protective equipment. The County Office must clean, repair and replace the equipment when necessary. The type and amount of PPE shall be chosen to protect against contact with blood or OPIM based upon the type of exposure and quantity of these substances reasonably anticipated to be encountered during the performance of a task or procedure.

PERSONAL PROTECTIVE CLOTHING POLICIES

ITEM	HOW TO OBTAIN	COMMENT
Single-Use Gloves	Request from supervisor	Wear latex gloves whenever there is an opportunity for hand contact with blood, blood products, mucous membranes, non-intact skin, other potentially infectious materials or contaminated items and surfaces. Check for leaks, tears, punctures before each use. Use gloves only one time. Dispose in an appropriate waste container.
Other Gloves	Request from supervisor	Check for leaks, tears, punctures before each use. Dispose in an appropriate waste container.
Lab Coats or Uniforms, if applicable	Request from supervisor	Check the condition of lab coats before each use. Do not wear lab coats which are obviously soiled. Follow standard laundering or disposal procedures for lab coats, as appropriate.
Masks	Request from supervisor	Wear masks whenever there is a likelihood of splash, sprays, mists or the production of respirable droplets. Ensure that the masks fit properly. Dispose of masks in appropriate containers.
Safety Goggles/ Safety Glasses	Request from supervisor	Wear eye protection whenever there is an opportunity for exposure to blood, blood products or other potentially infectious materials. Clean with appropriate antiseptic agents. Dispose of these items in appropriate containers.
Face Shields	Request from supervisor	Wear face shields whenever there is an opportunity for exposure to large quantities of blood, blood products or other potentially infectious materials. Wear face shields whenever there is a likelihood of splash, sprays, mists or the production of respirable droplets. Clean with appropriate antiseptic agents. Dispose of these items in appropriate containers.
Hoods, Hair Nets	Request from supervisor	Check for leaks, tears and punctures before each use. Dispose in appropriate waste containers.

HOUSEKEEPING

1. The County Office shall develop a Schedule of Disinfection for any work surface, which may become contaminated by the HIV, HCV or HBV virus. The type of chemical utilized shall be approved for the highest antimicrobial activity in order to kill the viruses.
2. Protective coverings shall be replaced as soon as it is feasible.
3. Broken glassware, which may be contaminated, shall not be picked up with bare hands nor shall any employee reach into a container of broken glassware.
4. Regulated waste shall be disposed of in accordance with local, State and Federal regulations.
5. Other waste containers shall be of a capacity to hold the volume of waste generated between scheduled pickups.
6. All containers shall be inspected for leakage potential. Secondary containers shall be available if leakage is possible.
7. All containers holding contaminated material shall comply with CCR, Title 8, Chapter 4.

LAUNDRY 5193 (d)(3)(J)

1. Contaminated laundry shall be bagged at the location where it was used by employees utilizing proper personal protective equipment. Contaminated laundry shall be bagged with consideration for outside contamination and proper labeling.
2. Contaminated laundry shall be properly cleaned or disposed of.
 - a) Contaminated laundry shall be placed and transported in bags or containers labeled and color-coded in accordance with Subsection (g)(a)(A) of this standard.
 - b) Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through or of leakage from the bag or container, the laundry shall be placed and transported in bags or containers, which prevent soak-through and/or leakage of fluids to the exterior.
3. The employer shall ensure that employees who have contact with contaminated laundry wear protective gloves and other appropriate personal protective equipment (e.g., use universal precautions).

WASTE DISPOSAL 5193 (d)(3)(E)(1)

It is not anticipated that the County Office would generate any biowaste. In the event that biowaste is present, the Facilities Supervisor, or designee, shall be contacted for proper disposal.

Regulated biowaste shall be placed in containers, which are closeable and are of the appropriate size to contain all contents. The containers will be strong enough to prevent leakage of fluids during handling, storage and transport. Red bags and red containers will be used by all departments to hold items that are soaked with blood or other potentially infectious substances/materials.

All waste containers must be closed and properly labeled prior to pick-up. If outside contamination of the waste container occurs, it shall be placed in a second clean container before pickup.

Disposal of all regulated waste shall be in accordance with applicable state and local regulations. All regulated waste shall be taken to the appropriate disposable facility.

LABELS and SIGNS 5193(g)(1)(A)

Biohazard Waste labels will be affixed to all containers used to dispose of blood or other potentially infectious substances/materials. See Appendix C.

HEPATITIS B VACCINATION

1. The County Office shall make the Hepatitis B vaccination series available to all affected employees. In addition, a post-exposure evaluation and follow-up shall be made available to all employees who are exposed to the HBV.
2. Affected employees will be provided with an authorization memo or voucher for any of these services.
3. The County Office shall follow the regulations as stated in CCR, Title 8, Section 5193 concerning the management of the vaccination and follow-up programs.
4. The vaccination and post-exposure evaluation and follow-up including prophylaxis will be:
 - Available at no cost to the employee.
 - Available at a reasonable time and place.
 - Under the supervision of a licensed physician or another licensed health care worker;
 - Provided according to the recommendations of the USPHS (* please see below) and
 - An accredited laboratory shall conduct all lab tests.

- * The medical treatment for bloodborne pathogens may change over time. Cal/OSHA shall accept the CDC/USPHS guidelines current at the time of the evaluation or procedure.

Vaccine will be made available after an employee has received required training, within 10 working days of initial assignment. Employees must sign a declination form if they choose not to be vaccinated but may opt later to receive the vaccine at no cost to the employee.

Pre-vaccination screening for antibody status is not required as a condition of receiving the vaccine. The County Office can make it available at no cost to employees. An employee may decline the pre- screening, and the County Office must still make the vaccination series available to the employee. If the series is not completed, the vaccine must continue to be available, even if the series must be repeated. Should routine booster doses later be recommended by the USPHS, employees must be offered them. At the time of this plan, the possible need for routine booster doses is still being assessed by the USPHS. There is no current requirement to provide boosters, except for post- exposure prophylaxis.

Designated, or other first aid providers, whose primary job assignments are not first aid but render first aid for workplace injuries as collateral duty (such as a teacher/instructor helping a student) need not be offered pre-exposure vaccine if certain conditions exist, including availability of the full vaccination series as soon as possible, but no later than, 24 hours of the provision of assistance in any situation involving the presence of blood or other potentially infectious material.

First aid incidents and exposure incidents occurring during normal work hours shall be reported to their supervisor before the end of the shift.

After hours reporting of a situation including first aid where blood or other potentially infectious materials were present. Such an event on weekends or during field trips shall be reported immediately to:

Company Nurse (Keenan & Associates) 1-877-518-6702

The verbal report shall be followed up with the Post Exposure Follow-Up Report and submitted to Human Resources.

- Designated first aid providers (collateral duty) requirements:
 - ❖ First aid is not a primary job duty.
 - ❖ Not employed at a clinic, first aid station or other health care facility where people go to receive first aid.
 - ❖ The designated employees have been trained.
 - ❖ Are designated and included in this Plan.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

The County Office realizes the importance of the follow-up and evaluation of HBV, HCV and HIV exposure incidents. The County Office shall, therefore, follow the regulation as stated below:

1. Following a report of an exposure incident, the employer shall immediately make available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:
 - a) Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.
 - b) Identification and documentation of the source individual, unless the employer can establish that identification is not feasible or prohibited by State or local law.
 - ❖ The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV, HCV and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
 - ❖ When the source individual is already known to be infected with HBV, HCV or HIV, status need not be repeated.
 - ❖ Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
 - c) Collection and testing of blood for HBV, HCV and HIV serological status.
 - ❖ The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
 - ❖ If the employee consents to baseline blood collection but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be performed as soon as feasible.
 - ❖ Additional collection and testing shall be made available as recommended by the U.S. Public Health Service.
 - d) Post-exposure prophylaxis, when medically indicated, as recommended by the

- e) U.S. Public Health Service.
Counseling.
- f) Evaluation of reported illnesses.

Counseling and evaluation of reported illnesses is not dependent on the employee's electing to have baseline HBV, HCV and HIV serological testing.

2. Information Provided to the Health Care Professional:

- a) The employer shall ensure that the health care professional responsible for the employee's Hepatitis B vaccination is provided a copy of the regulation(s).
- b) The employer shall ensure that the health care professional evaluating an employee after an exposure incident is provided the following information:
 - ❖ A copy of this regulation.
 - ❖ A description of the exposed employee's duties as they relate to the exposure incident.
 - ❖ Documentation of the route(s) of exposure and circumstances under which exposure occurred, as required by Subsection (f)(3)(A).
 - ❖ Results of the source individual's blood testing, if available.
 - ❖ All medical records relevant to the appropriate treatment of the employee including vaccination status which are the employer's responsibility to maintain, as required by Subsection (h)(1)(B)2.
- c) Health care professional's written opinion:

The employer shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation.

- ❖ The health care professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.
- ❖ The health care professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:
 - The employee has been informed of the results of the evaluation.
 - The employee has been informed of any medical conditions resulting from exposure to blood or other potentially infectious materials,

which require further evaluation or treatment.

- d) All other findings or diagnoses shall remain confidential and shall not be included in the written report.

COMMUNICATION OF HAZARDS TO EMPLOYEES

Labels and Signs

1. Warning labels shall be placed on refrigerators and freezers containing blood or other potentially infectious materials.
2. Labels shall comply with Title 8, Section 6004, and Health and Safety Code Sections 25080- 25082.
3. Labels concerning bio-hazardous waste are covered in Health and Safety Code, Sections 25080-25082. Color coding is described in Title 8, Section 6003.
4. The County Office shall post signs at the entrance to work areas as described in the regulation.

INFORMATION AND TRAINING 5193 (g)(2)

1. The County Office shall provide training as described below to all affected employees meeting the occupational exposure definition.
 - ❖ Training shall occur at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter.
 - ❖ Retraining shall occur as operations change affecting exposure.
 - ❖ The programs shall be provided at no cost and shall be delivered during work hours.
 - ❖ The content of the training shall be appropriate for the educational level of the employee.
2. The content of the training shall include the following topics:
 - ❖ An explanation of the Bloodborne Pathogens Standard.
 - ❖ An explanation of the Bloodborne Pathogens Exposure Control Plan and how to obtain a written copy.
 - ❖ Bloodborne disease epidemiology and symptoms.
 - ❖ Modes of transmission.
 - ❖ Recognition of tasks and activities that expose employees to the viruses.
 - ❖ The use and limitations of engineering controls, personal protective equipment, work practices.

- ❖ Types, use, location, removal, handling and decontamination of personal protective equipment.
- ❖ The basis for selection of personal protective equipment.
- ❖ Information on the Hepatitis B vaccine.
- ❖ Handling emergencies involving blood or other potentially infectious materials.
- ❖ Exposure incident procedures and reporting.
- ❖ Information on post-exposure follow-up and evaluation.
- ❖ Signs, labels and other warnings.
- ❖ Questions and other interaction.

RECORD KEEPING

The County Office shall maintain accurate records on occupational exposure of each employee pursuant to CCR 8, Section 3204(d). These records shall be confidential and released only by the employee's written permission or as required by law or regulation. The records shall be maintained for thirty (30) years beyond the end of employment of the employee.

Content of Records

- Name and social security number of employee.
- Copies of HBV vaccination status and other relevant records.
- Copies of results of medical exams, testing and follow-up.
- Employer's copy of health care professional's written opinion as required in the regulation.
- Copy of the information provided to the health care professional as required in the regulation.

Training Records

- The dates of training sessions.
- Content summary of training.
- Names and qualifications of trainers.
- Names and job titles of all employees attending.

SAMPLE FORMS

- A. Post-Exposure Follow-up Report
- B. Evaluation of Circumstances Surrounding Exposure

POST-EXPOSURE FOLLOW-UP REPORT

POST EXPOSURE FOLLOW-UP REPORT FORM

Service performed by (name/address of health care provider):

Phone: _____ Exposure Incident ID #: _____

1A. Route of Exposure: _____

1B. Exposure Circumstances: _____

2. Source Individual

Identity: Unknown ☐ Prohibited ☐ Infeasible ☐

If known:

A. Consent for blood test obtained

Date: _____

AA blood collected; Date: _____

B. Consent not obtained: _____

Verified by: (name) _____

Position: _____

C. Know HIV positive: Yes ☐; No ☐

D. Results of source individual's blood made available to exposed employee: Date: _____

3. Exposed Employee

A. Blood test consent obtained:

Date: _____

AA blood collected; Date: _____

B. Serological testing declined:

Date: _____

C. HBV vaccine:

Date administered: _____

4. Information Provided to Health Care Professional

Date Provided

A. _____ Copy of Bloodborne Pathogen Standard

B. _Written description of exposed employee's duties

C. _Written documentation of route of exposure and circumstances

D. _____ Results of source individuals blood test

E. _____ Medical records relevant to the appropriate treatment of the employee including vaccination status.

5. Health Care Provider's Written Opinion

Provided to exposed employee

Date: _____

Person providing written opinion

Name: _____

Position: _____

EVALUATION OF CIRCUMSTANCES SURROUNDING EXPOSURE

FIRST AID INCIDENTS AND/OR EXPOSURE TO BLOODBORNE PATHOGENS EVALUATION OF CIRCUMSTANCES

☐ Exposure Incident

☐ First Aid Incident

1. Date of Incident: _____
Time: _____
2. Location of Incident: _____
3. Witnesses: _____
4. Route of exposure: _____
5. Exposure Circumstances: _____
 - a) Employee's activity at time of exposure: _____
 - b) Cause of exposure: _____
 - c) Part of body contaminated: _____
 - d) Other employees exposed: _____
 - e) Blood or OPIM present – describe: _____
6. Source individual; or accident victim(s) name; or source subject: _____
Position: _____
Individual #2: _____
Position: _____
7. Exposed individual (name): _____
Position: _____
8. Exposure incident ID #: _____

Prepared _____ by _____

(name): _____
Position: _____
9. Individuals rendering first aid:
 1. _____ Phone _____ PPE: _____
 2. _____ Phone _____ PPE: _____
 3. _____ Phone _____ PPE: _____

IMMEDIATELY TAKE COMPLETED FORM TO PROGRAM ADMINISTRATOR

APPENDIX

APPENDIX A

DEFINITIONS

1. **Affected Employee** – An employee who meets the occupational exposure definition based on their job duties. These employees must be included in The County Office's Bloodborne Pathogens Program.
2. **Bloodborne Pathogens:** Pathogenic micro-organisms that are present in human blood and can cause disease in humans. These pathogens include but are not limited to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).
3. **Contaminated:** The presence or the reasonable anticipated presence of blood or other potentially infectious substances/materials on an item or surface.
4. **Contaminated Laundry:** Laundry that has been soiled with blood or other potentially infectious substances/materials or may contain sharps.
5. **Engineering Controls:** Controls that isolate or remove the bloodborne pathogens hazard from the workplace. Examples: Self-sheathing needles, etc.
6. **Exposure Incident:** A specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious substances/materials that result from the performance of an employee's duties.
7. **Occupational Exposure:** Reasonable anticipated skin, eye, mucous membrane or other parenteral contact with blood or other potentially infectious substances/materials that may result from the performance of an employee's duties.
8. Other Potentially Infectious Substances/Materials:
 - A. The following human body fluids: Semen, vaginal secretions, cerebro-spinal fluids, synovial fluids, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids (such as in emergency response).
 - B. Any unfixed tissue or organ (other than intact skin) from a human (living or dead).
 - C. HIV-containing cell or tissue cultures, organ cultures and HIV or HBV contaminating culture medium or other solutions; and blood, organs or other tissues from experimental animals infected with HIV or HBV.
9. **Parenteral:** Piercing mucous membranes or the skin barrier through such events such as needle sticks, human bites, cuts and abrasions.

10. **Personal Protective Equipment:** Specialized equipment worn by an employee for protection against a hazard. General work clothes are not intended to function as protection against a hazard and are not considered personal protective equipment.
11. **Regulated Waste:** Liquid or semi-liquid blood or other potentially infectious substances/materials, contaminated items that would release blood or other potentially infectious substances/materials in a liquid or semi-liquid state if compressed, items that are caked with dried blood or other potentially infectious substances/materials and are capable of releasing these substances/materials during handling pathological and other micro- biological waste containing blood or other potentially infectious substances/materials. Includes “medical waste” as regulated by California Health and Safety Code, Chapter 6.1.
12. **Universal Precautions:** Is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain body fluids are treated as if known to be infectious for HIV, HBV or other bloodborne pathogens.
13. **Work Practice Controls:** Controls that reduce the likelihood of exposure by altering the manner in which a task is performed. (Example: Prohibiting recapping of needles by two-handed technique.)

APPENDIX B

CURRENT MEDICAL CONTRACTOR

Work-Related Injury Treatment Authorization

For treatment authorization and worker's compensation referrals, contact:

Company Nurse (Keenan & Associates) 1-877-518-6702; or

Colusa County Office of Education Human Resources 530-458-0350

AUTHORIZED LABELING



BIOHAZARD

Or in the case of Regulated Waste the Legend:

BIOHAZARD WASTE

As described in Health & Safety Code Sections 25080-25082.

APPENDIX C

**HEAT ILLNESS PREVENTION PLAN FOR
COLUSA COUNTY OFFICE OF EDUCATION**

Plan Review: February 1, 2021

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INTRODUCTION

On August 22, 2005, the Office of Administrative Law approved the California Occupational Safety and Health Standards Board's adoption of the California Code of Regulations Proposed State Standard, Title 8, Chapter 4, Section 3395. The Office of Administrative Law formally adopted the revised, permanent regulation on July 27, 2006, making the regulation effective immediately. These new regulations were meant to significantly reduce the severity and frequency of occupational heat-related illness in all outdoor places of employment.

Since then, Cal/OSHA implemented updated safety standards for employees working in outdoor heat. The revisions to the Heat Illness Prevention Standard, approved by the Occupational Safety and Health Standards Board on August 19, 2010, became effective November 4, 2010. The revised standards provide clarification of the shade requirement, including temperature triggers, and address high-heat requirements. On February 19, 2015, in a 5 to 1 vote, the Department of Occupational Safety and Health (Cal/OSHA) Standards Board approved changes to the existing Heat Illness Standard. The Standards Board recommended the effective date as April 1, 2015, for implementation.

SCOPE

This Heat Illness Prevention Plan and emergency regulations apply to any and all outdoor places of employment, at the times when environmental risk factors for heat illness are present.

PURPOSE

The Colusa County Office of Education (County Office) has developed this Heat Illness Prevention Plan to control the risk of occurrences of heat illness and to comply with the California Code of Regulations Proposed State Standard, Title 8, Chapter 4, Section 3395. The plan is designed to educate employees and their supervisors on the symptoms of heat illness, causes of these symptoms, ways to prevent heat illness, and what to do if they or a fellow employee experience symptoms of heat illness. Employees that fall under this regulation could include, but are not limited to, maintenance, grounds workers, transportation workers, custodians, security personnel, physical education teachers, and playground supervisors.

POLICY

It is the policy of the County Office that all employees and supervisors of those employees who perform job functions in areas where the environmental risk factors for heat illness are present shall comply with the procedures set forth in this plan.

STATUTORY AUTHORITY

- California Code of Regulations Proposed State Standard, Title 8, Chapter 4, Section 3395

DEFINITIONS

The California Occupational Safety and Health Standards Board propose definitions of key terminology, as they relate to the standard, as follows:

- Acclimatization means the temporary, gradual adaptation of the body to work in the heat when a person is exposed to it. Usual acclimatization time while working in the heat for at least two hours per day ranges from four to fourteen days. Acclimation procedures include close observation of all employees during a heat wave – defined as at least 80 degrees. New employees must be closely observed for their first two weeks on the job.
- Emergency response procedures include effective communication, response to signs and symptoms of heat illness, and procedures for contacting emergency responders to help stricken employees.
- Environmental risk factors for heat illness mean the working conditions that create the possibility for a heat illness to occur. Risk factors include air temperature, air movement, relative humidity, workload, work severity, work duration, radiant heat, conductive heat, and personal protective equipment (PPE) worn by an employee.
- Heat illness means a serious medical illness, which results from the body's inability to cope with a heat load. Heat illnesses include heat cramps, heat exhaustion, heat stroke and heat syncope (fainting).
- High-heat procedures are required for five industries when temperatures reach 95 degrees or above. These procedures include observing and being in constant contact with employees, closely supervising new employees and reminding all workers to drink water. The high heat procedures shall ensure "effective" observation and monitoring, including a mandatory buddy system and regular communication with employees working by themselves. During high heat, employees must be provided with a minimum 10-minute cool-down period every two hours. The industries specified under this modification are: 1) agriculture, 2) construction, 3) landscaping, 4) oil and gas extraction, 5) transportation or delivery of agricultural products, construction material or other heavy materials.
- Personal risk factors for heat illness includes factors such as an employee's age, level of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, overall health, and use of prescription medications which may alter the body's ability to retain water or otherwise affect the body's physiological response to heat. The County Office shall not request any of the above personal information from an employee).
- Preventative recovery period means a period of time for an employee to recover from a heat illness or signs of a heat illness. The amount of time for a recovery period shall be no shorter than five minutes and shall be taken in a shaded area.

Employees taking a preventative cool-down rest must be monitored for symptoms of heat illness, encouraged to remain in the shade, and not ordered back to work until symptoms are gone. Employees with symptoms must be provided appropriate first aid or emergency response.

- Shade means the blockage of direct sunlight. Sufficient blockage is when an object does not cast a shadow in the area of the blockage. Shade is not acceptable if heat in the shaded area prevents the body from cooling. Shade shall be open to the air or otherwise provided with ventilation and/or climate controlled. Access to shade shall be made available at all times.
- Shade requirements must be adequate to accommodate all employees on recovery or rest periods, and those onsite taking meal periods when temperatures reach 80 degrees, and located as close as practicable to the areas where employees are working. When temperatures are below 80 degrees, employers shall provide timely access to shade upon an employee's request.

RESPONSIBILITY

The ultimate responsibility for establishing and maintaining the policies of the Heat Illness Prevention Plan specific to the County Office facilities and operations rests with Aaron Heinz, Associate Superintendent (Associate Superintendent).

General policies, which govern the activities and responsibilities of the Heat Illness Prevention Plan, are established under his final authority.

It is the responsibility of the Associate Superintendent to develop procedures which ensure effective compliance with the Heat Illness Prevention Plan.

It is the responsibility of the Associate Superintendent to identify all employees required to work outdoors where the environmental risk factors for heat illness are present.

Supervisors are responsible for enforcement of this Plan among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow, and ensuring that employees receive the required Heat Illness Prevention training. Supervisors must also ensure that appropriate job specific safety training is received, and that safety responsibilities are clearly outlined in the job descriptions, which govern the employees under their direction.

Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned to each employee, for providing appropriate preventative controls (water, shade, PPE, etc.), and for evaluating employee compliance.

Supervision of new employees or new employees to the job site must take into account the importance of acclimatization. These employees must be closely monitored for the first 14 days. Acclimatization procedures include close observation of all employees during a heat wave – defined as at least 80 degrees.

Immediate responsibility for workplace heat illness prevention and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Plan. Employees are also responsible for

using the personal protective equipment issued to protect them from identified hazards, ensuring that they have adequate amounts of drinking water, access to shade, and for reporting any unsafe conditions to their supervisors.

COMPLIANCE & PROCEDURES

1. Provisions of Water

- a. At the beginning of each shift, all employees who work outside when environmental risk factors for heat illness are present shall have sufficient quantities and immediate access to at least one (1) quart of potable drinking water per hour for the entire shift (at least two (2) gallons of potable water per person per eight-hour shift).
- b. Smaller quantities may be provided if the County Office has an effective procedure for replenishment that meets the above quantity and time requirements.
- c. Water must be fresh, pure, suitably cool and located as close as practicable to where employees are working, with exceptions made only when infeasibility can be demonstrated by the employer.
- d. The importance of frequent drinking water shall be conveyed and encouraged as described in the training section.

2. Access to Shade

- a. When the temperature does not exceed 80 degrees F, provide shade or timely access to shade upon request.
- b. Access to shade shall be made available at all times to any employee experiencing heat illness, symptoms of heat illness, or believing a preventative recovery period is needed. Employees with symptoms must be provided appropriate first aid or emergency response.
- c. The preventative recovery period shall be at least five (5) minutes. Employees taking a preventative cool down rest must be monitored for symptoms of heat illness, encouraged to remain in the shade, and not ordered back to work until symptoms are gone.
- d. Water shall be made available in the shade/preventative recovery period area.
- e. When temperatures equal or exceed 80 degrees F or during a heat wave, adequate shade must be provided to accommodate all employees on recovery or rest periods, and those onsite taking meal periods.

3. Identifying, Evaluating and Controlling Environmental Risk Factors for Heat Illness

- a. To identify if environmental risk factors are present, the County Office shall obtain temperature and humidity measurements for the work areas, either by direct measurements or by weather forecasts that are adjusted to match

- b. To evaluate if an environmental risk factor is present, the County Office (shall obtain the Heat Index, calculated by the National Weather Service, to rate the risk of heat illness depending on air temperature and humidity. The County Office shall assume there is a significant risk of heat illness when the Heat Index for an employee working in the sun is 80 or above, and 90 or above when employees are working in the shade. If workers are wearing more than “light” clothing, the risk of heat illness shall be considered significant at a lower Heat Index.
- c. To control and reduce the exposure to environmental risk factors, the County Office shall utilize the following control measures (mark all that apply):
 - ☒ Provide shade for work areas
 - ☒ Schedule outdoor and/or vigorous work in the cooler hours of the day
 - ☒ Schedule more breaks during the day
 - ☒ Provide misters or other cooling devices

4. Identifying, Evaluating and Controlling Personal Risk Factors for Heat Illness

- a. The County Office shall train employees on the factors that can affect their vulnerability to heat illness. These factors include an employee’s age, level of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, overall health, and use of prescription medications that may alter the body’s ability to retain water or otherwise affect its physiological response to heat. The County Office shall convey the importance of acclimatization, and shall take steps to aid employees in becoming acclimatized. An employer shall not request any of the above personal information from an employee.

5. Reporting Symptoms or Signs of Heat Illness to the County Office

- a. Employees exhibiting signs or symptoms of heat illness, or who observe a co-worker with signs or symptoms, shall report these symptoms to their immediate supervisor immediately.

6. Responding to Symptoms of Possible Heat Illness

- a. It shall be the responsibility of the immediate supervisor to respond to all reports and/or observations of heat illness symptoms and signs.

7. Contacting Emergency Medical Services

- a. When a sick employee is unable to communicate, it shall be the responsibility of the witness to the employee to contact emergency services when required, and to provide accurate and precise directions to the employee’s location.

8. Communication

- a. The County Office shall account for the whereabouts of all employees at appropriate intervals during and at the end of the work shift by their immediate supervisor. This procedure shall be followed whenever the outdoor work environment creates a heat hazard that could result in the collapse of an employee due to heat illness.
- b. Communication between the supervisor and their crew is of the utmost

importance.

9. Training

Training shall be administered to all employees and their supervisors who fall under the scope of this plan. The County Office shall ensure the effectiveness of the training by one of the following methods:

- ☐ Tailgate meetings before a shift begins
- ☐ Test employees/supervisors after training
- ☒ Conduct the training on a regular basis

- a. Supervisory and non-supervisory employees shall be trained on:
 - i. Environmental and personal risk factors for heat illness
 - ii. District procedures for identifying, evaluating and controlling the exposure to environmental and personal risk factors for heat illness
 - iii. Importance of frequent consumption of small amounts of water under extreme conditions
 - iv. Acclimatization and its importance
 - v. Types of heat illness and their symptoms, signs, and differences
 - vi. Procedure for immediately reporting the signs and symptoms of heat illness in themselves or in a co-worker to their employer, and its importance
 - vii. Procedures for the County Office to respond to symptoms of heat illness, which shall include how emergency medical services will be provided, if needed
 - viii. Procedures for contacting emergency medical services and transporting employees to a readily accessible location for emergency medical services to reach them
 - ix. Procedures on and how to provide clear and precise directions to emergency medical services
- b. Supervisors shall be trained on:
 - i. All information included in subsection (3)(a) above
 - ii. Procedures a supervisor shall follow when implementing this Heat Illness Prevention Plan
 - iii. The procedures a supervisor shall follow when an employee exhibits symptoms of a possible heat illness, which includes emergency response procedures

DOCUMENTATION

Documentation of all aspects of this Heat Illness Prevention Plan shall be managed in accordance with the County Office's Injury and Illness Prevention Plan.

SUPPORTING DOCUMENTS

Heat Illness Signs/Symptoms/Treatment

Heat Cramps - strong, involuntary muscle spasms usually in calves, thighs, shoulders or back

Treatment - rest in cool place, drink water/electrolytes

Heat Syncope - faint or light headed feeling/ actual fainting spell

Treatment - rest in cool/shaded place, drink water/electrolytes

Heat Exhaustion: Dehydration, fatigue, dizziness/nausea, pale moist skin, possible temperature elevation

Treatment: Rest in cool/shaded place, drink water /electrolytes/non-caffeinated fluids

Heat Stroke: Mental confusion, fainting, seizures, hot/dry/red skin (sweating has stopped)

Treatment: Call 911 ***immediately***, soak clothing with cool water, move victim to cool/shaded area

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<http://www.dir.ca.gov/DOSH/HeatIllnessInfo.html>

APPENDIX D:

HAZARD COMMUNICATION PROGRAM FOR COLUSA COUNTY OFFICE OF EDUCATION

Plan Review: February 1, 2021

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INTRODUCTION AND POLICY

The Hazard Communication Standard (Cal/OSHA - California Code of Regulations, Title 8, Section 5194) establishes uniform requirements to ensure that all chemicals used in California workplaces are evaluated and classified by their hazards utilizing the Globally Harmonized System of Classification of Chemicals and Labeling (GHS.) This information must be provided to employers and to their affected employees. Chemical manufacturers must perform these evaluations, classify and convey the hazard information obtained to users by means of labels on containers and Safety Data Sheets (SDS's). Employers must educate their employees to understand the hazards associated with the hazardous materials they work with, and ensure that resources such as SDS's and container labels for the materials are maintained and accessible.

The purpose of this written Hazard Communication Program is to establish guidelines and policies to ensure that all members of the Colusa County Office of Education (County Office) are apprised of the chemical hazards to which they may be exposed and to provide a foundation of knowledge to permit employees to make informed decisions about these materials. The safe conduct of work with potentially hazardous chemicals is dependent upon the value the institution places on protecting health and the environment, and on the motivation and good judgement the individual chemical user exercises. Therefore, it is the responsibility of the Superintendent, Site Administrators, Supervisors, and staff to adhere to the specifics and the intent of the Hazard Communication Program in order to reduce the risk.

Globally Harmonized System (GHS)

OSHA's Hazard Communication Standard was revised to align with the United Nations' Globally Harmonized System (GHS) of Classification and Labeling of Chemicals. The revised standard allows compliance to be implemented in stages. The County Office will comply with the GHS standard revision timelines provided below.

Effective Completion Date	Requirements	Who
December 1, 2013	Train employees on the new label elements and safety data sheet (SDS) format.	Employers
June 1, 2015 December 1, 2015	Compliance with all modified provisions of this final rule, except: The Distributor shall not ship containers labeled by the chemical manufacturer or importer unless it is a GHS label	Chemical manufacturers, importers, distributors and employers
June 1, 2016	Update alternative workplace labeling and HCP as necessary, and provide additional employee training for newly identified physical or health hazards.	Employers
Transition Period to the effective completion dates noted above	May comply with either 29 CFR 1910.1200 (the final standard), or the current standard, or both	Chemical manufacturers, importers, distributors, and employers

RESPONSIBILITY

The County Office's program establishes responsibilities for the implementation of the Hazard Communication Program.

The County Office is responsible for ensuring that the applicable operations of the County Office programs and services are conducted in accordance with these provisions.

The Facilities Supervisor is designated as the Hazard Communication Program Coordinator for the County Office and is responsible for overall program development, serves as a central repository for SDS's, and assists with general hazard communication training and users of chemicals.

Hazard Communication Program Coordinator Contact Information:

Jared Robinett, Facilities Supervisor- jrobinett@ccoe.net

The Coordinator may obtain assistance from other County Office personnel for program maintenance. This includes the development and maintenance of an inventory of hazardous materials as well as procurement and maintenance of an SDS file for these hazardous materials. The Coordinator will also ensure chemical containers are adequately labeled, and that employees are provided specific training for the materials they use. Training must also include details of their specific Hazard Communication Program (such as location of the SDS file and any in-house procedures). The written Hazard Communication Program and SDS file must be accessible to employees during their normal working hours.

Chemical users are responsible for maintaining familiarity with the materials they use, using them in a safe and responsible manner, and seeking supervisory support before using new materials or using materials in unusual situations.

SITE SPECIFIC HAZARD COMMUNICATION INFORMATION

The County Office's program applies to all faculty, staff, and volunteers.

The areas/school sites covered by this specific plan are:

<u>Site</u>	<u>Site</u>
Education Village 499 Margurite Street, Williams, CA 95987	Williams Children's Center 501 Theater Road, Williams, CA 95987
Admin. Services & Children's Service Office 345 5 th Street, Colusa, CA 95932	Williams Preschool Learning Center 1404 E Street, Williams, CA 95987
Colusa Children's Center 705 6 th Street, Colusa, CA 95932	Arbuckle Children's Center 940 Wildwood Road, Arbuckle, CA 95912
Colusa Head Start 728 5 th Street, Colusa, CA 95932	Arbuckle Early Care Education Center 620 Gail Avenue, Arbuckle, CA 95912
Colusa Preschool Learning Center 723 6 th Street, Colusa, CA 95932	

SDS's are maintained and accessible on the County Office website (www.ccoe.net) under MSDS Online.

Employee login procedure: From mobile phone or computer go to www.ccoe.net, click on the Reports & Plans tab, and then click on the MSDS Online link. The employee's username and password is the same as their County Office email account username and password.

An inventory of all hazardous chemicals used and stored by each school site and/or shop will be maintained and updated as necessary. This inventory will be maintained by the Coordinator and available in the MSDS Online account.

The Coordinator and Human Resources will monitor and maintain records of employee training. The training records will be stored in the Human Resources training software program database.

In general, each employee in the facility will be informed of the substance of the Hazard Communication Program, the hazardous properties of chemicals they work with, and measures to protect themselves from these chemicals.

LIST OF HAZARDOUS CHEMICALS

A list of hazardous chemical will be maintained and updated upon receipt or removal of hazardous chemicals from the County Office school site or program. Materials such as cleaning agents, adhesives, copying supplies, art materials, paints, strippers, solders and welding supplies, fertilizers, pesticides, and compressed gases contain hazardous materials and must be included on the inventory. The list of materials for each school site and or program is attached (Appendix A). A compiled list of materials stored in the County Office can be found at the County Office's website under MSDSonline.

MATERIAL SAFETY DATA SHEETS & SAFETY DATA SHEETS (SDS)

The County Office will transition from Material Safety Data Sheets to Safety Data Sheets (SDS) as they are made available by chemical manufacturers. The Coordinator, or their designee, will be responsible to secure new SDS's and make them available to employees.

The objective of a Safety Data Sheet (SDS) is to concisely inform employees of the hazards of the materials they work with or may be exposed to so they can protect themselves and respond to emergency situations. Each school site or will maintain an SDS library on every substance on their list of hazardous chemicals and inform the Coordinator as items are requested for addition or removal. The Coordinator will secure and maintain an SDS for each hazardous material used within the County Office.

SDS's may be accessed electronically (i.e., via computer locally or via Internet). If electronic access is used, the procedure to access those sheets is stated in the section above.

SDS's must be readily available and accessible to all employees during working hours and Cal/OSHA upon request. SDS's must also be readily accessible to employees working in remote or field locations.

SDS's must be received at the facility at the time of receipt of the first shipment of any potentially hazardous chemical purchased from a vendor. If materials are received for which no SDS is available

in the area of use, the Coordinator shall secure the needed SDS by contacting the chemical manufacturer.

SDS's will also note "**Danger**" for the more severe hazards, and "**Warning**" for the less severe hazards.

SDS's follow the uniform GHS format detailed below:

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First Aid measures includes important symptoms/effects, acute, delayed; required treatment.

Section 5, Fire fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity list chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information (Enforced by agencies other than OSHA)

Section 13, Disposal consideration (Enforced by agencies other than OSHA)

Section 14, Transport information (Enforced by agencies other than OSHA)

Section 15, Regulatory information (Enforced by agencies other than OSHA)

Section 16, Other information, includes the date of preparation or last

revision.

PICTOGRAMS

As of June 1, 2015, the Hazard Communication Standard will require pictograms (below) on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed with a red border and represents a distinct hazard. The pictogram on the label is determined by the chemical hazard classification.

Physical Hazards

Exploding Bomb



- Explosives
- Self-Reactives
- Organic Peroxides

Flame



- Flammables
- Pyrophorics
- Self-Heating
- Emits Flammable Gas
- Self-Reactives
- Organic Peroxides

Gas Cylinder



- Gases Under Pressure

Corrosion (Also listed under Health Hazards)



- Corrosive to Metals
- Oxidizers

Flame over Circle



Health Hazards

Skull and Crossbones



- Acute Toxicity (fatal or toxic)

Corrosion (Also listed under Physical Hazards)



- Skin Corrosion/Burns
- Eye Damage

Exclamation Mark



- Irritant (skin and eye)
- Skin Sensitizer
- Acute Toxicity (harmful)
- Narcotic Effects
- Respiratory Tract
- Irritant
- Hazardous to Ozone Layer (Non-Mandatory)

Health Hazard



- Carcinogen
- Mutagenicity
- Reproductive Toxicity
- Respiratory Sensitizer
- Target Organ Toxicity
- Aspiration Toxicity

Environmental Hazard (Non Mandatory)

Environment



- Hazardous to the Aquatic Environment

LABELS AND OTHER FORMS OF WARNING

The Coordinator provides oversight to ensure that hazardous chemicals are properly labeled. Labels on incoming containers should not be defaced while they contain the indicated material. Labels on these primary containers should list the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party.

Secondary containers (those containers into which material is transferred) must be labeled, in compliance with GHS standards by June 1, 2016, with the name of the material and the manufacturer as it appears on the SDS, and an appropriate hazard warning and pictogram (see label provided below.) Common immediate-use containers (those in which the hazardous substance will be under the control and used only by the person who transfers it from a labeled container and within that work shift) do not require labeling.

OSHA QUICK CARD™

Hazard Communication Standard Labels

OSHA has updated the requirements for labeling of hazardous chemicals under its Hazard Communication Standard (HCS). As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A sample revised HCS label, identifying the required label elements, is shown on the right. Supplemental information can also be provided on the label as needed.

For more information: **OSHA Occupational Safety and Health Administration** (800) 321-OSHA (6742) www.osha.gov

SAMPLE LABEL

Product Identifier

CODE _____
Product Name _____

Supplier Identification

Company Name _____
Street Address _____
City _____ State _____
Postal Code _____ Country _____
Emergency Phone Number _____

Hazard Pictograms

Signal Word
Danger

Hazard Statements

Highly flammable liquid and vapor.
May cause liver and kidney damage.

Precautionary Statements

Keep container tightly closed. Store in a cool, well-ventilated place that is locked.
Keep away from heat/sparks/open flames. No smoking.
Only use non-sparking tools.
Use explosion-proof electrical equipment.
Take precautionary measures against static discharge.
Ground and bond container and receiving equipment.
Do not breathe vapors.
Wear protective gloves.
Do not eat, drink or smoke when using this product.
Wash hands thoroughly after handling.
Dispose of in accordance with local, regional, national, international regulations as specified.
In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO₂) fire extinguisher to extinguish.

First Aid

If exposed: call Poison Center.
If on skin (or hair): Take off immediately any contaminated clothing. Flush skin with water.

Supplemental Information

Directions for Use: _____

Fill weight: _____ Lot Number: _____
Gross weight: _____ Fill Date: _____
Expiration Date: _____

2009 OSHA 309-100

The program supervisor will ensure that containers in the facility are labeled and that the labels are up-to-date.

TRAINING AND INFORMATION

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals. The additional training will be provided for employees whenever a new hazard is introduced into their work areas. The training will emphasize these elements:

A summary of the standard and this written program.

- A discussion of all operations in the employee's workplace where hazardous substances are present.
- The location and availability of the written Hazard Communication Program, which will include a list of hazardous substances.
- Methods and observations that may be used to detect the presence or release of hazardous substances in the work area.
- The physical and health hazards of substances in the work area, and the measures to take to protect employees from those hazards, emphasizing appropriate work practices, emergency

procedures and personal protective equipment to be used.

- An explanation of the labeling system used, GHS Pictograms, the Safety Data Sheet, and how employees can obtain and use the appropriate hazard information
- The procedures for conducting non-routine tasks involving hazardous materials.
- Employees shall also be informed of their right:
 1. To personally receive information regarding hazardous materials to which they may be exposed
 2. For their physician or collective bargaining agent to receive information regarding hazardous substances to which they may be exposed.
 3. Against discharge or other discrimination due to the employee's exercise of the rights afforded pursuant to the provisions of the Hazardous Substance Information and Training Act.

CONTRACTOR EMPLOYERS

The Coordinator will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work at the County Office facilities and will provide copies of Safety Data Sheets if necessary.

NON-ROUTINE TASKS AND WORK IN LABORATORIES

Periodically, employees may be required to perform hazardous non-routine tasks. Any employee contemplating a non-routine task involving possible chemical hazards (e.g., acid washing bricks, chlorine line repair) will contact their supervisor or manager prior to doing so. The supervisor will ensure that employees are informed of:

- 1) The specific hazards associated with the performance of these tasks
- 2) Protective measures that must be used
- 3) Measures the program has taken to lessen these hazards such as ventilation, personal protective equipment, or the presence of another employee.
- 4) Specific emergency procedures to be used in the event of an accident or injury.

All work in laboratories may involve potential hazards from chemicals used and stored. All work should be coordinated with the laboratory staff to identify and minimize potential hazards in the work area. No work should be conducted that requires entering the fume hood body or moving laboratory equipment or stored chemicals without the permission of the supervisor.

All laboratories within the County Office will follow OSHA's Occupation Exposure to Hazardous Chemicals in Laboratories standard 29 CFR 1910.1450, referred to as the Laboratory standard, which specifies the mandatory requirements of the Chemical Hygiene Plan to protect laboratory workers from harm due to hazardous chemicals.

APPENDIX A

**LIST OF HAZARDOUS MATERIALS COVERED BY THIS PLAN ARE LISTED IN THE
MSDS ONLINE ACCOUNT AT**

www.ccoe.net