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# Injury and Illness Prevention Program

June 2019

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San Bernardino Valley College  
701 South Mount Vernon Avenue  
San Bernardino, California 92410

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Crafton Hills College  
11711 Sand Canyon Road  
Yucaipa, California 92399

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# Policy Statement

In accordance with Board Policy 6800, and Administrative Procedure 6800, and Title 8 CCR Section 3203 Injury/Illness Prevention Program Regulation, The Board of Trustees mandates that the San Bernardino Community College District shall establish an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and state law. These procedures shall promote an active program to reduce and/or control safety and health risks.

The requirements for establishing, implementing and maintaining an effective written Injury and Illness Prevention Program are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203) and consist of the following elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Mishap and Near Miss Investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

This program outlines the proper policies, procedures, and responsibilities which apply to employees in their respective work environments. By identifying and correcting potential and/or existing hazards as they are discovered, the amount of workplace injuries or illnesses can be kept to a minimum. A complete copy of the IIPP will be kept in a common location available to all employees to review. IIPP training is mandatory for each employee upon hiring, and a record of training completion will be maintained in their file.

# Responsibilities

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## IIPP Administrator

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The College President is the IIPP Administrator, the Vice President of Administration is the designee, and both have the authority and responsibility for implementing and maintaining this IIPP for their respective campuses.

Assigned campus designees are as follows:

Vice President of Administrative Services/SBVC, Site Safety Officer  
San Bernardino Valley College  
Tel: (909) 384-8958

&

Vice President of Administrative Services/CHC, Site Safety Officer  
Crafton Hills College  
Tel: (909) 389-3210

Refer to **Appendix A** “Site-Specific Information- San Bernardino Valley College” for a communication flow chart and contact information. Refer to **Appendix B** “Site-Specific Information- Crafton Hills College” for a communication flow chart and contact information.

The District office and each campus shall maintain site safety committees to advise management on site-specific recommendations to maintain standards of safe practices and eliminate workplace injuries and illnesses by involving employees and managers in achieving a safe, healthful workplace.

The IIPP Administrators and designees may be assisted in their duties by the SBCCD Environmental Health and Safety Administrator. The EH&S Administrator can be reached at (909) 382-4009 during regular business hours

The duties of the IIPP Administrator include, but are not limited to the following:

- Overall implementation and maintenance of the IIPP;
- Evaluate resource needs for the effective implementation of the IIPP.
- Implement the IIPP, as needed. This includes conducting periodic inspections, initiating hazard abatement, conducting accident investigations, and ensuring that employees follow mandated safety and health procedures. This task may be delegated to the Supervisors as needed;
- Ensure that all SBCCD employees are trained in workplace safety and are familiar with the health and safety hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations, and SBCCD safety rules and policies;
- Suspend work activities that may jeopardize public and personnel health and safety;
- Direct changes in work practices in order to improve health and safety and audit field work facilities and field activities in order to evaluate the effectiveness and/or compliance with required IIPP safe work procedures.
- Remove individuals from operations or activities when their conduct jeopardizes their health and safety or that of others.
- Ensure that all SBCCD employees are trained in the proper use, maintenance and limitations regarding personal protective equipment (PPE);
- Provide any required PPE for employee use after a hazard assessment has been conducted;
- Complete all Occupational Injury and Illness forms;
- Develop methods for abating workplace hazards;
- Ensure that workplace hazards are abated in a timely and effective manner;
- Ensure all records required by the IIPP and Worker’s Compensation are maintained by Human Resources.

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## Managers

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All managers, supervisors and administrators are responsible for implementing and maintaining the IIPP in their work areas and for answering questions about the IIPP. Each department manager or supervisor is responsible for the safe operation of their department.

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## Employees

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Employees are expected to understand the policies and procedures specified in the IIPP and to clarify those areas where understanding is incomplete. All employees must be aware of safety procedures for their particular work area and the campus as a whole. All employees are expected to report accidents, injuries, or unsafe conditions

immediately to their supervisor and to provide feedback to management relating to omissions and necessary IIPP modifications or the Safety Committee.

Additionally, all SBCCD employees have the right to refuse to perform work where the employee feels unsafe or where specified safe working procedures are not adequate or understood. All employees have the right to refuse to perform any activity where safe work procedures outlined in the IIPP and/or other health and safety-related documents are not being followed.

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THIS IIPP IS AVAILABLE ON THE SBCCD ENVIRONMENTAL HEALTH AND SAFETY WEBSITE: <http://sbccd.org/ehs>

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## Compliance

All SBCCD employees, managers and supervisors, are responsible for complying with safe and healthful work practices. The following system is used to ensure that all workers, faculty, staff and students are aware of, and comply with these practices:

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- Informing workers of the provisions of our IIPP through formal training programs;
- Providing employees with a set of comprehensive safety policies and procedures;
- Providing guidance and advocacy for employees through the District/Campus Safety Committees. Reports of potential unsafe practices or working conditions can be made anonymously via the Safety Hazard reporting form on the SBCCD EH&S website. [http://www.sbccd.org/Human\\_Resources-Jobs/employee-labor-relations/safetyrisk/Forms/Hazard\\_Reporting](http://www.sbccd.org/Human_Resources-Jobs/employee-labor-relations/safetyrisk/Forms/Hazard_Reporting)
- Providing regular and on-going safety training specific to the site and task conditions that employees are working in.
- Performing regular inspections of all work spaces to ensure they are free of hazards.
- Recognition of outstanding safe practices by the faculty and staff in an effort to provide a safe campus environment.

Any SBCCD employee that does not comply with this IIPP may be subject to progressive disciplinary action, up to and including termination. Progressive discipline will follow those guidelines as presented in the California Education Code and applied by the San Bernardino Community College District.

## Communication

Campus safety at all SBCCD buildings and Campuses is a product of effective communication and safety practices. All managers and supervisors are responsible for sharing occupational safety and health information, policies and procedures. . .

Faculty and staff members are required to report occupational injuries or illnesses to their supervisor immediately. Injured workers must complete an employee statement of occupational injury or illness as soon as they are able. A separate workers' compensation claim form (DWC-1) may also be required. Questions pertaining to the SBCCD

Workers' Compensation program should be addressed to the SBCCD Human Resources Department, which can be reached at (909) 382-4040, during normal business hours.

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## Reporting a Hazard

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SBCCD employees are required to immediately report any unsafe condition or hazard that they discover in the workplace to their Supervisor without fear of reprisal.

Refer to **Appendix C "Reporting a Hazard"** for the hazard Reporting Flow Chart and Hazard Ranking Matrix. Refer to **Appendix E-1 "Common Safety Violations in Classrooms"** and **E-2 "Common Safety Violations in Offices"** to see common safety hazards in these environments.

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Safety concerns outside of assigned work area may be submitted at the following link: <http://sbccd.org/ehs>

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## Safety Committees

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SBCCD recognizes that Safety Committees are an excellent way of communicating safety and health information to our employees, and also can facilitate the creation of a dynamic safety culture. The Safety Committee ( is a collaboration of employees from the various departments, the academic/classified bargaining units and senates, at each campus (San Bernardino Valley College, and Crafton Hills College). There is also a Safety Committee which covers all District administrative sites (e.g. District Office).

The goal of the Safety Committee is to help the District eliminate workplace injuries and illnesses by involving employees in achieving a safe, healthful workplace and promoting awareness and participation in emergency response programs. Meetings will be held periodically, but not less than quarterly, and will be scheduled at the discretion of the IIPP Administrator and/or designee. Meeting minutes will be posted and accessible to all employees, and copies kept on file with the IIPP Administrator for a period of three (3) years.

During these meetings the following issues will be discussed:

- Review results of the periodic, scheduled worksite inspections.
  - Review investigations of occupational injuries and illnesses and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate.
  - Suggestions to management for the prevention of future incidents.
  - Review investigations of alleged hazardous conditions brought to the attention of any committee members.
  - When determined necessary by the committee, the committee may conduct its own inspections and investigations to assist in remedial solutions.
  - Employee safety suggestions.
  - Review of any recent corrective/abatement actions implemented.
  - Any other safety-related discussion deemed pertinent and appropriate.
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# Hazard Assessment

Managers and supervisors shall conduct periodic safety inspections of their facilities, equipment and projects to identify unsafe conditions and work practices, utilizing self-inspection guidelines found in the “**Safety Inspection Form**” found in **Appendix D**. General office areas should be inspected annually and laboratory/shop areas should be inspected on a semi-annual basis. Records of these inspections and actions taken to correct any identified unsafe conditions shall be maintained by the appropriate manager or supervisor and a copy sent to the Administrative Services office.

Additional inspection services are also provided by the San Bernardino Community College District’s EH&S department. Records of the findings from these inspections, and any corrective actions taken, will be reviewed by the District/Campus Safety Committee and retained by the Office of Administrative Services (Campus) and Environmental Health & Safety (District).

# Accident/Exposure Investigations

A complete investigation will include gathering data, statements and related information, making an objective evaluation of facts, and creating a plan of action to abate the hazard.

Injuries and illnesses must be investigated as soon as possible while facts are still clear and details can be remembered. Timely investigations also help make injury and illness reconstruction easier. Reporting injuries or illness needs to be done as soon as you have knowledge of it. This will ensure a timely reporting is done to applicable regulatory agencies and pertinent personnel. Investigation findings and recommendations will be communicated to pertinent personnel.

When injuries and illness occurs, the manager or supervisors shall interview the injured employee(s) and any witnesses to identify factors that could have been a contributing factor. The manager is required to inspect the accident scene to assess any safety concerns. Documentation of the interviews and inspections, as well as any conditions requiring corrective action, shall be submitted to the appropriate District/Campus representative for evaluation. Records of these inspections and the actions taken to correct any unsafe conditions shall be maintained by the appropriate manager or supervisor.

## INVESTIGATION GUIDELINES TO FOLLOW:

- ▲ Visit the scene as soon as possible (when it is safe to do) — while facts are fresh and before witnesses forget important details;
- ▲ If possible, interview the injured worker on the same day, and at the scene;
- ▲ All interviews should be conducted as privately as possible. Interview witnesses one at a time. Talk with anyone who has knowledge of the injury or illness even if they did not actually witness it;
- ▲ Document details graphically; use sketches, diagrams and photos as needed, and take measurements when appropriate.



- ▲ Focus on causes and hazards; develop an analysis of what happened, how it happened and how it could have been prevented. This will facilitate determination of what caused the incident itself, not just the injury.
- ▲ Every investigation should include an action plan to address how to prevent such injuries or illnesses in the future
- ▲ If a third party or defective product contributed to the injury, save any evidence. It could be critical to the recovery of claims costs.

Managers and supervisors will complete the supervisor statement of occupational injury or illness and the witness statement of employee injury forms and report observed violations that require correction to the appropriate department(s) and administrator(s). The manager or supervisor of the inspected unit is responsible for making and documenting the corrections to the listed violations.

#### SUPERVISORS ARE RESPONSIBLE FOR:

- ▲ Notifying Environmental Health and Safety
- ▲ Completing the supervisor's statement of occupational injury or illness immediately;
- ▲ Ensuring that any witnesses complete a statement of employee injury as soon after the incident as feasible;
- ▲ Forwarding these completed documents to the SBCCD Office of Human Resources/Environmental Health and Safety; and
- ▲ Correcting any safety hazards in a timely manner and document that response in writing.

Supervisor statements are utilized in Worker's Compensation claims and must be completed immediately following an injury. Copies of the completed forms and the supervisor's response to the hazardous condition should be retained by that manager or supervisor and forwarded to Human Resources.

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MASTER COPIES OF THESE DOCUMENTS CAN BE FOUND ON THE SBCCD WEBSITE AT:

[http://www.sbccd.org/District\\_Faculty\\_-a-,\\_Staff\\_Information-Forms/Human\\_Resources\\_Forms](http://www.sbccd.org/District_Faculty_-a-,_Staff_Information-Forms/Human_Resources_Forms), under Workers' Compensation forms.

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#### THE SBCCD DISTRICT OFFICE OF HUMAN RESOURCES IS RESPONSIBLE FOR:

- ▲ Recording and reporting to State Compensation Insurance within five (5) days every employee injury or illness unless disability resulting from such injury or illness does not last through the day or does not require medical service other than minor first aid treatment.
- ▲ Maintaining a master log and summary of employee occupational injuries.

## Hazard Correction

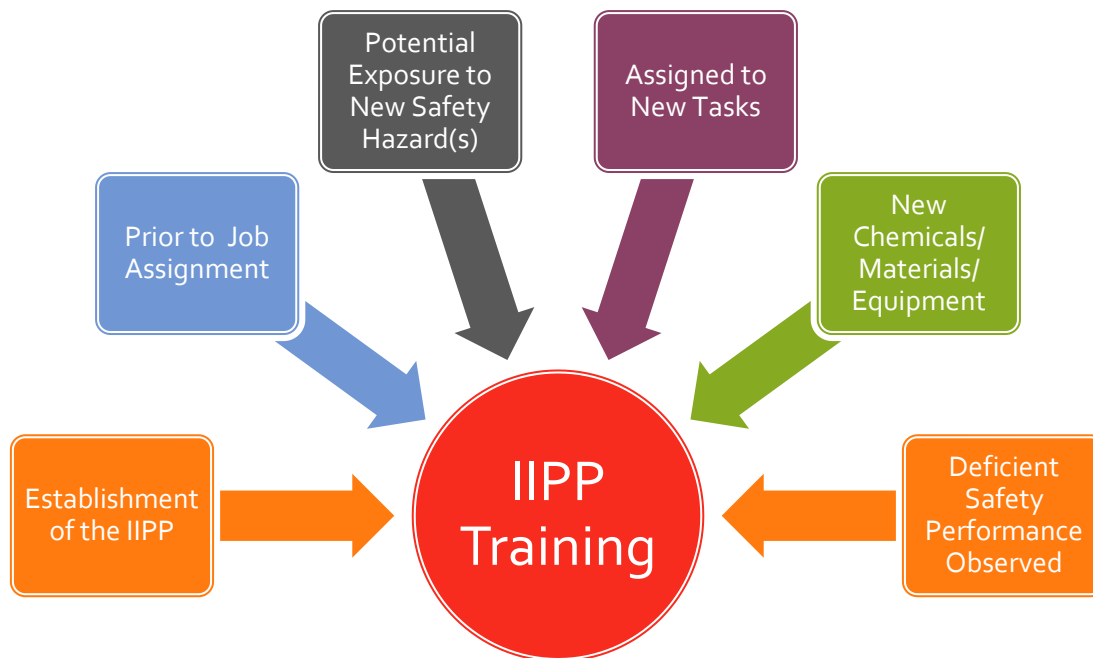
Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner. If the unsafe condition cannot be immediately abated, a suitable time frame for correcting the unsafe condition based on the severity of the hazard shall be established by the appropriate college administrator(s).

If a hazard presents an imminent danger to employees or building occupants and the hazard cannot be immediately corrected without endangering personnel and/or property, then all exposed personnel will be evacuated from the area. Employees remaining to correct the identified hazardous condition may do so only if they are properly trained.

## Training and Instruction

All workers, including managers and supervisors, shall have training on general, job-specific and health practices. Anyone receiving training mandated by this program will sign attendance sheets in order to receive credit for attending.

Employee training will be provided to employees, as indicated below:



Training programs will be based on the specific needs of the employee within the context of their work classification and work environment. All staff members will be provided with the following mandatory training:

- An orientation on the IIPP, Emergency Action Plan and Fire Prevention Plan.
- Means and methods for reporting hazardous conditions, unsafe work practices, and injuries.
- Emergency response procedures /and or first aid;

- When to request additional training or instruction;
- Identification of potential hazards in the workplace and those hazards that are specifically related to their job assignment.
- The means of minimizing or eliminating potential hazards, such as maintaining safe work conditions, safe work practices and the use of personal protective equipment.

A comprehensive list of available training programs is available from the appropriate campus representative or the SBCCD Human Resources office.

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**A TRAINING MATRIX THAT OUTLINES THE SAFETY TRAINING PROGRAMS APPROPRIATE TO DIFFERENT JOB CLASSIFICATIONS CAN BE FOUND AT THE FOLLOWING SBCCD WEB SITE:**

<http://sbccd.org/ehs>, under Safety Training.

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Safety training records shall be maintained for each employee for the duration of their employment. Copies of this documentation shall be maintained in the Human Resources office.

## Recordkeeping

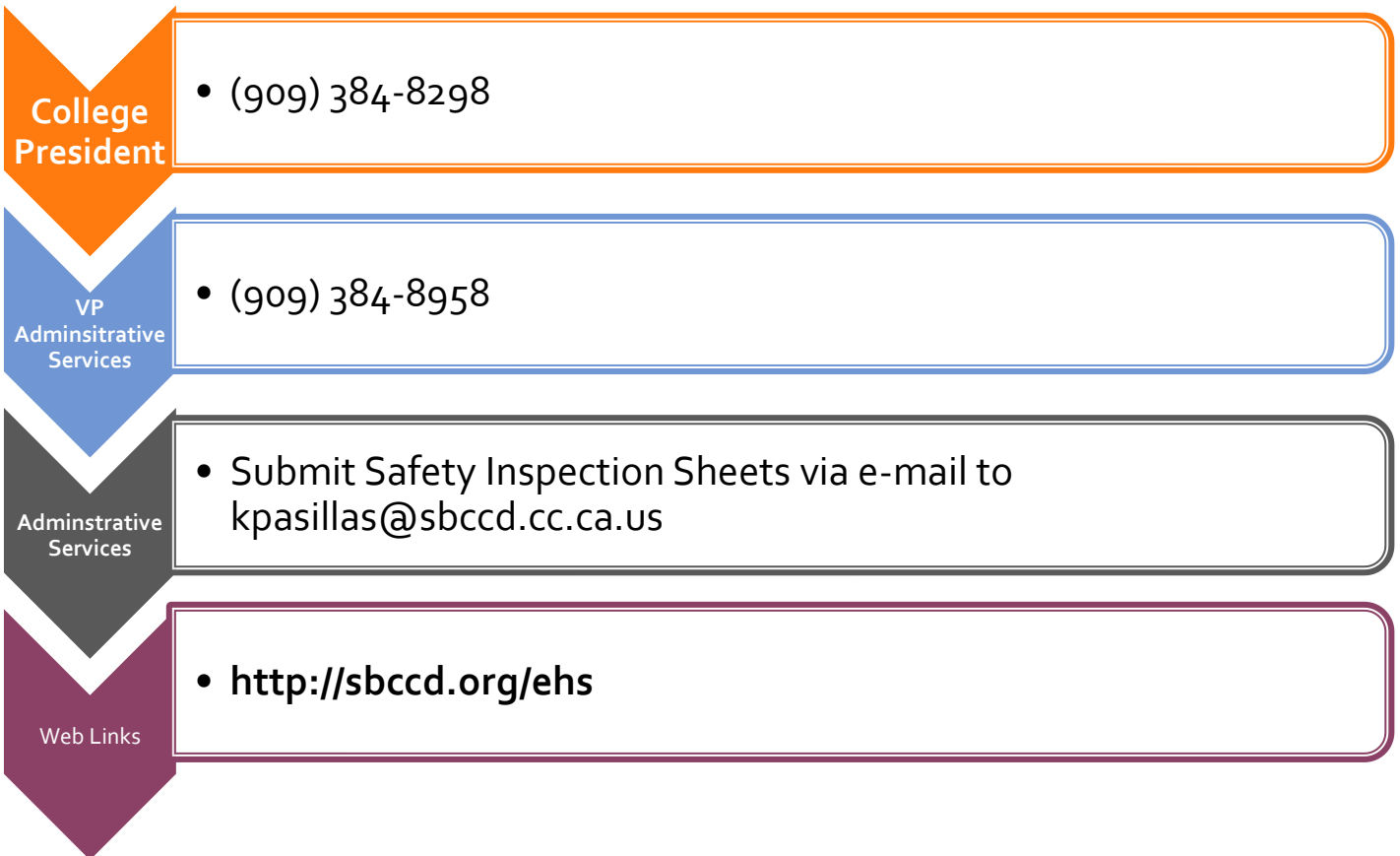
All non-personnel records and reports that are generated by this program shall be maintained by the appropriate manager/supervisor. Personnel workplace injury/illness records are to be kept and maintained by Human Resources. All records and reports that are generated by this program shall be maintained according to the requirements in T8CCR 3203(b).

- Records of occupational injuries and exposures will be kept on file for a minimum of three (3) years and will be made available for review by Cal / OSHA upon request. General safety records shall be kept a minimum of three (3) years. These include but are not limited to:
  - Notice of Safety Deficiencies and Audits
  - Report of Corrected Safety Deficiencies
  - Documentation of safety and health training
  - Scheduled and periodic safety inspections
  - Incident review records and interviews pertaining to injury incidents
  - Committee meeting records

# Employee Access to Records

The District recognizes employees, their designated representative and authorized representatives of the Chief of the Division of Occupational Safety and Health (Cal / OSHA), have a right of access to relevant exposure and medical records. Such access is necessary to yield both direct and indirect improvements in the detection, treatment and prevention of occupational disease. Whenever an employee or designated representative requests access to a record, the District shall assure that access is provided in a reasonable time, place and manner, as outlined in T8CCR3204.

## Appendix A: SBVC Site Specific Information



## Appendix B: CHC Site Specific Information

### College President

- (909) 389-3202

### VP Administrative Services

- (909) 389-3210

### Administrative Services

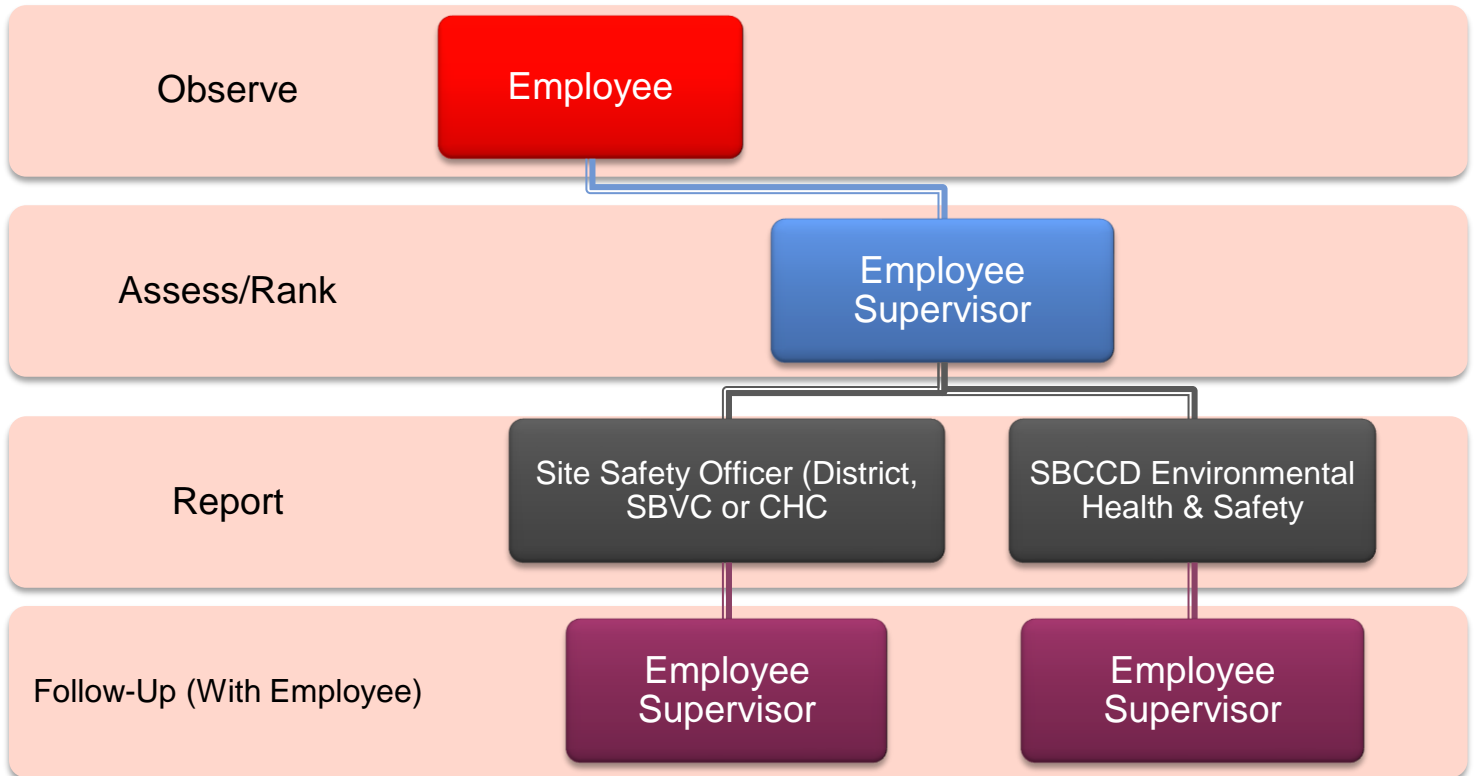
- Submit Safety Inspection Sheets via e-mail to [tgimple@sbccd.cc.ca.us](mailto:tgimple@sbccd.cc.ca.us)

### Web Links

- <http://sbccd.org/ehs>

## Appendix C: Reporting a Hazard

### Hazard Reporting Flow Chart



## **Hazard Ranking**

### **1- Minor/ Delayed**

- A hazard event, which could only cause minor injury or illness without lost time or other loss.

### **2- Moderate**

- A hazard event, which could cause moderate injury, illness and/or property damage resulting in lost time.

### **3- Severe/Immediate**

- A hazard event, which could cause fatal or serious injury, illness and/or damage, resulting in permanent or long term disability and/or significant loss.



## Hazard Reporting

Can be accessed electronically at: <http://sbccd.org/ehs>

What are you reporting?

- Safety Hazard
- Complaint

Date of Incident

Month:  Day:  Year:

Your Name  Phone Number  Unit, Department, Division

Site

Email Address  Confirm Email

Location of Hazard

Summary of Hazard

Has any action been taken?

Do you want to be contacted?

- Yes
- No

# Appendix D: Safety Inspection Form

DATE

BUILDING

MANAGER NAME - PRINT

MANAGER SIGNATURE

**Managers are responsible for inspections of their offices/rooms/labs/shops**

	Inspection (correction needed)	(Room #) & Comments
All Rooms	Slip, trip and fall hazards	
	Clutter -clean & orderly	
	Fire Hazards	
	Travel areas and panels impeded	
	Equipment operational and safe	
	Seismic Issues - Top heavy cabinets, strapping	
Labs ONLY	Biological handling/Containment/Labeled	
	Chemical handling & storage	
	Disposal EHS protocol	
	Spill training & procedures/spill kits	
	Eyewash and shower	
	Cleaning sterile microbiological procedures	
	Sharps waste container	
	Fume Hoods	
	Personal protective Equipment	
	Laboratory Equipment	
Shops ONLY	Biological handling/Containment/Labeled	
	Chemical handling & storage	
	Disposal Environmental Health & Safety protocol	
	Spill training & procedures/spill kits	
	Eyewash and shower	
	Personal protective Equipment	
	Equipment operational and safe	

# Appendix D: Safety Inspection Form

*Regulated by Cal/OSHA to implement and enforce our Injury & Illness Prevention Program (IIPP): Subject to fines*

## **Self-Inspection Requirements**

**\*Room number with or without comment indicates a correction is needed**

Office Areas and classrooms inspected and documented semi-annually

Labs and shop areas inspected and documented quarterly

<b>Class rooms:</b>	Annually	End of Month -	<b>November</b>	
<b>Labs and shops:</b>	Every <b>6</b> months	End of Month -	<b>November</b>	<b>April</b>

Maintenance and Operations inspects the facility including interior, exterior, building system infrastructure, outside areas and service closets

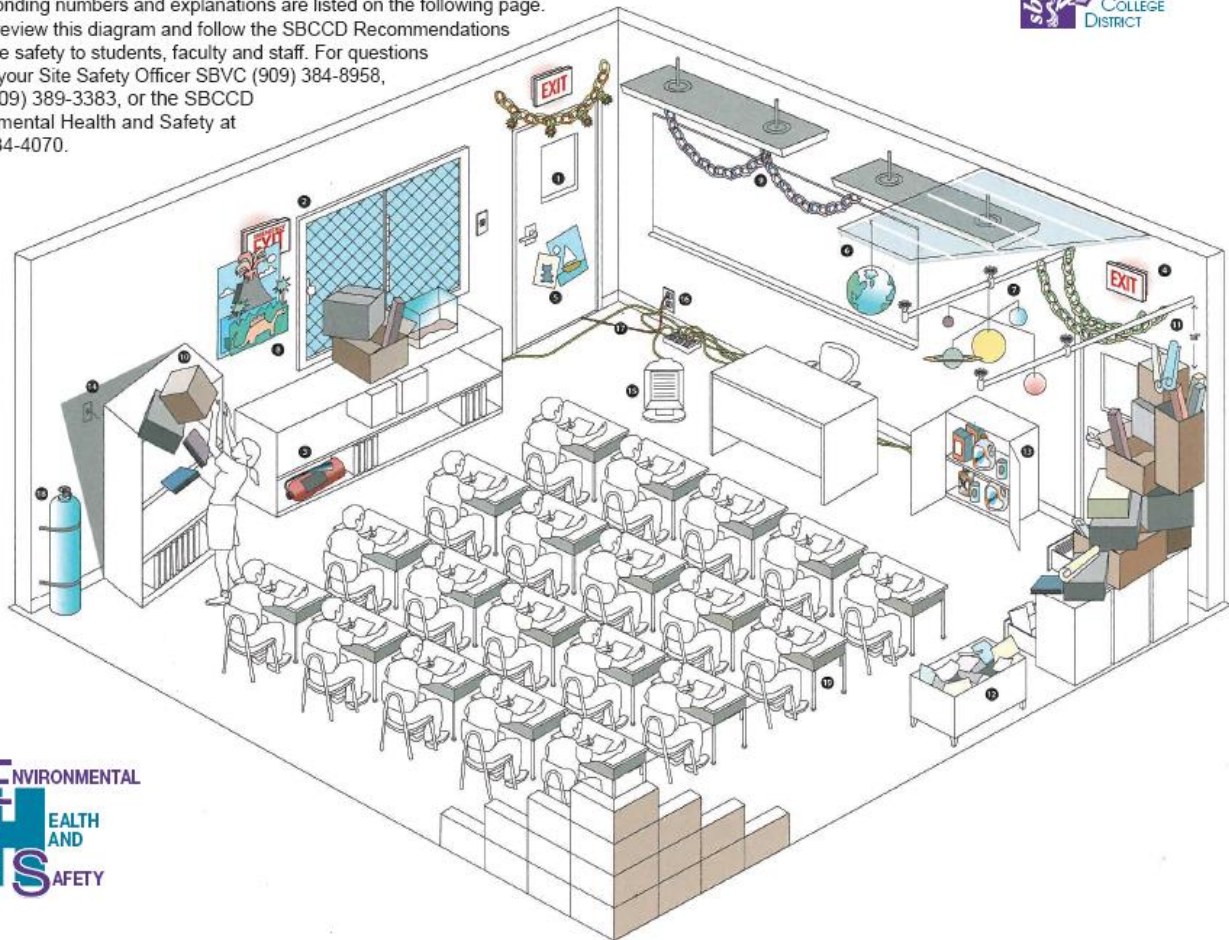
Managers inspects for the safe use of the facility including procedures, equipment and placement and storage of materials

***Submit Inspection Sheets to Administrative Services office (SVBC & CHC) and Safety & Risk Management office for District site locations.***

# Appendix E-1: Common Safety Violations- Classrooms

## Common Safety Violations in School Classrooms

The following are common safety violations found in the classroom whose corresponding numbers and explanations are listed on the following page. Please review this diagram and follow the SBCCD Recommendations to ensure safety to students, faculty and staff. For questions contact your Site Safety Officer SBVC (909) 384-8958, CHC (909) 389-3383, or the SBCCD Environmental Health and Safety at (909) 384-4070.



## Common Safety Violations in School Classrooms

- 1 Classroom exits shall remain clear and not blocked by any obstructions, such as cabinets that open into the exit path.
- 2 Classroom emergency exit windows shall not be blocked by items stored under or in front of the windows.
- 3 Classroom fire extinguishers shall be mounted in plain view and not blocked or hidden.
- 4 Exit signs for emergency window exits shall be visible at all times. Illuminated exit signs, when provided shall be illuminated at all times.
- 5 Classroom exit doors shall not have decorations on the door.
- 6 Decorations or classroom materials that are suspended from the ceilings or walls shall be treated to be flame retardant and never impede an exit.
- 7 Suspending or hanging decorative items from fire sprinkler pipes is prohibited.
- 8 Classroom wall decorations shall not extend out from the walls or cover exits signs.
- 9 Suspending decorative or instructional items from the signs hanging from the ceiling is not allowed.
- 10 Material stored on top of shelves or cabinets may not be closer than 18" to the ceiling. This material shall also be secured so that, during an earthquake, it will not fall. Unfastened or unrestrained materials shall be removed.
- 11 Materials stored on top of shelves or cabinets may not be closer than 18" to automatic sprinkler heads.
- 12 Excess paper and other supplies, shall be stored in an orderly manner in approved storage closets and not in open classrooms.
- 13 Hazardous materials, such as cleaning products and chemicals used for instruction, shall be stored in approved secure locations and always kept out of the reach of students. Science chemicals and hazardous materials must be kept and stored in accordance with the Chemical Hygiene Plan. Log onto [http://www.sbccd.org/District\\_Faculty\\_-\\_a\\_-\\_Staff\\_Information-Forms/Environmental\\_Health\\_and\\_Safety/Safety\\_Programs/Chemical\\_Hygiene\\_Program.aspx](http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/Environmental_Health_and_Safety/Safety_Programs/Chemical_Hygiene_Program.aspx) to access the Chemical Hygiene Plan for SBVC/CHC.
- 14 All bookcases and cabinets over 42" tall shall be secured to walls.
- 15 Approved portable heaters shall be positioned so that they are not close to combustibles.
- 16 Do not plug more than one extension cord and one power strip into a single electrical outlet. Extension cords shall be removed and stored at the end of the day. Extension cords shall not be used for permanent use. Extension cords and power strips may not be plugged in series.
- 17 Extension cords shall not be extended from one classroom to another or create a trip hazard.
- 18 All compressed gas cylinders shall be attached with restraints to prevent from overturning.
- 19 Do not exceed the classroom occupancy load by putting too many student or desks in the room. (20 square feet per student.)

**Most classrooms safety violations can be avoided by keeping classrooms clean, neat and well organized. Do not try and store more materials than your room was designed to safely handle. Do not obstruct the existing fire safety systems that are there to protect all occupants. Do not exceed the electrical capacity of the room with plug strips and extension cords. Always look for conditions that have the potential to hurt students, staff and faculty.**

*In addition to the illustrated classroom violations, fire/safety violations occur outside of the classroom. For violations outside of your control notify your Site Safety Officer SBVC (909) 384-8958, CHC (909) 389-3383, or SBCCD Environmental Health and Safety at (909) 384-4070.*

Do not store items in basements or under stairs unless the entire area has fire sprinklers.

When storing items in closets or workrooms, maintain in 3 foot (36") clearance around all water heaters, electrical panels, fire alarm panels, and portable fire extinguishers.

When parking vehicles on campus walkways or grounds, do not block main walkways or any fire lanes.

# Appendix E-2: Common Safety Violations- Offices

## Common Safety Violations in College Offices

The following are common safety violations found in office environments whose corresponding numbers and explanations are listed on the following page. Please review the diagram and follow SBCCD Recommendations to ensure safety of faculty and staff. For questions, contact your Site Safety Officer SBVC at (909) 384-8958, CHC (909) 389-3210, or the SBCCD Environmental Health & Safety Office at (909)-384-4070.



- 1 All compressed gas cylinders shall be attached with restraints to prevent from overturning.
- 2 All bookcases and cabinets over 42" tall shall be secured to walls.
- 3 Materials stored on top of shelves or cabinets may not be closer than 18" to automatic sprinkler heads.
- 4 Only use approved ladders or step stools to reach items at heights. Chairs are never to be used as a step stool.
- 5 Electrical appliances such as coffee pots should be kept in designated kitchen areas. Only approved appliances may be used in the office.
- 6 Fire extinguishers shall be mounted on walls and checked on a monthly basis.
- 7 Microwaves shall be kept in designated kitchen areas. Only approved appliances may be used in the office.
- 8 TV's, projectors and other wall mounted equipment shall be secured to prevent tipover during an earthquake.
- 9 Only approved chemicals and pesticides may be utilized in the office environment. All chemicals must be stored in approved cabinets.
- 10 Filing cabinet drawers need to be closed when not in use.
- 11 Office furniture shall be located against walls. Exit routes shall not be blocked by office furniture.
- 12 Water coolers shall be secured to the wall. All spills and leaks will be cleaned and reported immediately.
- 13 Power tools shall be properly stored and unplugged after use.
- 14 Exit routes shall be properly marked with Exit signage. Exit routes shall not be blocked.
- 15 Classroom exits shall remain clear and not blocked by any obstructions, such as cabinets that open into the exit path.
- 16 Approved portable heaters shall be positioned so that they are not close to combustibles.
- 17 Power cables shall be properly routed and secured to prevent trip hazard. Extension cords shall be removed and stored at the end of the day. Extension cords shall not be used for permanent use.
- 18 Do not plug more than one extension cord and one power strip into a single electrical outlet. Extension cords and power strips may not be plugged in series.
- 19 Computer equipment should be ergonomically adjusted to fit you and your workspace.

Most office safety violations can be avoided by keeping areas clean, neat and well organized. Do not try and store more materials than your office was designed to safely handle. Do not obstruct the existing fire safety systems that are there to protect all occupants. Do not exceed the electrical capacity of the room with plug strips and extension cords. Always look for conditions that have the potential to injure staff and faculty.

For violations outside of your control notify your Site Safety Officer SBVC (909) 384-8958, CHC (909) 389-3210, or SBCCD Environmental Health and Safety at (909) 384-4070.

Do not store items in basements or under stairs unless the entire area has fire sprinklers. When storing items in closets or workrooms, maintain in 3 foot (36") clearance around all water heaters, electrical panels, fire alarm panels, and portable fire extinguishers.

# Appendix F: Safe Work Practices

## CODE OF SAFE WORK PRACTICES- GENERAL

SBCCD is committed to the health and safety of all of its employees, subcontractors and subcontractor employees. Safety is a cooperative undertaking requiring participation by every employee. In our effort to make our project hazard free and provide the safest working conditions possible, we expect all site personnel to learn and practice the following basic safe work practices. In addition to the rules listed below, there may be additional site specific work rules on specific sites. Failure by any employee to comply with safety rules will be grounds for corrective discipline.

Supervisors shall insist that employees observe all applicable Company, State and Federal safety rules and practices and take action as is necessary to obtain compliance. To carry out this policy employees shall follow these safety rules and practices:

- A. **Report all unsafe conditions and equipment** to your supervisor.
- B. **Report all incidents, injuries and illnesses to your supervisor immediately.**
- C. **Alcoholic beverages and non-medicinal drugs are not permitted at the facility.** Employees suspected of being under the influence of alcohol or drugs shall not be allowed on the job while in that condition, and may be terminated.
- D. **Good housekeeping shall be practiced at all times.** Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers, and all spills shall be wiped up promptly. Stairways and aisles should be kept clear of items that can be tripped over, and all means of egress shall be kept unblocked, well-lighted and unlocked during work hours.
- E. **In the event of fire, sound alarm and evacuate.** Upon hearing fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location. Only trained workers may attempt to respond to a fire or other emergency.
- F. **Wear proper personal protective equipment (PPE) at all times.** PPE, appropriate to protect the employee from the hazards associated with the assigned task, will be worn at all times.

## CODES OF SAFE PRACTICES – ADMINISTRATORS

### General Campus Safety Rules

- A. **Be aware of where you are walking.** Trip and slip hazards – uneven exterior walkways, stacks of paper or boxes, for example, or recently polished and slick floors, or extension cords – are common in all areas of the campus.
- B. **Be aware of the location of the nearest fire extinguisher.** It shall come in handy. Read the instructions on the extinguisher now, before you need to use it.



- C. **Familiarize yourself with the emergency exit procedures.** An emergency plan must be posted near the exit of every room to notify all employees and students of how to exit the room, the evacuation route and where they are to assemble after.
- D. **Chairs are not step stools.** Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.
- E. **Electric extension cords are to be used only as a temporary source of power.** Extension cords should be unplugged, rolled up and stored immediately after use. This includes cords to classroom appliances and overhead projectors. Improper use of electricity is the second most common cause of fires in schools.
- F. **Flammable and combustible liquids shall not be stored in classrooms, offices or resource rooms.** These liquids are the third most common cause of school fires.
- G. **Be cautious with flammable materials.** They shall not be attached to windows and doors and no more than 50% of all the wall space shall be covered with flammable materials. Window coverings, drapes and curtains shall not be installed unless they meet the State Fire Marshal's fireproofing requirements. Keep decorations for holidays only.

#### Office Ergonomic Safety Rules

- A. **Be aware of Repetitive Motion Injuries (RMI).** Administrators don't spend the majority of time at their desks using the computer, as clerical personnel do, but you still need to be aware of RMI and should take the following steps to reduce the chance of such an injury. As an administrator it your responsibility to assure all staff follows safe practices and that includes yourself.
- B. **Complete a workstation ergonomic evaluation.** If available, utilize an in- house resource to complete the evaluation or complete a self-evaluation (checklist attached).
- C. **Make the necessary adjustments to your chair.** Most chairs will have at least two or three adjustment levers to use to change the height and tilts of the seat and backrest. Adjust the chair so you can achieve the most comfortable typing position.
- D. **Take the weight on your feet.** Ensure that your feet rest on the ground so that not all the weight is on your lower back. If your feet do not reach the ground, utilize a footrest.
- E. **Type with your wrist at a neutral position.** Adjust the height of chair and keyboard to ensure that, while typing, the shoulders are relaxed, there is a 90-degree angle at the elbow, and the wrist is in a flat position (i.e. no raising or lowering of the wrist from the forearm in order to reach the keys).
- F. **Avoid neck and eye strain.** Position the monitor directly in front of you at a distance with its top at eye level. Keep the monitor between 18" and 24" from the eye, and place it at a right angle to the window. If you are entering data from a document, prop the document up or, better still, place it at eye level with the use of a document holder.

- G. **Keep the mouse close.** Avoid having to reach either up or out to use the mouse. If possible it should be kept next to and at the same height as the keyboard. Hold the mouse gently and move it with the arm rather than the wrist.
- H. **Take your breaks.** Take micro-breaks from typing for 2-3 minutes every half-hour and stop typing for ten minutes after typing uninterrupted for 2 hours. If possible, get outside during breaks for some valuable fresh air and, during the day, regularly stretch the hands, arms and back.

### Office Equipment Safety Rules

- A. **Electric Powered Equipment can be a shock hazard.** Periodically, check the equipment for frayed cords and defective plugs. Never clean or service electric powered equipment with the power on; always disconnect the equipment from the power source. Don't use the equipment with wet hands or while on a damp floor.
- B. **Shut off electrical equipment.** Before leaving the classroom, be sure electrical equipment, like audiovisual equipment, is shut off and unplugged.
- C. **Be careful with paper cutters.** Cutters should only be used on a level, unobstructed and clear surface. The finger guard must be in place before using the cutter. The lever should be put down and in the locked position when it is not being used.
- D. **Photocopy machines could be harmful to the eyes.** These machines emit an extremely bright light. Always make sure the machine cover is down when operating it.
- E. **Close file cabinet and desk drawers when not in use.** File cabinets are unstable with the drawers open and a co-worker or student could walk into an open drawer.
- F. **Do not change a burnt out projection bulb when the projector is still hot.** Disconnect the projector and wait for it to cool before changing the bulb.

### Materials Storage Safety Rules

- A. **Store materials in an organized way.** Do not overload shelves and drawers. Do not store materials on top of cabinets. Materials shall not be stored within 36" of the ceiling.
- B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower.
- C. **Place cabinets and shelves away from room exits.** They could fall over and block the exit.
- D. **Keep aisles and passageways free of materials.** As well as being a trip and fall hazard, they could also impede a quick exit in an emergency.
- E. **Keep the storeroom neat.** Everything should have its place in the storeroom. Avoid placing old boxes and files in there on a permanent basis and keep clutter to a minimum.

### Lifting Rules

- A. It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.
- B. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- C. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- D. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.
- E. **Push, don't pull.** Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- F. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- G. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

## CODES OF SAFE PRACTICES – SECURITY OFFICERS

With the passage of SB 1626 in 1998, state law will soon require security guards in K- 12 school districts or California community college districts to complete a course of training developed by BSIS. The new law takes effect July 1, 2000, and effects guards working on school property for more than 20 hours per week. The new training requirement affects only guards employed pursuant to a contract between a K-12 school district or California community college district and a private patrol operator.

### Personal Security

- A. **Pay attention to your surroundings.** Stay in well-lighted areas and use the Buddy System (2 people walking or working together). Have your keys and flashlight ready and be aware of your surroundings as you go. Have a working cell phone nearby and alert others as to when they can expect you back at base.

- B. **Use good judgment.** Only approach unwanted visitors when you feel comfortable that you have communicated with your base and that you understand the nature of the risk of contact. Don't hesitate to call for additional campus security assistance.
- C. **Avoid physical confrontation if at all possible.** Physical intervention should be the last resort. Avoid physically intervening in school fights or arguments. Use your voice to command and control the combatants. You shall become the target and a victim. Request help via radio, cell phone or send a student to obtain additional adult assistance. Crowd dispersal is a key component to avoiding escalation.

### Threat Recognition

- A. Be aware of restraining orders against custodial and non-custodial adults. Preferably, request a picture to accompany the name.
- B. All threats must be treated seriously. Be aware of your standard protocol for assessing, investigating and documenting threats. Written statements should be obtained from threat makers, witnesses and the targets of threats. The actions taken by administrators to address each threat should also be documented. Report any aggressive notes or letters from students to the administration and security supervisors.
- C. Disgruntled current and former employees, suspended and expelled students, irate parents, job applicants, and other high-risk individuals are very likely to attend hearings, meetings, and visits. Be alert for these individuals and report them to the security office.
- D. Suspicious activity shall include suspicious vehicles on and around campus, suspicious persons in and around school buildings including those taking photographs or videotaping, suspicious packages around the building perimeter and/or in the school, and suspicious information seeking efforts by phone or by unknown "visitors".

### Security Management Procedures

All threats must be treated seriously and you should be familiar with your District protocol for assessing, investigating and documenting threats. Written statements should be obtained from threat makers, witnesses and the targets of threats. The actions taken by administrators to address each threat should also be documented.

Security administrators should develop and use questions similar to those above to evaluate each threat, rather than relying on checklists of profiling characteristics or personality traits. A review of the threat maker's past disciplinary and psychological record should be made as a part of the evaluation process. In addition to disciplinary action consistent with school policies, police also should be involved when appropriate.

School district administration offices typically house the offices of the superintendent, board members, personnel department, treasurer, special education staff, and student services hearing officers and staff. The ever-increasing political nature of school board meetings, and for that matter school politics in general, often draws a presence and attention to school administration offices and the individuals housed in these offices. It is not uncommon for highly charged meetings and emotional issues to result in escalated undesirable and threatening behavior.

### Security Supervisor Management Controls

A number of measures can be taken to reduce administration office safety threats. These include, but are not limited to:

1. Security personnel should know the threat assessment protocol that applies not only to dealing with threats made by and/or to students, but also to threats made to school administrators and office staff. (A number of cases have been documented where threats have been made to harm building administrators as well as district-level coordinators, supervisors, directors, and even superintendents.)
2. Include administration offices, both at the building and district levels, in school security assessments conducted for your district.
3. Develop crisis guidelines for school administration sites as would be done for actual school buildings
4. Train administrators and school office staff (including secretaries and receptionists) on appropriate security policies and procedures, threat assessment and management, office safety measures, and district crisis guidelines and proper security reporting procedures.
5. Incorporate crime prevention into school office layouts and central office designs, including in reception areas, secretarial offices, and inside administrative offices and meeting rooms
6. Evaluate methods for reducing and controlling access to district central offices and support facilities
7. Establish basic procedures for conducting potentially high-risk meetings and hearings
8. Assess physical security measures, including the use of security technology, for reducing administration office safety risks and for preparing to manage incidents of crime and violence in office settings
9. Evaluate the contents, in addition the layout, of administration offices, as well as communication methods that would be used in a threatening situation.

### **Reducing After-School and Weekend Risks**

Wide open doors and facilities, limited (if any) supervision, and leaving the school on “auto pilot” create security concerns. Security officials should explore ways to reduce risks and to prepare for managing those incidents that cannot be prevented. Some specific steps to consider might include:

1. Reduce the number of open doors that are accessible to outsiders once the normal school day has ended. (Of course, reduced access should also be a part of daytime school security procedures, too.)
2. Concentrate (as best possible) after-school and weekend activities in limited areas of the building. If at all possible, avoid having activities spread out all over the school. If you do have multiple activities taking place, evaluate security- staffing needs and try to identify ways to contain the activities to their designated areas. Gate-off sections of the building not being used for after-school activities in accordance with fire code standards and good common sense.

### **Response Protocols**

1. **Responding to threat of physical assault by fighting students**
  - A. Security will check to make sure radio equipment is in proper operating condition.
  - B. Security will communicate with other Security in order to assess response needs.
  - C. At least one Security Officer will provide assistance in case of threat of physical assault. Security will assess need to contact local police services and promptly notify base of his/her situation and recommendations.
  - D. In all cases involving student confrontation, Security will clear the classroom, playground or other areas of all non-participating students before addressing confrontation.
  - E. Security should attempt to identify non-aggressive student and remove him/her from area to diffuse situation.
  - F. In cases involving weapons, Security will immediately notify base. They in turn will notify police services.

- G. Security personnel will work together to control and contain situation by isolating student with weapon until assistance arrives.

## 2. Responding to threat by non-student

- A. All Security will be on constant alert for non-students entering campus grounds. While patrolling assigned areas, Security will make sure all outside doors are locked and are in good operating condition.
- B. Security will report situation to base and other Security Officers and will use his/her best judgment in recommending to base whether police services should be contacted.
- C. Security will take initiative in preventing non-students from entering school grounds by approaching non-students before they enter campus. If already on campus, Security will be courteous in asking non-student to leave and will escort non-student off campus. If necessary, Security will exercise reasonable force in escorting non-student off campus.
- D. Security will remain in continual contact with base and other Security officers regarding whereabouts of non-students, number of non-students, description, direction, and whether non-student is armed.
- E. For schools with closed campus at lunchtime, Security will maintain student control by restricting students to a central area such as a playground.

## 3. Patrols playground, school buildings, offices, hallways, cafeteria and restrooms.

- A. Prior to commencing patrol of assigned area, Security will check to make sure radio equipment is in proper operating condition.
- B. Security will keep assigned area clean and free of debris and foreign substances; and will report hazards to supervisor and custodial staff.
- C. In case of fire, earthquake, chemical spill or other emergency requiring evacuation, Security will promptly notify office (base), and supervise assigned area for safe evacuation of all staff and students.
- D. Security will keep exits open during school hours and conduct inspections to verify ability to easily exit.
- E. Security will inspect alarm system to determine that system is operable.

### Safety Tips/ When dealing with angry individuals:

- Apologize for inconvenience.
- Control your emotions.
- Empathize or sympathize with the individual.
- Ignore sarcasm/personal attacks.
- Never argue with the individual.
- Offer assistance.
- Never accuse the individual.
- Call for help when necessary.

### Safety Tips/Internal Violence

- Try to calm angry individual by talking
- Empathize/sympathize
- Ask if you can help
- Understand angry individual's position
- Focus on individual's behavior
- Call for help when necessary

**Safety Tips/External Violence**

- Don't open door to stranger after business hours
- Notify base if working late
- Don't let a caller know you are alone
- Report suspicious characters to police services
- Build a rapport with police services
- Use the "buddy system"

**Preparing for Workplace Violence Summary**

- Verbal threats are as serious as physical threats
- Don't ignore violent or angry outbursts
- Stress and conflict can cause a violent incident
- Protect yourself and be cautious
- Report acts of violence no matter how small
- Don't treat threats lightly
- Make sure your radio is fully charged
- Have 911 hotline procedures
- Don't freeze
- Watch for warning signs
- Know your location

**Conduct**

You are in the public eye. In your official duties, your actions reflect upon you, the school, and the school district. Be helpful and courteous at all times. Conduct yourself as a professional.

**I. Attitude**

Your attitude will largely determine your success in gaining the cooperation of the motoring public, your co-workers and supervisor, children and parents. Courtesy cannot be over emphasized. Be courteous and helpful even under adverse conditions. **DO NOT** assume an overbearing manner in your contacts with the general public or schoolchildren.

**II. Attention to Your Duties**

The lives of school children are in your hands. Attention to the duties and responsibilities of your position is required at all times.

**III. Personal Interest**

Show a personal interest in your work by learning and using the names of as many children and parents as possible. Using names shall help promote a positive attitude with the general public and will help when giving directions to schoolchildren.

**IV. Equipment**

Make sure your equipment is in good working condition and fully charged. Be familiar with its proper function and maintenance.

**V. Appearance**

Dress to suit weather conditions. Your appearance must be neat and clean at all times when on duty. A slovenly appearance results in a loss of public respect. Remember you are in the public eye.

**Personal Safety Rules**

1. **Focus your attention on students.** In order to avoid being injured your attention must be focused on the students you are supervising. Don't engage in a lengthy conversation with other employees or individual students. A stray ball could hit you. Be prompt and efficient when dealing with disciplinary matters. Don't let the problem student distract you too long from the majority of students.
2. **Position yourself for the widest, safest view.** You want to take a position in the area you are working that affords you the best view for supervising the greatest number of students. Don't let trees, walls, or other obstacles obstruct your view. Don't take a position with your back to students engaged in a playground activity, especially those involving throwing objects.
3. **Don't engage in play activities with students.** If you are engaged in playing with a group of students you could be injured by an activity of another group of student, and other students shall be without supervision.
4. **Be aware of safety hazards.** Play areas and equipment should be safety inspected, but there shall be slip, trip, or fall hazards in the area you are working. Watch your step. Report safety hazards to your supervisor immediately.
5. **Scan your area of responsibility.** Once you have positioned yourself appropriately, visually scan the area you are responsible for securing and supervising. This will help keep you alert.

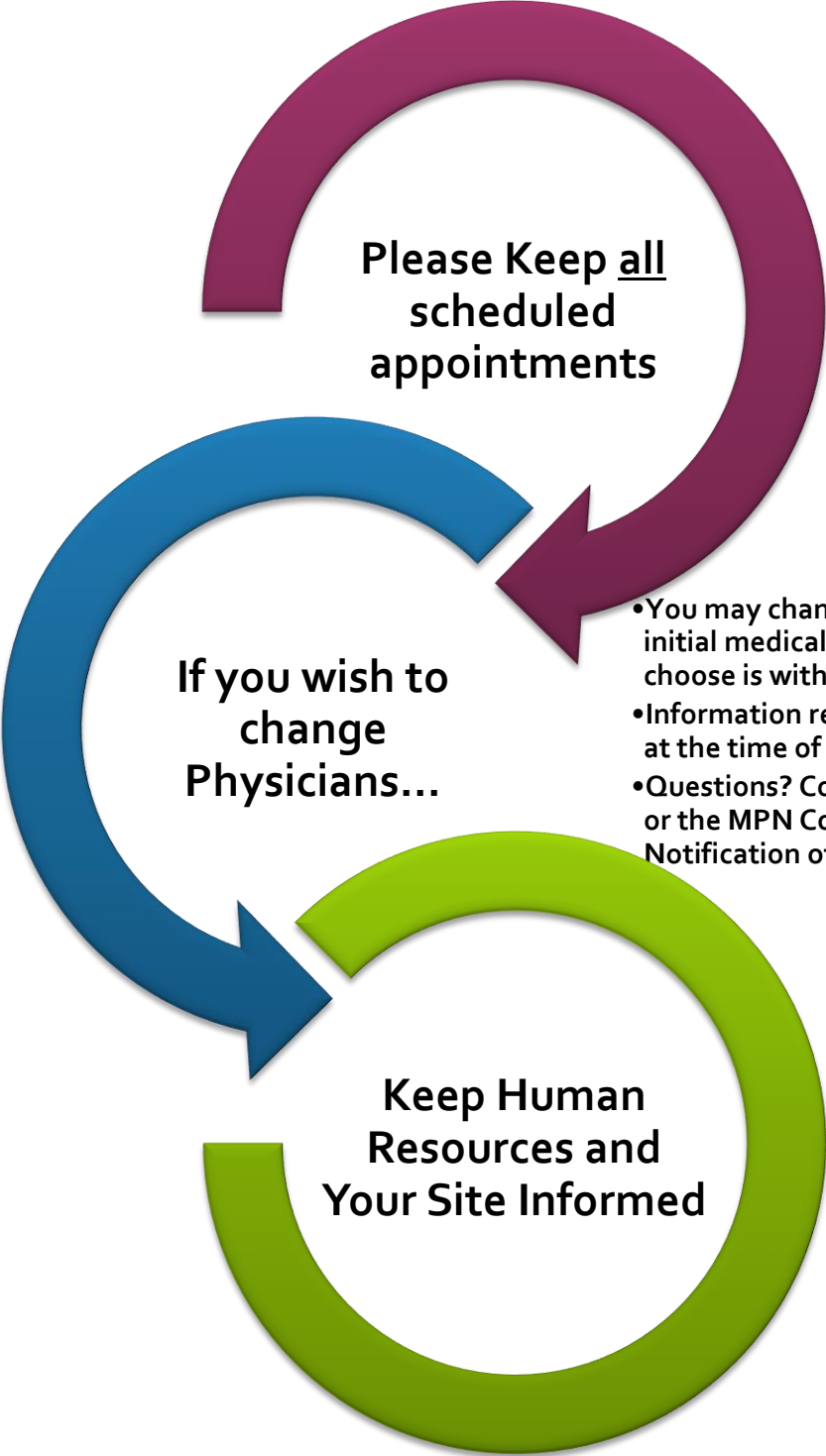
**Remember, keeping alert and aware of what is going on in the area you are supervising is not only your job, but will also help you avoid being injured.**

For additional information, contact the [National Association of School Resource Officers](#)



# Appendix G-1: Instructions for Injured Worker





**Please Keep all scheduled appointments**

- If you cannot keep an appointment, please call Keenan at 1-800-654-8347 Ext. 1107.
- Missed appointments may result in loss of benefits and your ability to participate in the return to work program.

**If you wish to change Physicians...**

- You may change physicians after receiving your initial medical attention, as long as the doctor you choose is within the medical provider network (MPN).
- Information regarding the MPN will be given to you at the time of your injury.
- Questions? Contact Keenan 1- 800-654-8347 X1107, or the MPN Coordinator listed on the Employee Notification of Rights Material

**Keep Human Resources and Your Site Informed**

- It is your responsibility to bring a copy of your work status to your Supervisor and to the Human Resources Office immediately following every doctor visit.
- If you are given work restrictions by your physician, they should clearly state what your limitations are, including any recommended change in your normal schedule.
- Be certain you understand these limitations and that they are clearly written on your status report.

## Appendix G-2: Return to Work Program

The District's Return to Work Program provides opportunities for injured employees to return to work with medical restrictions as outlined by the treating physician. An important part of recovering from an injury is returning to work. The temporary modified duties will be allowed for 60 days with a periodic review. The temporary modified duties will be re-evaluated at the end of those 60 days.

### TEMPORARY MODIFIED DUTIES AND/OR CHANGES IN YOUR WORK SCHEDULE REQUIRES THE APPROVAL PROCESS BELOW:

- ▲ Provide Human Resources with your treating physician's documentation specifying your limitations;
- ▲ HR will work with your Supervisor to evaluate the modified job duty assignments if applicable; and
- ▲ A meeting will be held with you to discuss your options.

### TEMPORARY MODIFIED DUTIES WILL BE TERMINATED AND THE EMPLOYEE PLACED OFF WORK IF ONE OF THE FOLLOWING OCCURS:

- ▲ The treating physician writes the Employee off work;
- ▲ The treating physician increases the medical restrictions that cannot be accommodated; or
- ▲ The employee does not follow all the medical directives of his/her treating physician.

#### Notes:

1. ***Employees on Workers' Compensation may not leave the state of California without prior approval from the District. (Ed. Code Section #87787, CSEA Bargaining Agreement Section 14.5.6, Under Industrial Accident and Illness Leave).***
2. ***"Workers' Compensation Fraud is a Felony"-Anyone who knowingly files or assists in the filing of a false Workers' Compensation Claim may be fined up to \$50,000 and sent to Prison for up to Five years (Insurance Code Section 1871.4).***

**IF YOU HAVE ANY QUESTIONS, CONTACT HUMAN RESOURCES AT 909-382-4040**

# Appendix H: Employee Statement of Injury or Illness

## EMPLOYEE PERSONAL INFORMATION

EMPLOYEE NAME: \_\_\_\_\_ EMPLOYMENT SITE: \_\_\_\_\_  
 HOME ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
 \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

PLEASE CHECK ALL THAT APPLY:

FULL TIME       CLASSIFIED       CONFIDENTIAL       SUBSTITUTE       STUDENT  
 PART TIME       ACADEMIC       MANAGER/SUPERVISOR       SHORT TERM

**PLEASE ANSWER ALL THE QUESTIONS BELOW AND SUBMIT TO YOUR SUPERVISOR.**

1. DATE OF INJURY/ILLNESS: \_\_\_\_\_
2. TIME YOU BEGAN WORK: \_\_\_\_\_  AM  PM      TIME OF INJURY: \_\_\_\_\_  AM  PM
3. ADDRESS WHERE INJURY/ILLNESS OCCURRED: \_\_\_\_\_  
 \_\_\_\_\_
4. DEPARTMENT/SITE WHERE EVENT OCCURRED: \_\_\_\_\_  
 \_\_\_\_\_
5. PLEASE STATE SPECIFIC PART OF BODY AFFECTED AND TYPE OF INJURY: \_\_\_\_\_  
 \_\_\_\_\_
6. PLEASE STATE EQUIPMENT, MATERIALS AND/OR CHEMICALS BEING USED WHEN INJURY OCCURRED  
 \_\_\_\_\_  
 \_\_\_\_\_
7. EXPLAIN THE CIRCUMSTANCES AND/OR ACTIVITY RELATED SPECIFICALLY TO THE INJURY/ILLNESS.  
 DESCRIBE THE SEQUENCE OF EVENTS THAT LED TO THE INCIDENT THAT DIRECTLY  
 AFFECTED THE INJURY/ILLNESS (USE BACK OF FORM IF NECESSARY.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. WAS ANYONE ELSE INJURED?  NO  YES: (IDENTIFY) \_\_\_\_\_
9. WHO DID YOU NOTIFY REGARDING THIS ACCIDENT/ILLNESS: \_\_\_\_\_
10. PLEASE NAME ANY WITNESSES: \_\_\_\_\_
11. COMMENTS: \_\_\_\_\_  
 EMPLOYEE SIGNATURE \_\_\_\_\_

# Appendix I: Covered Employee Notification of Rights Materials

## PRIME Advantage Medical Network – Medical Provider Network ("MPN")

This pamphlet contains important information about your medical care in case of a work-related injury or illness

### YOU ARE IMPORTANT TO US

A safe working environment is our number one priority. However, should you become injured or ill, as a result of your job, we want to ensure you receive prompt quality medical treatment. Our goal is to assist you in making a full recovery and returning to your job as soon as possible. In compliance with California law, we provide workers' compensation benefits, which include the payment of all appropriate medical treatment for work-related injuries or illnesses. If you have any questions regarding the MPN, please contact **Keenan's MPN Coordinator at 1-800-654-8102**.

### PRIME ADVANTAGE MEDICAL NETWORK - "MPN"

San Bernardino Community College District provides workers' compensation coverage for you in the event you sustain a work-related injury. **PRIME Advantage Medical Network** accesses medical treatment through Prudent Buyer HCO, which utilizes Blue Cross of California's PPO ("Blue Cross") network. Blue Cross has contracted with doctors, hospitals and other providers to respond to the special requirements of on-the-job injuries or illnesses.

Prudent Buyer is a State of California certified Health Care Organization ("Prudent Buyer HCO"), which means that it has met all MPN access and network requirements.

### ACCESS TO CARE

If you should experience a work-related injury or illness, you should:

#### Notify your employer:

Immediately notify your supervisor or employer representative so you can secure medical care. Employers are required to authorize medical treatment within one working day of your filing of a completed claim form (DWC-1). To ensure your rights to benefits, report every injury and request a claim form.

#### Initial or Urgent Care:

direct you to an MPN provider upon initial report of injury. Access to medical care should be immediate but in no event longer than 3 business days.

#### For Emergency Care:

- In the case of emergency\* go to the nearest healthcare provider. Once your condition is stable, contact your employer, San Bernardino Community College District, Blue Cross at (866) 700-2168, or **Keenan's MPN Coordinator at (800) 654-8102** for assistance in locating a MPN provider for continued care.

*\*Emergency care is defined as a need for those health care services provided to evaluate and treat medical conditions of a recent onset and severity that would lead a lay person, possessing an average knowledge of medicine, to believe that urgent care is required.*

#### Subsequent Care:

- All non-medical emergencies, which require ongoing treatment, in-depth medical testing or a rehabilitation program, must be authorized by your claims examiner and based upon medically evidenced based treatment guidelines (American College Of Environmental Medicine "ACOEM" or California Labor Code §5307.27). Access to subsequent care, including specialist services, shall be available within no more than twenty (20) business days.
- If you relocate or move outside of California or outside of the **PRIME Advantage Medical Network** geographic service area and require continued care for your work related injury or illness, you may select a new physician to provide ongoing care or you may contact

your claims examiner for assistance with locating a new primary care physician. If your relocation or move is temporary upon your return to California should you require ongoing medical care, immediately contact your claims examiner or your employer so arrangements can be made to return you to your prior MPN provider or, if necessary, for assistance in locating a new MPN provider for continued care.

**If you are temporarily working outside of California and are injured:**

- If you are working outside of California and experience work related injury or illness, notify your employer. For initial, urgent or emergency care, or follow up care, go to the nearest healthcare provider for medical treatment.
- If you need assistance locating a physician or should the physician you select need authorization to provide care to you, call **Keenan’s MPN Coordinator at (800) 654-8102** and we will assist you. Upon your return to California, should you require ongoing medical care, immediately contact your claims examiner or your employer for referral to an MPN provider for continued care.

**HOW TO CHOOSE A PHYSICIAN WITHIN THE MPN**

The MPN has providers for the entire state of California. The MPN must give you a regional list of providers that includes at least 3 physicians in each specialty commonly used to treat work related injuries or illnesses in your industry. The MPN must provide access to primary physicians within 15 miles and specialists within 30 miles. To locate a participating provider or obtain a regional listing:

**Provider Directories:**

- On-line Directories – if you have internet access, you may obtain a regional directory or locate a participating provider near you by visiting [www.keenan.com](http://www.keenan.com) and clicking on ‘Keenan Solutions -Products and Services’ then the ‘Workers’ Compensation’ option and then the ‘PRIME Advantage MPN for School Clients’ option or [www.bclhwcmcs.com](http://www.bclhwcmcs.com), and clicking on the ‘Provider Finder’ tab.
- If you do not have internet access, you may request assistance locating an MPN provider or obtaining an

appointment by calling **Keenan’s MPN Coordinator at (800) 654-8102** or Blue Cross at (866) 700-2168.

- Promptly contact your claims examiner to notify us of any appointment you schedule with an MPN provider.
- Choosing a Physician (for all initial and subsequent care):**
- Your employer will direct you to an MPN provider upon initial report of injury. You have the right to be treated by a physician of your choice within the MPN *after your initial visit.*
  - If you wish to change your MPN physician after your initial visit, you may do so by:
    - Accessing the on-line provider directories (see above)
    - Contacting your claims examiner or **Keenan’s MPN Coordinator at (800) 654-8102**
    - Contacting Blue Cross at (866) 700-2168 to locate an MPN provider
  - If you select a new physician, immediately contact your claims examiner and provide him or her with the name, address and phone number of the physician you have selected. You should also provide the date and time of your initial evaluation.
  - If it is medically necessary for your treatment to be referred to a specialist, your MPN physician will make the appropriate referral within the network.
  - If a type of specialist is recommended by your MPN physician, but is not available to you within the network, your claims examiner will work with you and your MPN physician to locate a specialist outside of the network, schedule an appointment and notify you of the date and time, or you may select the appropriate specialist and notify us of your selection. Your MPN physician, who is your primary care physician, will continue to direct all of your medical treatment needs.

## SECOND AND THIRD OPINIONS

### Second Opinion:

- If you disagree with either the diagnosis or the treatment prescribed by your MPN physician, you may obtain a second opinion within the MPN. During this process you are required to continue your treatment with an MPN physician of your choice. In order to obtain a second opinion you have some responsibilities:
  - Inform your claims examiner of your dispute regarding your treating physician's opinion either orally or in writing.
  - You are to select a physician or specialist from a regional list of available MPN providers, which will be provided to you by your claims examiner upon notification of your request for a second opinion.
  - You are to make an appointment within 60 days.
  - You are to inform your claims examiner of the appointment date and time.

### Third Opinion:

- If you disagree with either the diagnosis or the treatment prescribed by your MPN physician, you may obtain a third opinion within the MPN. During this process you are required to continue your treatment with an MPN physician of your choice. In order to obtain a third opinion you have some responsibilities:
  - Inform your claims examiner of your dispute regarding your treating physician's opinion either orally or in writing.
  - You are to select a physician or specialist from the list of available MPN providers previously provided or you may request a new regional area list.
  - You are to make an appointment within 60 days.
  - You are to inform your claims examiner of the appointment date and time.
  - You may waive your right to a third opinion if you do not make an appointment within 60 days from receipt of the list.
  - You have the right to request a copy of the medical records sent to the third opinion physician

- At the time of selection of the physician for a third opinion, your claims examiner will notify you about the Independent Medical Review process and provide you with an application for the Independent Medical Review process (see below).

## INDEPENDENT MEDICAL REVIEW (IMR)

If you disagree with the diagnosis service, diagnosis or treatment provided by the third opinion physician, you may request an Independent Medical Review (IMR). An IMR is performed by a physician identified for you by the Administrative Director (AD) with the Division of Workers' Compensation Medical Unit of the State of California. To request an IMR you will be required to complete and file a Medical Review Application with the AD. The AD will select an IMR who has the appropriate specialty necessary to evaluate your dispute. The AD will send you written notification of the name, address and phone number of the IMR.

You may choose to be seen by the IMR in person or you may request that the IMR only review your medical records. Whichever you choose, you will be required to contact the IMR for an appointment. Your IMR should see you within 30 days from your request for an appointment. The IMR will send his/her report to the AD for review and a determination will be made regarding the dispute.

You may waive your right to the IMR process if you do not schedule an appointment within 60 calendar days from receiving the name of the IMR from the AD.

## CONTINUITY OF CARE POLICY

San Bernardino Community College District will, at the request of a covered injured employee, provide for the completion of treatment by a *terminated MPN physician* or provider in accordance with Labor Code §5307.27 and the adopted medical treatment guidelines.

The completion of treatment will be provided by a terminated provider to a covered injured employee who, at the time of the contract's termination, was receiving services from that provider for one of the conditions described below, unless the provider was terminated or non-renewed for reasons related to disciplinary cause or reason, as defined in paragraph (6) of subdivision (a) of *Section 805 of the Business and Professions Code*, or fraud or other criminal activity.

- (A) **An acute condition.** An acute condition is a medical condition that involves a sudden onset of symptoms due to

an illness, injury, or other medical problem that requires prompt medical attention and that has a limited duration. Completion of treatment shall be provided for the duration of less than ninety (90) days.

(B) **A serious chronic condition.** A serious chronic condition is a medical condition due to a disease, illness, or other medical problem or medical disorder that is serious in nature and that persists without full cure or worsens over a period of at least (90) days or requires ongoing treatment to maintain remission or prevent deterioration. Completion of treatment shall be provided for a period of time necessary to complete a course of treatment and to arrange for a safe transfer to another provider, as determined by the insurer or employer in consultation with the injured employee and the terminated provider and consistent with good professional practice. Completion of treatment under this paragraph shall not exceed 12 months from the contract termination date.

(C) **A terminal illness.** A terminal illness is an incurable or irreversible condition that has a high probability of causing death within one year or less. Completion of treatment shall be provided for the duration of a terminal illness.

**Performance of a surgery or other procedure** that is authorized by the insurer or employer as part of a documented course of treatment and has been recommended and documented by the provider to occur within 180 days of the contract's termination date.

San Bernardino Community College District may make a determination whether an injured covered employee's treatment should be transferred to a physician or provider within the MPN if the above conditions are not met.

Whether or not the injured covered employee is required to select a new physician or provider in the MPN, San Bernardino Community College District will notify the covered injured employee in writing in both English and Spanish and use lay terms to the maximum extent possible of the determination providing a copy of the determination to the injured covered employee's primary treating physician, and to the employee's residence.

If the terminated provider *agrees to continue treating* the injured covered employee in accordance with (A) through (D) of this policy, and if the injured covered employee *disputes* the medical determination made by San Bernardino Community College District, the injured covered employee shall request a report from his/her primary treating physician that addresses whether he/she falls within any of the conditions set forth in (A) through (D).

If the treating physician **does not agree** with the determination made by San Bernardino Community College District that the

injured covered employee's medical condition does not meet the conditions set forth in (A) through (D), the injured covered employee shall continue to treat with the terminated provider until the dispute is resolved.

If the treating physician *agrees* with the determination made by San Bernardino Community College District that the injured covered employee's medical condition does not meet the conditions set forth in (A) through (D), the transfer of care shall go forward during the dispute resolution process.

If the treating physician *fails* to provide a report the covered injured employee within 20 calendar days of the request from the covered injured employee, the determination made by San Bernardino Community College District shall apply.

Disputes regarding the medical determination made by the treating physician concerning the continuity of care policy shall be resolved pursuant to Labor Code §4062. A copy of this policy is available upon request.

## TRANSFER OF CARE POLICY

For injured covered employees who are being treated outside of the MPN for an occupational injury or illness that occurred prior to the effective date of MPN, San Bernardino Community College District will provide for the completion of treatment as noted below.

(A) If the injured covered employee is being treated by a physician or provider prior to the implementation of the MPN and the injured covered employee's physician or provider **becomes** a contracted provider within the MPN, the injured covered employee and their physician shall be notified that his/her treatment is being provided under the provisions of the MPN.

(B) Injured covered employees who are being treated by a physician or provider outside of the MPN for an occupational injury or illness that occurred prior to the effective date of the MPN, including injured covered employees who pre-designated a physician and do not fall within Labor Code §4600(d), will continue to be treated outside the MPN for the following conditions:

I. **An acute condition.** Is a medical condition that involves a sudden onset of symptoms due to an illness, injury, or other medical problem that requires prompt medical attention and that has a duration of less than ninety (90) days.



Completion of treatment shall be provided for the duration of the acute condition.

II. **A serious chronic condition.** A serious chronic condition is a medical condition due to a disease, illness, catastrophic injury, or other medical problem or medical disorder that is serious in nature and that persists without full cure or worsens over ninety (90) days and requires ongoing treatment to maintain remission or prevent deterioration. Completion of treatment will be provided for a period of time, necessary, up to one year from the covered employee's receipt of notification:

(A) to complete a course of treatment approved by San Bernardino Community College District and

(B) to arrange for transfer to another provider within the MPN, as determined by San Bernardino Community College District. The one-year period for completion of treatment starts from the date of the injured employee's receipt of the notification, as required by subdivision (f), of the determination that an injured covered employee has a serious chronic condition as defined,

III. **A terminal illness.** A terminal illness is an incurable or irreversible condition that has a high probability of causing death within one year or less. Completion of treatment shall be provided for the duration of a terminal illness.

IV. **Performance of a surgery or other procedure** that is authorized by San Bernardino Community College District as part of a documented course of treatment and has been recommended and documented by the provider to occur within 180 days from the MPN coverage effective date.

San Bernardino Community College District may make a determination whether an injured covered employee's treatment should be transferred to a physician within the MPN if the above conditions are not met. All transfer of care determinations will be in writing in both English and Spanish and use lay terms to the maximum extent possible, and will be sent to the injured covered employee's residence and a copy of the letter shall be sent to the injured covered employee's primary treating physician. If the injured covered employee disputes a transfer determination made by San Bernardino Community College District, he/she must request a report from the their primary treating physician that addresses whether the injured covered employee falls within any of the conditions set forth in (I) through (IV).

1) If the treating physician **agrees** with the determination made by San Bernardino Community College District that the injured covered employee's medical condition does not meet the conditions set forth in (I) through (IV), the transfer of care shall go forward during the dispute resolution process.

- 2) If the treating physician **does not agree** with the determination made by San Bernardino Community College District that the injured covered employee's medical condition does not meet the conditions set forth in (I) through (IV), the transfer of care shall not go forward until the dispute is resolved.
- 3) If the treating physician fails to provide a report to the covered injured employee within 20 calendar days of the request from the covered injured employee, the determination made by San Bernardino Community College District shall apply.

Until the injured covered employee is transferred into the MPN, the employee's physician may make referrals to providers within or outside the MPN. Disputes regarding the medical determination made by the treating physician concerning the transfer of care shall be resolved pursuant to Labor Code §4062. A copy of this policy is available upon request.

## KEENAN & ASSOCIATES ADJUSTING LOCATIONS

**Torrance:** 800-654-8102

**Eureka:** 707-268-1616

**Rancho Cordova:** 800-343-0694

**Redwood City:** 650-306-0616

**Riverside:** 800-654-8347

**San Jose:** 800-334-6554

## MEDICAL DIRECTORY USER ID AND PASSWORD INFORMATION

When locating participating providers on-line, through the Internet, a user id and password is required to ensure that you are provided correct information.

User ID: special

Password: access

# Appendix J: Authorization for Medical Treatment



HUMAN RESOURCES  
114 S. Del Rosa Drive  
San Bernardino, CA 92408  
www.sbccd.edu

**AUTHORIZATION FOR MEDICAL TREATMENT**  
**WORK-RELATED EMPLOYEE INJURY**

**EMPLOYEE PERSONAL INFORMATION**

EMPLOYEE NAME: \_\_\_\_\_ EMPLOYMENT SITE: \_\_\_\_\_  
 DATE OF INJURY: \_\_\_\_\_ TIME OF INJURY: \_\_\_\_\_  AM  PM  
 TYPE OF INJURY: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

**IMPORTANT - CHOOSE ONE OPTION LISTED BELOW:**

- I ACCEPT** MEDICAL TREATMENT AT A CLINIC DESIGNATED BY THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT AS LISTED BELOW. PLEASE SELECT ONE OF THE CLINICS BELOW BY CHECKING THE APPROPRIATE BOX
- I DECLINE** MEDICAL TREATMENT AT THIS TIME. ADDITIONALLY, I UNDERSTAND THAT IF I SHOULD NEED MEDICAL TREATMENT AT A LATER DATE I WILL NOTIFY MY SUPERVISOR AND HUMAN RESOURCES.
- I CHOOSE TO BE TREATED BY THE **PRE-DESIGNATED PHYSICIAN**. I UNDERSTAND THAT THIS PHYSICIAN SIGNED DESIGNATION MUST BE ON FILE WITH HUMAN RESOURCES **PRIOR** TO THE DATE OF THIS INJURY AND THAT PHYSICIAN I HAVE CHOSEN HAS PREVIOUSLY TREATED ME, HAS MY MEDICAL RECORDS, AND HAS AGREED TO TREAT ME IN THE EVENT OF A WORK-RELATED INCIDENT..

*NOTE: USE OF AN UNAUTHORIZED MEDICAL FACILITY MAY RESULT IN NON-PAYMENT OF THE BILL.*

✓	NAME	ADDRESS (MAP ON BACK SIDE)	PHONE	HOURS
<input type="checkbox"/>	COMP – CENTRAL OCCUPATIONAL MEDICINE PROVIDERS	295 F. CAROLINE ST., STE. D1 SAN BERNARDINO, CA 92408 **OTHER LOCATIONS AVAILABLE**	909-723-1161	9:00 AM TO 6 PM MON-FRI ON-CALL SAT-SUN
<input type="checkbox"/>	REDLANDS INDUSTRIAL MEDICINE CLINIC	255 TERRACINA BLVD, SUITE 101-A REDLANDS, CA 92373	909-748-6569	9:00 AM TO 6:45 PM MON-FRI 10:00 AM TO 4:45 PM SAT
<input type="checkbox"/>	HEALTHPOINTE	290 N. 10 <sup>TH</sup> ST., #100 COLTON, CA 92324	909-264-2500	24 HOURS / 7 DAYS A WEEK

**I HAVE BEEN GIVEN THE FOLLOWING FORMS:**

1. State Claim Form DWC – 1
2. Employee Statement
3. Instructions for Injured Workers
4. Covered Employee Notification of Rights Materials (MPN)

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 AUTHORIZED SUPERVISOR (PRINT): \_\_\_\_\_ TITLE: \_\_\_\_\_  
 SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**INSTRUCTIONS TO MEDICAL PROVIDER:** MAIL ORIGINAL DOCTOR'S FIRST REPORT AND ALL MEDICAL BILLS TO:

**FIRST AID CLAIMS ONLY:**  
SBCCD, ATTN: HUMAN RESOURCES  
114 S. DEL ROSA DR.  
SAN BERNARDINO, CA 92408

**RECORDABLE CLAIMS:**  
KEENAN & ASSOCIATES  
PO BOX 59916  
RIVERSIDE, CA 92517

951-715-0190  
KIMBERLY WISER, EXT 1190  
951-788-8013 (FAX)

**DISTRIBUTION:** ORIGINAL: MEDICAL PROVIDER (IF DECLINING TREATMENT – SEND TO HR) COPY: FAX TO SBCCD HR 909-382-0173 COPY: EMPLOYEE

# Appendix K: Supervisor Instructions for Managing Injured Workers

## 1. IN THE EVENT OF A LIFE THREATENING EMERGENCY, IMMEDIATELY CONTACT

- VALLEY COLLEGE 911
- CRAFTON HILLS COLLEGE 911
- DISTRICT/ANNEX/ETC/ARF 911

## 2. CONTACT THE HUMAN RESOURCES OFFICE AT 909-382-4040 TO INITIATE THE PROCESS.

- ✓ *CAL-OSHA IS TO BE CONTACTED WITHIN 8 HOURS OF THE EMPLOYERS KNOWLEDGE OF AN EMPLOYEE BEING HOSPITALIZED OR SEVERLY INJURED.*
- ✓ *IF NOTIFICATION IS NECESSARY ON THE WEEKEND, YOU MUST CONTACT THEM BY CALLING 909-383-4321.*

## 3. PROVIDE THE EMPLOYEE THE FOLLOWING PAPERWORK:

- ✓ *COVERED EMPLOYEE NOTIFICATION OF RIGHTS MATERIALS (MPN)*
- ✓ *EMPLOYEE STATEMENT OF OCCUPATIONAL INJURY OR ILLNESS*
  - THIS IS AN INTERNAL FORM THAT MUST BE FILLED OUT BY THE EMPLOYEE ANYTIME YOU ARE NOTIFIED THAT AN INJURY, ILLNESS OR ACCIDENT OCCURRED, REGARDLESS OF THE EMPLOYEE'S INTENT TO SEEK MEDICAL CARE. THE EMPLOYEE MUST FILL OUT THIS FORM IMMEDIATELY.
- ✓ *ORIGINAL WORKERS COMPENSATION CLAIM FORM (DWC-1)*
  - COMPLETE EMPLOYEE NAME AND NUMBERS 9-17 ON THE FORM.
    - THE FOLLOWING INFORMATION SHOULD BE USED FOR ITEMS 13 AND 14
    - KEENAN & ASSOCIATES; PO BOX 59916; RIVERSIDE CA 92517
    - INSURANCE POLICY NUMBER: NOT APPLICABLE
  - IT IS EXTREMELY IMPORTANT FOR THE EMPLOYEE TO RETURN THE DWC-1 FORM AS SOON AS POSSIBLE IN ORDER TO RECEIVE BENEFITS TIMELY
    - IF THE EMPLOYEE DOES NOT WANT TO FILE A CLAIM, GIVE THE EMPLOYEE THE GREEN AND PINK COPIES. SEND THE WHITE AND YELLOW COPIES TO HUMAN RESOURCES.
    - IF THE EMPLOYEE DOES WANT TO OPEN A CLAIM, HAVE THEM FILL OUT THE TOP SECTION BEFORE GIVING THEM THE PINK AND GREEN COPIES. SEND THE WHITE AND YELLOW COPIES TO HUMAN RESOURCES.
- ✓ *AUTHORIZATION FOR MEDICAL TREATMENT*
  - THE EMPLOYEE SHOULD COMPLETE THE TOP SECTION AND CHECK THE APPROPRIATE BOXES REGARDING MEDICAL TREATMENT.
  - MAKE SURE TO PRINT YOUR NAME AND TITLE, AND SIGN THE FORM TO AUTHORIZE TREATMENT.

4. FOLLOW THE DISTRIBUTION INSTRUCTIONS ON THE BOTTOM OF THIS FORM AND ENSURE THE EMPLOYEE HAS RECEIVED ALL THE LISTED FORMS. FILL OUT THE ***SUPERVISOR STATEMENT OF OCCUPATIONAL INJURY OR ILLNESS***.
5. PROVIDE THE ***WITNESS REPORT OF INJURY*** TO ANY IDENTIFIED WITNESSES.
6. FAX ALL OF THE FORMS TO THE HUMAN RESOURCES OFFICE IMMEDIATELY AND MAIL THE HARD COPIES TO THE HUMAN RESOURCES OFFICE WITHIN 24 HOURS. THE FORMS THAT SHOULD BE INCLUDED ARE:
  - ✓ ***EMPLOYEE STATEMENT OF OCCUPATIONAL INJURY OR ILLNESS***
  - ✓ ***SUPERVISOR STATEMENT OF OCCUPATIONAL INJURY OR ILLNESS***
  - ✓ ***WORKERS COMPENSATION CLAIM FORM (DWC-1)***
  - ✓ ***AUTHORIZATION FOR MEDICAL TREATMENT***
  - ✓ ***WITNESS REPORT OF INJURY (IF APPLICABLE)***
7. THE COLLEGE DOES HAVE A RETURN TO WORK PROGRAM AND SUPERVISORS MAY BE ASKED TO PARTICIPATE IN DISCUSSIONS REGARDING TEMPORARY MODIFIED DUTY

NOTES:

- ANY DOCTOR'S NOTES, APPOINTMENTS NOTICES, OR TEMPORARY/MODIFIED DUTY SLIPS RECEIVED AT THE SITE MUST BE FORWARDED TO THE HUMAN RESOURCES OFFICE IMMEDIATELY
- ANY MODIFIED DUTY REQUIRES COORDINATION WITH HUMAN RESOURCES BEFORE THE EMPLOYEE MAY RETURN TO WORK
- PLEASE MARK TIMECARDS ACCORDINGLY IF THE EMPLOYEE IS OUT FOR ANY INDUSTRIAL INJURY REASONS

**IF YOU HAVE ANY QUESTIONS, CONTACT HUMAN RESOURCES AT 909-382-4040**

# Appendix L: SUPERVISOR STATEMENT OF OCCUPATIONAL INJURY OR ILLNESS

*PLEASE ANSWER ALL THE QUESTIONS BELOW AND SUBMIT TO HUMAN RESOURCES WITHIN 24 HOURS.*

EMPLOYEE NAME: \_\_\_\_\_ EMPLOYMENT SITE: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ DATE REPORTED: \_\_\_\_\_

DATE OF INJURY: \_\_\_\_\_ ON EMPLOYER'S PREMISES?  NO  YES

TIME OF INJURY: \_\_\_\_\_  AM  PM TIME EMPLOYEE BEGAN WORK \_\_\_\_\_  AM  PM

WAS ANYONE ELSE INJURED?  NO  YES SPECIFY NAME(S): \_\_\_\_\_

12. WHERE DID ACCIDENT/ILLNESS/EXPOSURE OCCUR: \_\_\_\_\_

13. SPECIFIC INJURY/ILLNESS AND PART OF BODY AFFECTED: \_\_\_\_\_

14. EQUIPMENT, MATERIALS OR CHEMICALS EMPLOYEE WAS USING WHEN EVENT/EXPOSURE/ILLNESS OCCURRED: \_\_\_\_\_

15. SPECIFIC ACITIVITY EMPLOYEE WAS PERFORMING WHEN EVENT/EXPOSURE/ILLNESS OCCURRED: \_\_\_\_\_

16. HOW INJURY/ILLNESS OCCURRED (DESCRIBE SEQUENCE OF EVENTS, SPECIFIC OBJECT OR EXPOSURE WHICH DIRECTLY PRODUCED THE INJURY/ILLNESS.) **USE SEPARATE SHEET IF NECESSARY** \_\_\_\_\_

17. WAS A DOCTOR SEEN?  NO  YES, PLEASE IDENTIFY BELOW:  
 US HEALTHWORKS  LOMA LINDA OCCUP MED CTR  PRE-DESIGNATED PHYSICIAN  
 CLOSEST HOSPITAL: \_\_\_\_\_ HOSPITALIZED?  NO  YES

18. WAS FIRST AID APPLIED?  NO  YES, DESCRIBE: \_\_\_\_\_

19. WAS EMPLOYEE UNABLE TO WORK ON ANY DAY **AFTER** INJURY?  NO  YES LAST DAY \_\_\_\_\_

20. HAS EMPLOYEE RETURNED TO WORK?  NO, STILL OFF WORK  YES, DATE \_\_\_\_\_

21. WAS THE ACCIDENT PREVENTABLE?  NO  YES, EXPLAIN \_\_\_\_\_

22. WHAT STEPS HAVE BEEN TAKEN TO PREVENT SIMILAR ACCIDENTS? \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Appendix M: WITNESS STATEMENT OF EMPLOYEE INJURY**

WITNESS NAME: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ DISTRICT EMPLOYEE?  YES  NO

HOME ADDRESS: \_\_\_\_\_

NAME(S) OF INJURED EMPLOYEES: \_\_\_\_\_

DATE OF INJURY: \_\_\_\_\_ TIME OF INJURY: \_\_\_\_\_  AM  PM

SITE AND EXACT LOCATION OF ACCIDENT: \_\_\_\_\_

23. PLEASE DESCRIBE THE ACCIDENT: \_\_\_\_\_

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24. IN YOUR OPINION, WHAT WERE THE CONTRIBUTING CAUSES TO THE ACCIDENT? \_\_\_\_\_

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25. PLEASE NAME ANY OTHER WITNESSES: \_\_\_\_\_

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WITNESS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# Addendum "A" to the District's Injury & Illness Prevention Program: Employee Access

September 17, 2020

## Addendum “A” to the District’s Injury & Illness Prevention Program: Employee Access

The San Bernardino Community College District’s Injury & Illness Prevention Program is available online for employees and members of the public to access at any time.

The IIPP can be found at this link:

[http://www.sbccd.org/~media/Files/SBCCD/District/EHS/SBCCD\\_IIPP\\_Consolidated-RevisedOct.2016.pdf](http://www.sbccd.org/~media/Files/SBCCD/District/EHS/SBCCD_IIPP_Consolidated-RevisedOct.2016.pdf).

Employees also are assigned training on the IIPP via the Keenan Safe Colleges online safety training program. To access the KSC login page, visit this link:

<https://sbccd-keenansafecolleges.com/login>.

For questions regarding the District’s IIPP or Keenan Safe Colleges training courses, please contact District Environmental Health, Emergency Planning & Safety Administration at (909) 388-6935.





# Addendum "B" to the District's Injury & Illness Prevention Program: Novel Coronavirus (COVID-19)

September 17, 2020

## Addendum “B” to the District’s Injury & Illness Prevention Program: Novel Coronavirus (COVID-19)

### **PURPOSE**

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from all worksite hazards, including infectious diseases.

Cal/OSHA's regulations require protection for workers exposed to airborne infectious diseases such as the 2019 novel coronavirus disease (COVID-19). This interim guidance provides employers and workers with information for preventing exposure to the coronavirus (SARS-CoV-2), the virus that causes COVID-19. Employers and employees should review their own health and safety procedures as well as the recommendations and standards detailed below to ensure workers are protected.

It is the policy of the San Bernardino Community College District (SBCCD) to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases such as COVID-19 are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

Due to the widespread of COVID-19 in the community, SBCCD has implemented the following infection control measures, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC) and our state and local guidelines.

### **SBCCD COVID-19 SAFETY PLANS**

Included in this Addendum are two District plans relating to COVID-19 response:

- Return to the Workplace Plan
- Procedure for Response to an Employee with COVID-19

Additional safety plans will be added to this Addendum as they become available.

### **INTRODUCTION**

#### **What is COVID-19?**

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak first identified in Wuhan, China. The new name of this disease is Coronavirus Disease 2019, abbreviated as COVID-19. In COVID-19, ‘CO’ stands for ‘corona,’ ‘VI’ for ‘virus,’ and ‘D’ for disease. Formerly, this disease was referred to as “2019 novel coronavirus” or “2019-nCoV”. There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease caused by a new coronavirus that has not previously been seen in humans. There is currently no vaccine to prevent COVID-19.

## Addendum “B” to the District’s Injury & Illness Prevention Program: Novel Coronavirus (COVID-19)

### What are the Symptoms of COVID-19?

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

### PROCEDURES TO HELP PREVENT THE SPREAD OF COVID-19

#### Protect Yourself

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

#### How Does It Spread?

The best way to prevent illness is to avoid being exposed to this virus.

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- Through respiratory droplets that can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Germs can spread from other people or surfaces when:

- Touching eyes, nose, and mouth with unwashed hands.
- Prepare or eat food and drinks with unwashed hands.
- Touch a contaminated surface or objects.
- Blowing nose, coughing, or sneezing into hands and then touching other people’s hands or common objects.

## Addendum “B” to the District’s Injury & Illness Prevention Program: Novel Coronavirus (COVID-19)

### Hand Hygiene

To prevent the spread of respiratory infections from one person to the next, frequent hand washing is recommended.

Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing at least 60% ethanol alcohol).

Properly hand wash with soap and water by:

- Wet hands first with water.
- Apply soap to hands.
- Rub hands vigorously for at least 20 seconds, covering all surfaces of hands and fingers.
- Rinse hands with water and dry thoroughly with paper towel.
- Use paper towel to turn off water faucet.

Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Hand hygiene stations should be strategically placed to ensure easy access.

Using Alcohol-based Hand Rub (follow manufacturer’s directions):

- Dispense the recommended volume of product.
- Apply product to the palm of one hand, and
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required). This should take around 20 seconds.

Hand washing facilities will be maintained to provide adequate supply of hand washing soap and paper towels.

### Coughing and Sneezing Etiquette

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses.

To help stop the spread of germs:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Throw used tissues in the trash.
- If a tissue is not available, cough or sneeze into the elbow – not in hands.
- Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% ethanol alcohol.

## Addendum “B” to the District’s Injury & Illness Prevention Program: Novel Coronavirus (COVID-19)

### **Cloth Face Coverings**

Unless otherwise directed by your supervisor, all employees should cover their mouth and nose with a cloth face cover when around others and follow any state, county, or local mandates/guidelines.

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a [cloth face cover](#).
  - Cloth face coverings should not be placed on anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a face mask meant for a healthcare worker.

Continue to keep at least 6 feet between yourself and others. The cloth face cover is not considered personal protective equipment. It is not a substitute for social distancing but when used in conjunction, it may help prevent infected persons without symptoms from unknowingly spreading the disease.

### **Personal Protective Equipment**

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

The District will conduct a hazard assessment to determine if hazards are present in the workplace that necessitate the use of PPE. If the District identifies COVID-19 as a workplace hazard, it will select and provide exposed employees with properly fitting PPE that will effectively protect employees. The District will stress hand hygiene before and after handling all PPE.

### **Washing Facilities**

Notify your supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water, and single-use towels or blowers.

## Addendum “B” to the District’s Injury & Illness Prevention Program: Novel Coronavirus (COVID-19)

### Cleaning and Disinfecting

SBCCD will establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.

The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).

Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

Disinfectants kill germs on surfaces after cleaning, which can further lower the risk of spreading infection. Employees will need to follow the District’s approved disinfecting products and procedures when using disinfectants. Disinfecting procedures include:

- Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection.
- Clean and disinfect frequently touched surfaces daily and shared workspaces and work items before and after use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Keep all disinfectants out of the reach of children. Disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed.
- Do not overuse or stockpile disinfectants or other supplies.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.
- Areas unoccupied for 7 or more days need only routine cleaning.
- Outdoor areas generally require normal routine cleaning and do not require disinfection.

### Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines:

- Consider putting a wipeable cover on electronics.
- Follow manufacturer’s instructions for cleaning and disinfecting.

## Addendum “B” to the District’s Injury & Illness Prevention Program: Novel Coronavirus (COVID-19)

- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

### **Cleaning and Disinfecting Building or Facility if Someone is Sick:**

- Close off areas used by the sick person.
- Open outside doors and windows to increase air circulation in the area.
  - Wait 24 hours before you clean or disinfect.
  - If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- Always wash immediately after removing gloves and after contact with a sick person.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection

### **Employee Training**

SBCCD will provide regular training for employees on the following topics:

- What is COVID-19 and how is it spread.
- Signs and symptoms of COVID-19.
- When to seek medical attention if not feeling well.
- Prevention of the spread of COVID-19 if you are sick.
- Physical and social distancing guidelines.
- Importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available.
- Reminders and methods to avoid touching eyes, nose, and mouth.
- Coughing and sneezing etiquette.
- Safely using cleansers and disinfectants.

### **Compliance**

This addendum will be reviewed regularly and according to federal, state, and local requirements. These guidelines and written addendum are subject to change as information is received and the situation evolves.

For questions regarding the District’s IIPP or response during the COVID-19 pandemic, please contact District Environmental Health, Emergency Planning & Safety Administration at (909) 388-6935.

## **ATTACHED DOCUMENTS**

- Return to the Workplace Plan
- Procedure for Response to an Employee with COVID-19



Coronavirus (COVID-19)  
Return to the Workplace Plan

Board Approved 7/9/2020



## Coronavirus (COVID-19) Return to the Workplace Plan

### INTRODUCTION

The following plan provides guidance for the San Bernardino Community College District (SBCCD) to resume district-wide business operations in light of the Coronavirus (COVID-19) pandemic. As of the date of this writing, the State of California's Stay-at-Home order (also commonly referred to as the "Safer at Home" order) remains in force. However, many business sectors have been allowed to reopen, albeit under modified conditions. The goal of this document is to provide SBCCD with the greatest amount of flexibility to adapt to the changing environment while keeping the health and safety of the district-wide community at the forefront.

#### SBCCD's Plan: Six Phases

There is a total of six phases in SBCCD's Return to the Workplace ("RTW") plan. The phases have been given letters instead of numbers, so as not to confuse them with the stages of California's Resilience Roadmap (Stages 1 through 4). There is one exception – Phase Zero – which represents a complete shutdown of all district-wide activity. While this has not yet occurred for the education sector in California, and may possibly never occur, the District should be prepared for the possibility that the State of California ("State") and/or San Bernardino County ("County") can force schools to close completely if the current COVID-19 situation deteriorates.

Although this plan is primarily a re-opening plan, it should also be considered a devolution plan. With the possibility of a second wave of COVID-19 infections to hit in fall 2020, SBCCD should be prepared to retreat to a previous phase with little advance notice. The reality is that the progress made in the fight against COVID-19 can be erased in a very short period of time.

#### Implementation of a Phase

Each of SBCCD's six phases has a trigger point. These trigger points are driven entirely by the legal guidance issued by the State and County. The U.S. Centers for Disease Control and Prevention (CDC) has also provided excellent guidance for businesses responding and reopening in light of the pandemic; however, as it is not a legal entity, the recommendations made by the CDC will be considered by SBCCD as secondary to the State and County legal guidance.

The trigger point determines the first time SBCCD can proceed to a new phase. However, **when considering a progression into reopening, the trigger point does not automatically determine SBCCD entering that phase.** The District leadership makes the final decision to proceed. There may be elements of a new phase, such as legally-mandated Personal Protective Equipment provisions, that may require the District's implementation immediately. In the case that conditions due to COVID-19 deteriorate and the District must retreat, the trigger point, driven by State/County orders, will immediately force the District into a previous phase.

The District can take a more conservative approach than the State/County guidance at any point; however, it can never take an approach that contradicts the guidance provided by the State/County.

## Coronavirus (COVID-19) Return to the Workplace Plan

It is important to note that the State and County provide guidance for the operating conditions of various business sectors with the following metrics in mind (just to name a few):

- The number of new COVID-19 cases in the County/State over a given period.
- The number of deaths due to COVID-19 in the County/State over a given period.
- The ability of the County/State to conduct contact tracing on infected individuals.
- The County's ability to respond to a resurgence of COVID-19 cases.

Because these metrics are subject to change constantly, it would be inappropriate for the District to schedule the implementation of its phases into the future without considering County/State guidance.

The RTW plan was written with the alignment of as many activities as possible in a given phase. There are opportunities for some District operations to proceed deeper into reopening than others. This is acceptable, as long as the action is supported by State/County directives. For the purpose of official communications, SBCCD is in the phase represented by the most restrictive or public-health-protective action administered at a District site.

### AN OVERVIEW OF THE PHASES

The following is a brief overview of each of the six phases of the RTW plan. The table at the end of this plan provides more comprehensive details of each phase.

#### Phase Zero

This phase represents a full and complete shutdown of the District sites, meaning that no one, including "essential" employees is allowed on site.

Please note that this has not occurred as of May 2020. School employees were identified as essential Critical Infrastructure workers by the State, and therefore allowed to come on to site during the Stay-at-Home order issued in March 2020.

However, should the COVID-19 situation worsen and a devolution occur, it is important to acknowledge that a "hard" shutdown of operations is possible.

#### Phase A

The trigger for this phase is the State's Stay-at-Home order with the determination of school employees as essential employees (as mentioned in the Phase Zero description). Here is the relevant description from the state guidance document (<https://covid19.ca.gov/img/EssentialCriticalInfrastructureWorkers.pdf>):

- Workers supporting public and private childcare establishments, pre-K establishments, K-12 schools, colleges, and universities for purposes of distance learning, provision of school meals, or care and supervision of minors to support essential workforce across all sectors.

## Coronavirus (COVID-19) Return to the Workplace Plan

It is important to note that the State has included a footnote:

- Essential Workforce if remote working is not practical.

This means that SBCCD has an obligation to request that as many employees as possible work from home.

The County or State may additionally require that employees working on site maintain social distancing.\* This is easier to do when the number of on-site employees is kept to a minimum.

(\*For the purposes of the RTW plan, social distancing means keeping a distance of at least six feet from others, where a physical barrier is not present. This is consistent with the guidance from the CDC.)

Considering the potential impacts of COVID-19 to specific groups of employees, the District should consider allowing those employees who are immunocompromised, caring for someone who is infected with COVID-19, or 65 years of age or older to stay at home and work from home. These employees should be allowed to stay home and work from home until the District reaches Phase C-1.

### Phase B-1

On May 22, 2020, San Bernardino County submitted a request to the State of California that the County be allowed to open additional businesses as part of “enhanced” or “accelerated” Phase 2 of the State’s Resilience Roadmap. The Governor approved the request on May 23. As part of the request, the County submitted a Readiness and Reopening Plan (R&R) ([http://www.sbcounty.gov/Uploads/CAO/Feature/Content/San Bernardino County Readiness and Reopening Plan - FINAL Update 5-22-20.pdf](http://www.sbcounty.gov/Uploads/CAO/Feature/Content/San_Bernardino_County_Readiness_and_Reopening_Plan_-_FINAL_Update_5-22-20.pdf)).

The R&R Plan provides several requirements for the “Educational Services” sector, including community colleges. Of note are the following requirements (see pg. 53 of the R&R Plan):

#### WORKPLACE CONTROLS FOR SAFETY & HEALTH

- Require face covers for all staff, students, patrons, and customers.
- Provide station to wash hands or alcohol-based hand rubs (at least 60% alcohol)

#### SOCIAL DISTANCING

- Ensure six feet of distance
- Stagger break times or consider providing additional breakroom seating outside
- Rearrange seating areas for extra spacing
- Adapt breakrooms, gathering areas and storage to support social distancing

## Coronavirus (COVID-19) Return to the Workplace Plan

### POLICY, RIGHTS, AND NOTIFICATIONS

- \*Supply at minimum a two-week supply of necessary PPE (if obtainable)
- Train staff on new customer service standards
- Train employees on new cleaning standards
- Train employees how to use PPE
- Update guest and visitor policies to reflect current COVID-19 State and Federal guidelines
- Update employee travel policies to reflect current COVID-19 State and Federal guidelines
- [Update] HR policies regarding illness, support for caregivers, etc.

In addition, the County makes the provision available for libraries, museums, and bookstores:

- Right to refuse public entrance to non-compliant persons.

(\*PPE = Personal Protective Equipment. Per conversation with the County COVID-19 hotline representative on June 1, 2020, the requirement to make PPE available, “if feasible,” pertains to employees, not students. SBCCD Associate Director Michael Nguyen also explained that per agreement with CSEA the District was providing each employee with one reusable cotton mask for the duration of the pandemic. The representative determined that this provision would meet the requirement of this section.)

The County confirmed via phone conversation on June 1, 2020 that all of the provisions in the R&R Plan, including those for the Educational Services sector, went into effect as of the Governor’s approval of the County’s petition to enter enhanced Stage 2 on May 23, 2020.

The R&R Plan is a reassurance to the District that not only can SBCCD continue existing on-site operations as an essential sector, but it can bring on additional employees (and even students) to District sites as long as social distancing and PPE guidelines are followed.

One major change from previous County guidance is the requirement that all persons on site wear face coverings. In early April 2020, the County issued a Public Health Order requiring all residents to wear a face covering when out in public; however, this order was rescinded in early May 2020. The County clarified via phone conversation on June 1 that the District was not required to provide face coverings to employees and students. However, the provision of face masks to employees was strongly recommended by the County.

### Phase B-2

Phase B-2 was included as a follow-up to Phase B-1, in the case that the County or State decides to rescind the face mask requirement for the education sector. There is already a precedent of the County striking down a requirement to wear face coverings while maintaining the social-distancing mandate. The District recognizes that enforcing face mask use is a significant endeavor. While there is no guarantee the face covering mandate will disappear before social distancing, the District would like to include this phase to provide maximum flexibility to District operations. Furthermore, at the time of writing this plan, there appeared to be a sentiment among many staff members that it was “better to be safe than sorry,” and,

## Coronavirus (COVID-19) Return to the Workplace Plan

therefore, these employees continued to wear face masks to work regardless of the County/State guidance.

### **Phase C-1**

The major trigger for this phase is the State ending the Stay-at-Home order. It is important to note that this will only occur after the State has entered and passed through Stage 3 of the Resilience Roadmap. (Stage 3 includes expanded travel for healthcare, food, stages 1-3 work, and local or activities shopping related to open sectors.)

Stage 4 is the final State stage and represents the ending of the Stay-at-Home order. This stage includes the reopening of nightclubs, concert venues, and live audience sports.

The District has taken a conservative approach and split Phase C into two parts. Phase C-1 assumes that the Stay-at-Home order has ended, but large gatherings such as career fairs and live athletic events are restricted by social distancing or an occupancy cap. The State/County may not provide such nuanced guidance, but it is an acknowledgement from the District that the manifestation of this phase does not constitute “business as usual” – yet.

However, with the lifting of the Stay-at-Home order, students, faculty, and staff members should be able to return to District sites without restrictions. Social distancing measures and physical barriers for protection can be removed.

### **Phase C-2**

This phase represents SBCCD’s return to normalcy. All District operations are allowed to proceed as they did before the onset of COVID-19.

If the State or County issues guidance restricting any activity for the foreseeable future (beyond implementation of Phase 4), Phase C-2 will be modified to reflect that guidance.

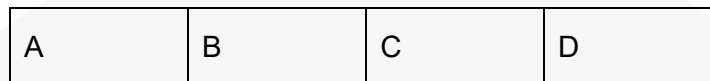
## **GUIDANCE FOR IMPLEMENTING SOCIAL DISTANCING**

Social distancing (staying six feet or further from others) is a key infection control method in Phases A, B-1, and B-2. In order to ensure that social distancing can be done effectively, the following should be considered.

## Coronavirus (COVID-19) Return to the Workplace Plan

### Office Building Occupancy

Instead of implementing an occupancy cap based solely on the percentage of the total workforce in the building, the Facilities administrator should examine where each “essential” employee resides in the building, and then determine where essential employees may sit in close proximity to one another. Consider the following schematic of four cubicles arranged side-by-side in an open area (assume cubicle walls are short):



To maintain social distancing, the following employee assignments can be considered:

- Employees A and C come on site; employees B and D stay home.
- Employees A and D come on site; employees B and C stay home.
- Employees B and D come on site; employees A and C stay home.

Alternatively, the cubicle walls can be raised higher to provide a physical barrier between employees. This can allow for increased occupancy, but also consider where social distancing may be difficult (e.g. employees passing by one another in a hallway; going to the breakroom or restroom).

Where multiple work areas are arranged within one smaller room, only one person should be allowed to work inside that room at any given time, regardless of the 6-foot physical separation.

When determining who can come into the office and who should stay home during Phases A, B-1, and B-2, the goal is to be as fair as possible. Each department should come up with as many occupancy plans as practical and be prepared to rotate through them (i.e. asking different employees to come in) until the Stay-at-Home order is lifted. No employee in the department or group should be coming to work on site substantially more than the others (unless the employee’s specific job duties require it). It is worth emphasizing that “essential” work is done at home as much as it is on site.

### Restrooms, Hallways, and Elevators

Social distancing in a restroom is difficult, if not impossible, to do. While toilets and urinals are isolated by barriers, hand-washing sinks are not. Where multiple sinks are present, consider placing signage requesting that only one person at a time wash their hands.

In a wide hallway: where two employees are passing each other from opposite directions, each employee should make way for each other, in order to maintain physical distance.

For building floors with narrow hallways, consider drafting a floor plan directing “one-way-only” foot traffic to minimize the occurrence of employees running into each other. The floor plan should be drawn (bird’s-eye view) and shared with all employees on the affected floor.

## Coronavirus (COVID-19) Return to the Workplace Plan

The use of elevators may be limited to four or fewer people in the cab at a time. Consider placing signs at each elevator landing to remind people of the policy. Also, remind occupants that they need to physically distance while in the cab.

### **Breakrooms**

Depending on the size of the breakroom, the Facilities administrator may have to make furniture modifications or disallow certain actions (such as eating at the table) while social distancing is in effect. Consider removing some chairs from a table to reinforce distancing. Encourage employees to take breaks outside the building, and place additional chairs and tables outside if needed.

### **Shared Office Equipment**

Equipment used by multiple employees, such as printers and copiers, should be located at least six feet away from the closest occupant. If this cannot be done, consider placing a physical barrier (e.g. glass or glass-like shield) around the equipment.

### **Employee Etiquette**

Employees with office suites are encouraged to leave their doors closed if there is constant foot traffic through the hallway in front of their suite, or if there is communal office equipment (e.g. printer/copier) in the vicinity of their suite.

Face-to-face conversations should be kept to a minimum and should pertain to work. Extended conversations and “catch up” chats should be avoided.

### **Student Services Departments**

Where face-to-face interaction between a staff member and a student is required, there should be a glass or glass-like partition between the two persons. If a partition cannot be installed during the social-distancing mandate, the department should consider an alternate method of rendering services.

Occupancy in a waiting room or lobby should be limited to reinforce physical distancing. Remove chairs as needed. Have “X” stickers or similar on the floor and direct foot traffic with signage (directional arrows, etc.).

If overcrowding (either indoors or outdoors) is a concern, consider implementing an appointment system (i.e. students must call ahead before showing up). Establish a daily or hourly cap for service.

The department should remind students not to come to District sites if they are exhibiting symptoms which may be indicative of COVID-19 (e.g. fever, sore throat, cough, shortness of breath).

## Coronavirus (COVID-19) Return to the Workplace Plan

### **GUIDANCE FOR SPECIFIC DISTRICT OPERATIONS**

#### **Visitor Policy**

Throughout Phases A, B-1, and B-2, visitors (i.e. any persons with no affiliation with the District) should not be allowed to visit District sites. To the greatest extent possible, virtual conference calls (e.g. Zoom) should take the place of physical, face-to-face meetings. Consider asking prospective students to reach out to student services departments via teleconference, email, or telephone.

The District may decide to take these steps during phases A, B-1, and B-2 if visitors must be accommodated:

- Option 1: Leave the receptionist desk vacant; door closed; ask visitor to call when on site; employee will meet visitor.
- Option 2: Receptionist on site; door closed; ask visitor to call when on site; receptionist will meet visitor and direct visitor to employee while maintaining social distancing. (Glass barrier option for receptionist desk can be considered.)
- Option 3: Receptionist on site; door open; direct visitor to employee while maintaining social distancing. Signs directing visitor where to stand and walk. (Glass barrier option for receptionist desk can be considered.)

#### **Vendor Policy**

The guidance for vendors is largely similar to that for visitors. There may be some exceptions for critical activities, such as vendors visiting a construction site. Those individuals must be vetted through the appropriate District employee(s) coordinating the project, and the individuals must follow all proper safety guidelines as directed, including social distancing and the use of PPE as required by the District and/or State/County.

If dropping off items, vendors should simply “drop and go.” Close contact with an employee should be avoided if possible. Where contact is necessary (e.g. signature confirmation of delivery), both the receiver and the delivery person should wear face coverings.

#### **Travel Policy**

##### SBCCD-Sponsored Travel

Until the State rescinds the Stay-at-Home order and large gatherings are allowed to resume per local/County orders, employees and students should not expect to attend conferences or meetings within the State. (This includes events within driving distance.) Most reputable event organizers will be following State and County guidance before scheduling a conference or other major event. SBCCD will follow the most restrictive local jurisdiction.



## Coronavirus (COVID-19) Return to the Workplace Plan

When considering out-of-state or international travel, the following questions should be considered:

1. Is the event allowed by the local jurisdiction, based upon anticipated number of attendees? (Answer should be yes.)
2. Is the event organizer following all local and state COVID-19 guidance? (Answer should be yes.)
3. Is there a CDC advisory warning against non-essential travel domestically/ internationally? (Answer should be no.)
4. Is there a CDC advisory warning not to travel to the city/state where the event is to be held? (Answer should be no.)
5. Is there a state/local requirement for travelers to self-quarantine for XX days upon arrival? (Answer should be no.)
6. Is there a spike in the number of COVID-19 cases in the local area during the time leading up to the event? (Answer should be no.)

If one can answer all the preceding questions with the indicated answers, it is most likely safe to travel to the event. Keep in mind that other conditions, such as social distancing and wearing face coverings, may apply during travel (particularly air travel) and upon arrival at your destination.

To check on the latest CDC guidance for travel, please visit the CDC web page (<https://wwwnc.cdc.gov/travel/notices>).

The final decision on whether work-related travel is permissible lies with the Chancellor. Travel approval may depend on various factors such as mode of travel, destination, and duration of trip.

Where possible, employees and students should book with airline carriers, rental car companies, and hotels with flexible cancellation policies. Please note that that a travel credit (for future use of the funds) is not the same as a refund.

### Personal (Leisure) Travel

Travelers should follow the most up-to-date CDC guidance on domestic and international travel. Keep in mind that some destinations require a mandatory 14-day self-quarantine period upon arrival. Also, depending on the destination, the CDC or the County may require/recommend a 14-day self-quarantine upon *return* to the United States. The District expects that all employees and students will heed these requirements before returning to District sites for work or classes.

### **Food Service/Sales on District Sites**

Each District site should evaluate the anticipated demand for food services, as well as any social distancing mandates, when deciding when to reopen food services. Food service employees are considered essential employees, but they must follow strict guidelines which may be more restrictive than the County/State guidance for the education sector in general.

## Coronavirus (COVID-19) Return to the Workplace Plan

One possible alternative to “on demand,” on-site food preparation is to contract with a third-party food vendor to bring pre-packaged food items to the District site to sell.

“Buffet-style” food distribution (e.g. large District events such as the Classified Employees’ Thank-You event) should be avoided until the County/State provides further guidance on this type of food service.

### Child Development Centers

The State identified “public... childcare establishments” as an essential government and community-based function upon the issuance of the Stay-at-Home order in March 2020. Out of an abundance of caution, the Child Development Centers at Crafton Hills College and San Bernardino Valley College closed in March and remain closed as of the writing of this plan. It is difficult to “socially distance” young children in a daycare-type environment, not to mention that children are particularly susceptible to being infected with COVID-19 or other illnesses.

The District may decide to reopen the Child Development Centers when it reaches Phase C-1.

Some actions worth implementing at the centers upon reopening include:

- Temperature checks of forehead upon arrival and throughout the day
- Monitoring for symptoms of illness (via inquiry to parent as well as on site throughout the day)
- Sending children home if they feel sick
- Avoiding sharing play items between children without sanitization
- Constant sanitization of common-touch surfaces, play items, etc.
- Frequent hand-washing – both children and employees
- Provision of alcohol-based hand sanitizer

## Coronavirus (COVID-19) Return to the Workplace Plan

### Phase Zero

- The State issues stay-at-home order along with forced shutdown of all on-site business and academic operations.
- Staff and faculty members are not allowed on site
- Students are not allowed on campus
- Athletic events are not allowed
- Self-directed leisure activities (e.g. SBVC Track; CHC Golf Course, Aquatics Center) are not allowed
- Large gatherings (e.g. career fairs, athletic events with spectators) are not allowed

### Phase A (March 19<sup>th</sup> – May 22<sup>nd</sup>)

- The State issues stay-at-home order with the determination that the education sector is part of critical infrastructure
- Staff and faculty members are allowed on site for critical tasks only.
- Students are allowed on campus with maximum 10 people per room
- Social distancing of 6 feet or greater required at all times
- Athletic events are not allowed
- Self-directed leisure activities are not allowed
- Large gatherings are not allowed

### Phase B-1 (May 23<sup>rd</sup> to Present)

- The County/State enacts an order specifically requiring face coverings for education sector but still enforcing social distancing
- Additional employees are allowed to work on-site at supervisor's discretion
- Students are allowed on campus with limited occupancy
- Social distancing of 6 feet or greater required at all times
- Athletic events are not allowed
- Self-directed leisure activities are not allowed
- Large gatherings are not allowed

### Phase B-2

- The County/State enacts an order eliminating face covering mandate for education sector but still enforcing social distancing
- Additional employees are allowed to work on-site at supervisor's discretion
- Students are allowed on campus with limited occupancy
- Social distancing of 6 feet or greater required at all times
- Some athletic events are allowed
- Some self-directed leisure activities are allowed
- Large gatherings are not allowed

### Phase C-1

- The State/County ends the stay-at-home order but restricts social gatherings
- Majority of the employees may return to the work site. Immunocompromised and employees of advanced age may work from home.
- Students are allowed on campus with limited occupancy
- Social distancing of 6 feet or greater required for some activities
- Athletic events are allowed
- Some self-directed leisure activities are allowed (Aquatic Center guidance may vary)
- Large gatherings are allowed with an occupancy cap

### Phase C-2

- The State/County ends the stay-at-home order and does not restrict social gatherings
- All employees return to the work site
- All students are allowed on campus
- All athletic events are allowed
- All self-directed leisure activities are allowed
- Large gatherings are allowed

#### Correlation with the State's Resilience Roadmap

Phase Zero: N/A

Phase A: Stage 1 and Early Stage 2

Phase B-1: Enhanced Stage 2

Phase B-2: Stage 3

Phase C-1: Early Stage 4

Phase C-2: Enhanced Stage 4



# Procedure for Response to an Employee with Coronavirus (COVID-19)

Board Approved July 9, 2020

## Procedure for Response to an Employee with Coronavirus (COVID-19)

The following is a guide for San Bernardino Community College District (SBCCD) response to an employee reporting COVID-19 symptoms. While it is crucial for SBCCD to get as much information from the employee as possible, it is also important to empathize with the employee, show support, and be respectful. A careful and thoughtful response will help ensure that all employees stay healthy and safe.

- 1) Employee reports having COVID-19 symptoms **OR** employee reports that someone in their household has COVID-19 symptoms.
  - a. Ask employee if they are exhibiting at least two of the four key COVID-19 symptoms:
    - i. Fever (greater than 100°F or subjective)
    - ii. Sore throat
    - iii. Cough
    - iv. Shortness of breath
  - b. If employee affirms at least two of the above symptoms, they should be considered symptomatic for COVID-19. Proceed to step 2.
  - c. If employee does not meet the criterion, no further action is necessary (unless step 1d applies). Employee can seek COVID-19 testing if they so wish. (Please note that some clinics and County testing sites will accommodate asymptomatic clients, if test-kit quantities permit it.)
  - d. If employee is asymptomatic for COVID-19, but they live with someone who has a COVID-19 infection, they should follow the CDC guidance for caregivers to COVID-19-infected persons: (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/care-for-someone.html>). The employee should stay home from the onset of the household member's illness to 14 days after the person who is sick meets the CDC criteria to end home isolation (see web link in step 6).

The employee should also consult with Human Resources for additional guidance.

    - i. If the employee becomes infected, they may need to stay home for a longer period of time. See CDC criteria in step 6). Also, see step 7a. for additional details.
  - e. Request that if the employee chooses to get tested, the results be shared with Human Resources.
    - i. If employee chooses to test for COVID-19 and results are positive, proceed to step 3.
    - ii. If results are negative, the employee does not have COVID-19. No further action is necessary.
- 2) Direct employee to be tested for COVID-19, either through their health care provider or at a County testing site.
  - a. The inquirer can proceed to step 4 while the employee pursues testing options.

## Procedure for Response to an Employee with Coronavirus (COVID-19)

- 3) Ask employee to share results of the test with Human Resources. (Documentation of a positive test enables Human Resources to provide adequate support to the employee.)
  - a. If results are positive, proceed to step 4 (or step 5 if step 4 is already complete). Human Resources will need documentation from the employee.
  - b. If results are negative, the employee does not have COVID-19. No further action is necessary.
- 4) Ask employee if they have been on site (Campus or District site) in the 14 days preceding the onset of symptoms (not from the day of reporting illness to District, or the day of COVID-19 testing).
  - a. If the answer is yes, proceed to step 5.
  - b. If the answer is no, and:
    - i. Employee tests positive for COVID-19, proceed to step 6.
    - ii. Employee tests negative for COVID-19, no further action is necessary.
- 5) Ask employee with whom they have come in contact at Campus/District sites within the same 14-day period as step 4. Be sure to get names and email addresses.
  - a. After list of employees is compiled, proceed to step 7 if employee tests positive for COVID-19.
  - b. If employee tests negative for COVID-19, no further action is necessary.
- 6) Direct employee to stay home, away from work (a.k.a. self-quarantine) for the next 14 days. The quarantine period may be longer if symptoms persist. The employee should follow the CDC guidelines for return to work following COVID-19 infection:  
  
[https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html)
- 7) Notify employees on the list of potential contacts that they may have come in contact with an employee who reported being infected with COVID-19. **Be sure not to identify the name of the employee or their department.** Per CDC guidelines, employees should self-quarantine for 14 days (post-last point of contact with the employee) and monitor for symptoms (CDC recommends taking a temperature twice a day).
  - a. Employees who become infected with COVID-19 (either from contact with the initial employee or other means) should reach out to Human Resources/Environmental Health & Safety and go through the entire procedure from the beginning.
- 8) At this point, the investigation and communication/outreach phase is complete. Human Resources will follow up with the infected employee to provide any applicable provisions and answer any questions the employee may have.

# Procedure for Response to an Employee with Coronavirus (COVID-19)

