

**INJURY AND ILLNESS
PREVENTION PROGRAM**

GRAND LAKE MONTESSORI SCHOOL

POLICY STATEMENT

Safety and health in our school must be part of every operation. Without question, it is every employee's responsibility at all levels.

It is the intent of Grand Lake Montessori School ("School") to comply with all safety and health laws, including all Cal OSHA regulations. To do this, we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job that they know is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them, is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents, injuries, illnesses and fatalities.

Our safety and health program will include:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting safety and health inspections to find, eliminate or control safety and health hazards as well as unsafe working conditions and practices, and to comply fully with the safety and health standards for every job.
- Training all employees in good safety and health practices.
- Providing necessary personal protective equipment, and instructions for use and care.
- Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.
- Investigating, promptly and thoroughly, every accident to find out what caused it and correcting the problem, so it will not happen again.

RESPONSIBILITY

The Head of School and Human Resources Manager are assigned the authority and responsibility for implementing the provisions of this program and answering employee questions about the program. Copies of this IIPP are readily available at the School and are included in the Employee Handbook. Copies will also be made available to employees upon request.

SAFETY

The School's first priority is the safety of its employees, customers and the public. To that end, it is imperative that all employees diligently perform their duties in a safe manner and in compliance with all applicable state and federal laws. All employees are required, as a condition of employment, to exercise due care in the course of performing their work to prevent injuries to themselves, to other employees, to their customers and to members of the general public.

Every employee must exercise caution and care when performing his or her job duties. A non-exhaustive list of potential hazards or environments that Directors, supervisors, and employees should be aware of are as follows:

- 1) Proper footwear and clothing will be worn at all times.
- 2) Have a regular cleaning schedule and clean up spills and splashes immediately.
- 3) Place caution signs when mopping or when floors are wet.
- 4) Do not leave materials, belongings and other objects on the floor which might cause others to trip and fall.
- 5) Eliminate cluttered or obstructed areas. Do not store items on the floor that might be tripped on. Report any cluttered or obstructed areas to the Director of Operations
- 6) Report any problem floor surfaces or hazardous areas.
- 7) Do not move too quickly or run.
- 8) Horseplay, running, fighting or any activity that may result in injury or waste will not be tolerated.
- 9) All equipment should be operated following manufacturer's safety guidelines. Tampering with safety devices is cause for immediate disciplinary action.
- 10) Do not block exits, fire doors, aisles, fire extinguishers, gas meters, electrical panels or traffic lanes.
- 11) Avoid risk of rupture, internal injury or back injury when attempting to lift or push heavy items or loads. If an object is too heavy to move with-out strain - ASK FOR HELP.
- 12) Use carts to lift and move heavy items or loads. Limit lifting by hand.
- 13) Observe the correct position for lifting. Stand with your feet slightly apart, assume a squatting position with knees bent and tuck in your chin. Tilt head forward, grasp the load with both hands and gradually push up with your legs, keeping your back straight and avoiding any abrupt movement. Perform lifts at waist height with your elbows in and close to your body. Limit lifting materials above shoulder level.
- 14) Do not carry items too tall for you to see over.
- 15) Do not allow water or any other material to remain on the floor where you or others may slip. Report any spills to the Director of Operations.

- 16) When handling hazardous materials (toner, white out, disinfectants, or other specific chemicals used) insure you follow safety procedures, instructions and use required safety equipment if applicable.
- 17) Unnecessary and excessive haste is the cause of many accidents. Exercise caution at all times. WALK, DO NOT RUN.
- 18) All work related injuries and accidents, no matter how minor, must be reported immediately to the Head of School and the Director of HR.
- 19) Be familiar with the location of fire extinguishers and emergency exit doors.
- 20) Avoid obstruction of exits and walkways.
- 21) The use of drugs, or alcohol on the job is strictly prohibited and subject to discipline including but not limited to termination.
- 22) **Heat Illness:** Supervisors and managers of employees subject to high heat situations or at risk for heat illness should be familiar with the School's Heat Illness Prevention Plan which is included herein. Some examples of actions supervisors and managers should take in high heat situations are:
 - i. Be mindful of temperatures and weather on a daily basis.
 - ii. Be sure to wear warmer clothing or dress in layers when temperatures drop.
 - iii. Be sure to wear lighter, breathable clothing when temperatures rise.
 - iv. On warmer days, be sure to take rest breaks as often as necessary to avoid heat illnesses.
 - v. At the first sign of heat illness, take a break, seek shade, and drink water.
 - vi. Carry water at all times.

COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors are expected to enforce the rules fairly and uniformly. All employees are responsible for using safe work practices, for following all directives, policies, and procedures, and for assisting the School in maintaining a safe work environment. The following is our system of ensuring that all workers comply with the rules and maintain a safe work environment:

- Informing workers of the provisions of the School's IIPP.
- Routinely evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by:
 - 1) Informal recognition of safety practices;
 - 2) Formal recognition of individuals or groups for safety performance.

- Providing training to workers whose safety performance is deficient or needs improvement.
- Disciplining workers for failure to comply with safe and healthful work practices. The following outlines our disciplinary process:
 - 1) When it becomes necessary, the School reserves the right to discipline employees who knowingly violate School safety rules or policies, up to and including termination.
 - 2) Disciplinary measures will include, but are not limited to:
 - Verbal warning for minor offenses;
 - Written warning for more severe or repeated violations; and
 - Suspension without pay, if verbal and written warnings do not prove to be sufficient.
 - 3) If none of the above measures achieve satisfactory corrective results, and no other acceptable solution can be found, the School will have no choice but to terminate employment for those who continue to jeopardize their own safety and the safety of others.
- Other means that we use to ensure employee compliance with safe and healthful work practices include, but are not limited to:
 - 1) Informing workers of the provisions of our IIPP.
 - 2) Evaluating the safety performance of all workers.
 - 3) Preventing workers from working if they cannot do so in a safe and healthful manner.
 - 4) Providing training to workers whose safety performance is deficient.
 - 5) Disciplining workers for failure to comply with safe and healthful work practices.
 - 6) Terminating any employee who does not adhere to a safe work environment.

COMMUNICATION

The following is our system of communication, designed to facilitate a continuous flow of two-way (management and employees) safety and health information in a form that is readily understandable to and between all personnel:

- New worker orientation, including a discussion of safety and health policies and procedures.
- Follow-through by management to ensure effectiveness.
- Workplace-specific safety and health training.
- Safety meetings held at least every month – more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses.
- At least one safety meeting per year will review the elements of this IIPP and its contents.
- Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate.
- Posted and distributed safety information.
- A system for workers to anonymously inform management about workplace hazards. This is accommodated by placing any concerns you may have by letter to GLM.

It is the School's policy to maintain open communication between management and staff on matters pertaining to safety. All input regarding safety is considered important, and employees are encouraged to actively participate in the School safety program. Employees should feel free to express any safety concerns, individually to management. All safety suggestions will be given serious consideration and each will receive a response. In turn, the School will provide current safety news and activities, safety reading materials, signs, posters and a bulletin board for easy access to information. Also, regular safety meetings will be held so that all employees have an opportunity to receive safety training and voice personal opinions regarding safety and health matters.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by the Facility Manager according to the following schedule:

- When our Injury and Illness Prevention Program was first established and when modified;
- At least once a week;
- When new substances, processes, procedures, or equipment that present potential hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
- Whenever workplace conditions warrant an inspection.

Periodic inspections consist of the identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist, and any other effective methods to identify and evaluate workplace hazards.

ACCIDENT/EXPOSURE INVESTIGATIONS

Investigation of workplace accidents, hazardous substance exposures and near-accidents will be performed by each Supervisor, and will include:

- Visiting the scene as soon as reasonably possible;
- Interviewing affected workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure/near-accident;
- Determining the causes of the accident/exposure/near-accident;
- Taking corrective action to prevent the accident/exposure/near-accident from reoccurring;
- Recording the findings and corrective actions taken on the attached OSHA Form 301.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures at our work facilities shall be corrected **in a timely manner** based on the severity of the hazards, and according to the following procedures:

- When observed or discovered;
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, the School will remove all exposed workers from the area or hazardous activity, except those necessary to correct the existing condition;
- Workers necessary to correct the hazardous condition shall then be provided with the necessary protection; and
- All such actions taken and dates they are completed shall be documented on the attached Identified Hazards and Correction Record.

TRAINING AND INSTRUCTION

All workers, including management, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIPP is first established and when modified;
- To all new workers;
- To all workers given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever we become aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment.

This training will include (but is not limited to):

- Explanation of our IIPP, emergency action plan, and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries, and when additional instruction is needed.
- Availability of toilet, hand-washing, and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping walkways clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.

Where applicable our training may also include:

- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Use of appropriate personal protective equipment.
- Heat illness awareness, prevention and avoidance.
- Proper emergency response procedures.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

RECORDKEEPING

Written IIPP and Documentation Requirements

The School has taken the following steps to implement and maintain our IIPP and maintain the appropriate records:

- Records of scheduled and periodic inspections including the person(s) conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices that have been identified), and the action(s) taken to correct the identified unsafe conditions and work practices, are recorded on the Hazard Assessment Checklist and the Identified Hazards and Correction Record and the Investigation/Corrective Action Report.

- o These records are maintained for at least one (1) year.
- Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on the Worker Training and Instruction Record.
 - o This documentation is maintained for at least one (1) year.

Our organization retains training records for the term of employment of employees who work for us for less than one (1) year. These records are provided to the employee(s) upon termination of their employment if requested.

EMERGENCY ACTION PLAN

Evacuation Procedures

It is important for all employees to know and understand the importance of emergency preparedness. Treat every alarm as a real emergency, whether or not you think it actually is one. In the event of a need to evacuate the building, please move as calmly and quickly as possible to one of the emergency evacuation doors, follow the directions of the Head Office to the pre-designated location in the parking lot and sign in with the School's safety representative. If you need assistance exiting the building, please let a School representative know as soon as possible.

Earthquake Procedures

During an earthquake, remain calm, do not panic, and do not attempt to exit the building during the shaking, unless informed otherwise. Instead, move away from windows, temporary walls or partitions, or anything that could potentially fall on you. Then, duck or drop down to the floor and take cover under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms.

Emergency preparedness agencies also recommend that every person have supplies on hand to meet basic needs for 72 hours, as well as shoes that are comfortable and practical.

Violence Prevention

The School is proud of its record in preventing workplace violence and maintaining a safe work environment. However, given the increasing violence in society in general, the School has adopted the following policies to deal with any violence that may occur on its premises, or while out on courier jobs, and to ensure the safety of its employees.

- Report threats of violence, both direct and indirect, as soon as possible to the Head Office or, or your supervisor, in accordance with School policy. Be as specific as possible.
- Report all suspicious individuals or activities to the Head Office, or any other supervisor as soon as possible, in accordance with School policy.
- If you hear a violent commotion near you, do not try to see what is happening. Call 911 immediately and hide.

- Cooperate fully with security, law enforcement, and medical personnel that respond to a call for help.
- If you are qualified and if it is safe to do so, you may provide basic first aid to injured persons.

FIRE PREVENTION PLAN

We must all be diligent in making sure that fires are prevented before they have a chance to begin. Be aware of potential fire hazards around you, and report them as soon as possible to supervisors. Please note the following:

- Keep paper products, flammable materials, and liquids away from heat sources and electrical outlets.
- Clutter can not only create fire hazards, but can potentially obstruct emergency exits or equipment.
- Smoking is strictly prohibited in the building at any time. This includes electronic cigarettes.
- Extinguish smoking materials in designated receptacles only. Do not throw the smoking materials on the ground.
- Make note of the locations of our fire extinguishers. More information about their use is in the next section.
- Report a fire, no matter how small. Know where the manual pull alarms are located (near the emergency exits), and if needed, call 911 and the Head Office.
- Be safe when using electric items.
- Should a fire alarm sound, follow the information in the section entitled “Evacuation Procedures.”
- If you are trapped in the building, try to move to a room as far as possible from the fire. If possible, get behind closed doors, and seal any cracks or vents with a wet cloth.
- Stay near the floor. The freshest and coolest air is closer to the ground. Try to put a wet cloth over your nose and mouth and breathe through your nose.
- Signal for help. If you cannot make a phone call, hang something in the window. **Do not** break the window, if at all possible.

Fire Extinguisher Use

Fire is composed of fuel, heat, and oxygen. Removing one of those will extinguish the fire. There are four classes of fire. Use an extinguisher with the appropriate class printed on its label:

1. Class A: Fires of ordinary solid combustibles (like wood, paper, and cloth). Water can be used for putting out items in this class.
2. Class B: Fires involving flammable liquids.
3. Class C: Fires involving energized electrical equipment, appliances, and wiring.
4. Class D: Fires involving combustible metals (like magnesium, lithium, and potassium).

To operate a fire extinguisher, remember PASS:

- **P:** Pull the safety pin (usually a twist-pull action).
- **A:** Aim the nozzle, horn, or hose at the base of the fire.

- **S:** Squeeze the trigger handle.
- **S:** Sweep from side to side.

**GRAND LAKE MONTESSORI SCHOOL
RECORD OF SAFETY MEETING**

(Date)

Presenter/Speaker: _____

Subject: _____

Signature of Presenter: _____

SIGNATURES OF PERSONS IN ATTENDANCE

- | | |
|--------------------|-----|
| 1. _____
_____ | 11. |
| 2. _____
_____ | 12. |
| 3. _____
_____ | 13. |
| 4. _____
_____ | 14. |
| 5. _____
_____ | 15. |
| 6. _____
_____ | 16. |
| 7. _____
_____ | 17. |
| 8. _____
_____ | 18. |
| 9. _____
_____ | 19. |
| 10. _____
_____ | 20. |

**GRAND LAKE MONTESSORI SCHOOL
HAZARD ASSESSMENT INSPECTION**

Inspected By: _____ Date: _____

Mark Yes, No, or N/A if not applicable.

WORK SITE INFORMATION

- a. Posted OSHA and other work site warning posters? _____
- b. Safety Meetings Conducted Periodically? _____
- c. Date of Last Meeting? _____
- c. First aid equipment properly stocked? _____
- d. Are work site injury records being kept? _____
- e. Are emergency telephone numbers conspicuously posted? _____
- f. Is the Emergency Information form posted? _____

Describe Violation – Location – Remedy Taken

HOUSEKEEPING AND SANITATION:

- a. Are emergency lights fully operational? _____
- b. General neatness of working areas? _____
- c. Regular disposal of waste and trash? _____
- d. Passageways and walkways clear? _____
- e. Waste containers provided and used? _____
- f. Sanitary facilities adequate and clean? _____
- g. Adequate supply of drinking water ? _____
- h. Adequate lighting? _____
- i. Is smoking restricted to certain locations? _____
- j. Are electrical cords and plugs in good condition? _____

Describe Violation – Location – Remedy Taken

FIRE PREVENTION:

- a. Fire drill/evacuation information posted? _____
- b. Fire extinguishers identified, accessible, and fully charged? _____
- c. “No Smoking” signs posted and enforced where needed? _____
- d. Emergency exits are free from obstruction? _____
- e. Fire hazards checked? _____

Describe Violation – Location – Remedy Taken

OTHER HAZARDS:

- a. Employees are observing proper lifting techniques? _____
- b. Employees have personal protective equipment? _____
- c. Potable water provided to employees? _____
- d. Hazard Communications Program being complied with? _____

Describe Violation – Location – Remedy Taken

**GRAND LAKE MONTESSORI SCHOOL
INCIDENT REPORT**

Employee's Name: _____

Job Position/Title: _____ Supervisor's Name: _____

Date and Time of Accident: _____ Location: _____

Task/Job Being Performed When Injured: _____

Name(s) of Witness (es): _____

Witness (es) Comments: _____

Accident resulted in (select all that apply): **Injury** **Fatality** **Property Damage**

First Aid Given? _____ Medical Treatment Required? _____

Describe How the Accident Occurred: _____

Could Anything Be Done To Prevent Accidents of This Type? If So, What?

**HEAT ILLNESS PREVENTION PLAN
FOR GRAND LAKE MONTESSORI SCHOOL**

PURPOSE

Grand Lake Montessori School (the “School”) is committed to protecting our employees from heat illness. This written Heat Illness Prevention Plan (“Plan”) provides guidance to School employees and supervisors so they can take preventive measures to avoid the effects of heat illness and establishes the minimum requirements for working in environments where risk factors for heat illness are present.

SCOPE

This plan applies to the employees working for the School that are subject to high heat situations or at risk for heat illnesses.

WRITTEN REQUIREMENT

As a business operating in California, the School has implemented this written Plan, copies of which is readily available in the Head Office. Copies will be made available to all employees and Cal/OSHA upon request.

KEY DEFINITIONS: 7 C.C.R. § 3395(b)

Terms	Definitions
Acclimatization	The <i>temporary adaptation</i> of the body to work in the heat that <i>occurs gradually</i> when a person is exposed to it—it peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.
Heat Illness	A serious medical condition resulting from the body’s inability to cope with a particular heat load, including heat cramps, heat exhaustion, heat syncope (fainting), and heat stroke.
Environmental Risk Factors for Heat Illness	Working conditions that increase the possibility of heat illness—air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.
Personal Risk Factors	Factors that affect the body’s water retention or other physiological responses to heat, such as an individual’s age, degree of acclimatization, heat, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications.
Shade	Blockage of direct sunlight—shade is only adequate if the environment in which it is applied <i>allows the body to cool</i> , does not expose employees to unsafe or unhealthy conditions, and does not deter or discourage access or use.
Temperature	Dry bulb temperature in degrees Fahrenheit in an area where there is no shade—the measurement should be taken in an area with full sunlight with the sensor/bulb shielded from direct sunlight.

RESPONSIBILITY FOR IMPLEMENTING

The following designated person or persons have the authority and responsibility for implementing the provisions of this Plan:

Supervisors at each respective location:

281 Santa Clara Ave, Oakland, CA

Leta Koerber 925 522-0579

Cristina Graham 510 910-6260

Mosa Laren 415 244-5154

Janelle Cochran 510 529-6970

466 Chetwood St. Oakland, CA

Deserae Bright 510 418-1927

Elizabeth Niehaus 203 253-8736

472 Chetwoot St, Oakland CA

Danny Tien 510 499-1279

Mary Aima 925 890-5723

SHADE: PROVISION AND UTILIZATION

Provision of Shade

Sufficient shade must be available at all times, meaning it must be accessible within two minutes. The adequacy of shade depends on many factors. Temperature is only one factor—humidity, ventilation, and clothing should also be considered. At each location wherein workers will be performing job duties, outside, shade will be provided that is readily accessible.

Utilization of Shade

Supervisors should encourage and allow employees to take “cool down” breaks as the employee feels are necessary. During these breaks, employees will be relieved of all duties.

If an employee requests a break for shade, supervisors must permit him or her *at least five minutes* for the “cool down” break. Employees must be monitored during cool-down breaks and asked if he/she is experiencing any symptoms of heat illness, including simple fatigue. If any signs or symptoms of heat illness are observed or reported, first aid procedures should be initiated without delay and the employee

must be continuously observed and must not return to work until the signs or symptoms have abated. If heat illness is suspected, emergency medical personnel should be contacted immediately.

WATER: PROVISION AND UTILIZATION

Employees must have access to drinking water that is potable (*i.e.*, fit to drink), fresh, pure, suitably cool, and provided to employees free of charge at all times regardless of outdoor temperature.

Provision of Water

The School provides an unlimited amount of drinking water immediately available from a plumbed source and dispensable via faucets, or in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking the entire shift. The School also provides ice that can be used to keep water cool. Potable drinking water is available to all employees at any time free of charge. Employees performing work outside under conditions that could create a risk of heat illness are encouraged to keep a personal container of drinking water (with sufficient ice to keep it suitably cool) with them and replenish it as needed. *Shared drinking cups are not acceptable.*

Location and Rationing of Water

Water must be placed in locations that are readily accessible to all employees and as close as is feasible to the place where employees are working. Placing water only in designated shade areas is not sufficient. If at any time unlimited drinking water is not immediately available from a plumbed source, employees must be given at least one quart of water per hour. If employees are away from School premises, the School will make potable water available for employees to take with them while performing work. When conditions are hotter, employees will lose more water through sweat. In all conditions, employees should be given enough water to counteract the rate of water loss, which may be more than one quart per hour.

MONITORING THE WEATHER

Supervisors must be prepared to monitor local weather forecasts and current conditions (reading temperature, observing wind speed) on a daily basis. Management will make appropriate adjustments to the work environment by ensuring sufficient shade, water and rest breaks. Supervisors must respond appropriately to the actual weather events, even when prior weather reports are incorrect.

- Weather forecasts can be checked with the aid of the internet (<http://www.nws.noaa.gov/>) or by calling the National Weather Service at (805) 988-6610 (option #1) (Los Angeles), (831) 656-1725 (option #1) (San Francisco).

HANDLING A HEAT WAVE

“Heat wave” means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

During a heat wave or heat spike, and before starting work, meetings will be held to review the School's heat illness prevention procedures, the weather forecast and emergency response. Workers will be provided with an increased number of water and rest breaks and will be observed closely for signs and symptoms of heat illness.

HIGH HEAT PROCEDURES

Employees are at greater risk when the temperature is 95°F or higher. However, temperature is not the only factor. High humidity or Personal Protective Equipment ("PPE") may enhance heat at lower temperatures to create high heat conditions.

In high heat conditions strenuous work shall be attempted to be done during cooler parts of day (early mornings or evenings) where feasible. Employees performing work in conditions that may create a risk of heat illness must have frequent and reliable access to their supervisors. Employees must be reminded and encouraged to drink water frequently and take breaks as necessary. Employees must be monitored periodically throughout their shift for signs of heat illness. Pre-shift meetings to encourage proper water intake and cool down periods shall be held.

DESIGNEE TO CONTACT EMERGENCY MEDICAL SERVICES

While any employee may call for emergency medical services when necessary, management must specifically assign one or a small number of employees (either supervisors or non-supervisory) to call for emergency medical services. All Supervisors have access to phones and other means of communication to ensure that emergency medical services can be called and are assigned to do so when an emergency arises.

In high heat conditions management will conduct a pre-shift meeting or make a pre-shift announcement to address topics such as staying hydrated and taking cool-down breaks, identifying employees who should call for emergency medical services when needed and how employees will be observed.

ACCLIMATIZATION

Management will be conscientious of sudden heat wave(s) or increases in temperature to which employees are not acclimatized. An employee is not acclimatized if he/she has not performed similar outdoor work for at least 10 of the past 30 days for at least 4 hours per day.

If an employee is not acclimatized, he/she *must be closely supervised for the first 14 days of work in an environment that creates risk of heat illness*. During a heat wave, all employees will be observed closely for possible symptoms of heat illness.

EMERGENCY PROCEDURES

These procedures apply when an employee needs medical attention for heat illness. All personnel are required to know and follow Emergency Procedures. If an employee reports or exhibits symptoms of heat illness that employee should not be left alone or sent home without being offered onsite first aid or provided with emergency medical services. Each Supervisor is responsible for ensuring these procedures are followed.

1. Immediate Response to Illness

When an employee appears to be suffering from heat related illness, contact the School's Head Office immediately. If a person capable of rendering first-aid is available, direct that person to the affected employee. If a supervisor cannot be reached, call 9-1-1. If first-aid is not available on-site, call 9-1-1. If emergency medical services ("EMS") are contacted, steps should be taken to keep the stricken employee cool and comfortable while waiting for EMS to arrive. Appropriate steps may include providing shade, cooling towels, or sitting by an air conditioning vent. An employee exhibiting signs of heat related illness shall be monitored and shall not be left alone or sent home without being offered onsite first aid and/or being provided with EMS in accordance with these procedures.

2. Contacting 9-1-1

Normally, management will decide whether it is necessary to call 9-1-1. However, in some situations an employee may be required to call 9-1-1. In an emergency situation an employee is not required to contact management before contacting EMS. Therefore, *both employees and management must be able to explain detailed and effective directions to EMS*. If it is appropriate, (see Addendum A: Types of Heat Illness - How to Recognize and Respond for symptoms and treatments), move the affected employee to a cool and safe location.

3. Internal Communications

Once EMS has reached the affected employee, management must identify witnesses and prepare a report. The report will include the following information:

- The identity and training records of the affected employee,
- Any witnesses to the incident, and
- School responses to the incident, detailing whether and how procedures were followed.

The report will be prepared within 24 hours of the incident.

HANDLING A SICK EMPLOYEE

Employees demonstrating symptoms of heat illness must be handled with the utmost care and attention. In responding to employees demonstrating symptoms of heat illness, management and employees should be familiar with and refer to Addendum A: Types of Heat Illness – How to Recognize and Respond, which describes the most common forms of heat illnesses as well as how to appropriately treat them.

In addition, the Emergency Procedures section of this Plan sets forth appropriate procedures for handling an employee requiring medical attention as a result of heat illness.

EMPLOYEE AND SUPERVISORY TRAINING

Employee Training

Training should occur a few weeks before the hot spring or summer months and must be repeated before every hot season. Regardless of the climate, employees *must be trained before performing any work* that creates a reasonable risk of heat illness. Training must be given in a language the employee understands.

1. Recognizing and Responding to Symptoms

Employees must understand:

- The different types of heat illness;
- Preventive measures for each type of heat illness;
- First-aid responses to the different heat illnesses;
- Procedures for responding to symptoms of heat illness; and
- Emergency Procedures at the end of this document.

2. Procedures for Responding to Symptoms

When an employee notices any symptom or sign of heat illness, he/she must immediately report it to School management. If a member of management is not available, the employee should contact EMS and follow Emergency Procedures.

3. Preventive Awareness

Employees should be taught a preventive approach to heat illness and should learn to adapt their behavior to conditions and work tasks.

4. Environmental & Personal Risk Factors

Employees must be trained to recognize and consider environmental and personal factors as well as the added burden of heat load on the body caused by exertion and clothing that contribute to the risk of heat illness.

5. Procedures for Compliance

Employees must be familiar with the School's procedures for complying with this Plan, including but not limited to procedures for recognizing and responding to heat illness, acclimatizing employees to conditions that create a risk of heat illness, and the School's Emergency Procedures as well as procedures for documenting instances in which an employee requires medical treatment as a result of heat illness.

6. Emergency Procedures

Employees must be familiar with the School's Emergency Procedures, including:

- The identity and location of first-aid capable personnel,

- How to contact a member of management and Emergency Medical Services (“EMS”),
- How to effectively communicate the location of an affected employee to a supervisor and EMS by giving clear and precise directions to the work site, and
- The procedure for moving an employee with heat illness to a location where he/she can be reached by an EMS provider.
- These procedures also include a designated person who will ensure that Emergency Procedures are followed when necessary.

7. Hydration

Employees should follow procedures that ensure proper hydration:

- Frequently drink small quantities of water, approximately 1 quart per hour,
- Drink enough water to replace what is lost through sweat and body waste,
- Consider work tasks and conditions when determining how much liquid an employee requires,
- Consider personal factors, and
- Drink only clean, potable water

8. Acclimatization

Employees should be taught how to acclimate to heat. Additionally, employees must re-acclimate whenever they return from a prolonged leave from working under conditions that create a risk of heat illness.

Management Training

Supervisors and managers will be trained prior to being assigned to supervise other workers. Management must have a complete mastery of everything covered in Employee Training. Management must be trained to reinforce employee training, and monitor employee activity. Additionally, management must be trained to enforce School policies and procedures, including the procedures for implementing the Plan and the procedures to follow when an employee exhibits or reports symptoms of heat illness.

1. Weather Reports

Management must be prepared to daily monitor local weather forecasts and current conditions (reading temperature, observing wind speed). Supervisors are assigned to monitor the daily local weather forecasts and current conditions. Management will make appropriate adjustments to the work environment by sufficient shade and water. Management must respond appropriately to the actual weather, even when weather reports are wrong.

2. Encourage Water Consumption and Breaks

Supervisors and managers must encourage employees to drink water frequently and take appropriate breaks. Some employees might attempt to avoid taking breaks in the interest of maintaining productivity. Supervisors and managers should monitor these employees with extra care.

3. Supervisor Role in Emergencies

Supervisors and managers will direct EMS to an employee's location, ensure effective communication between employees and EMS (particularly if there is a language barrier), and coordinate employee activities to response to an emergency in accordance with this Plan.

4. Additional Acclimatization Considerations

Supervisors and managers will closely supervise employees that are not acclimatized for the first 14 days of work in an environment that creates risk of heat illness. Management and employees should be trained in the aforementioned procedures so they understand and can implement the School's Heat Illness Prevention Plan. Management and employees should remain vigilant in identifying potential hazardous conditions and implement systems and processes to mitigate and avoid potential risks associated with said conditions.

Addendum A: Types of Heat Illness – How to Recognize & Respond

Heat Rash

Description: Excessive sweating in hot humid weather can impact the body's ability to sweat and release heat. The rash may appear as a cluster of red pimples or blisters, likely on the neck, upper chest, and other areas of the body where skin tends to crease.

Response: Move the employee to a cool place. Wash the affected skin with cool water and allow it to dry. Avoid creams and ointments as they may make the rash worse.

Heat Cramps

Description: If an employee sweats more than usual, he/she may suffer an electrolyte imbalance that causes involuntary muscle spasms, common in the calves, abdomen, and back.

Response: Move the employee to a cool place. Provide him/her with a sports beverage such as electrolytes and/or cool drinking water. The employee should rest for several hours. If cramping is severe or if cramping continues for several hours, contact EMS.

Heat Exhaustion

Description: Lack of sufficient fluids can cause weakness, fatigue, giddiness, nausea, or headache. If an employee is sweating heavily and has clammy skin, a fast but weak pulse, shallow & fast breathing, paleness, muscle cramps, excessive fatigue, dizziness, headache, nausea, vomiting, or fainting, he/she should be treated for heat exhaustion.

Response: Move the employee to a cool place. Provide him/her with cool drinking water or a sports beverage, without caffeine or alcohol. In severe cases, when the employee vomits or loses consciousness, contact EMS.

Heat Syncope/Fainting

Description: The employee loses consciousness.

Response: Call 9-1-1 immediately. If the employee has fallen after losing consciousness, do not move him/her. Otherwise, allow the employee to rest on his/her back. If the employee regains consciousness before EMS arrives, he/she should be allowed a period to rest and recover.

Heat Stroke

Description: When the body cannot regulate core temperature, an employee is in severe danger. If an employee experiences mental confusion, delirium, loss of consciousness, convulsions, coma, body temperature of 106°F or higher, or his/her skin is discolored, hot, and dry, he/she may be suffering from heat stroke.

Response: Call 9-1-1 immediately. While waiting for EMS to arrive, move the employee to the coolest spot reasonably available, and fan him/her vigorously. Loosen any tight or restrictive

clothing on the employee. Slowly apply cool water to the employee's body. If the employee is conscious, provide him/her cool water, a sports beverage without caffeine or alcohol. Continue cooling the employee until his/her body temperature drops below 102°F.

COVID-19 ADDENDUM TO IIPP-GRAND LAKE MONTESSORI SCHOOL

This document is an Addendum to the School's IIPP and is intended to supplement that document as applicable. It addresses the School's measures to prevent the spread of COVID-19. It will remain in place until the School receives further direction from government officials and will be revised as needed.

HAZARD ASSESSMENT

- The School will monitor the workplace for employees, students and visitors exhibiting signs or symptoms of COVID-19.
- The School will take diagnostic measures to assess for COVID-19 symptoms, which may include daily temperature checks, questionnaires, symptom screenings, etc.
- The School will monitor usual absenteeism patterns among both students and staff.
- The School will coordinate with local health officials to determine best strategies appropriate for our specific community's situation.

WORKER PERSONAL RESPONSIBILITIES

- The School will require/encourage sick employees to stay home
- The School will quarantine employees who exhibit acute respiratory illness, fever or other recognized potential symptoms of COVID-19 while on-site, and then send them home.
- The School will instruct employees and visitors not to share personal items including, but not limited to, mobile phones and other electronic devices, personal tools, office supplies, dishes, and other food utensils.
- The School will require employees to ensure safe and correct application of disinfectant and keep products away from students.
- The School will require employees to have safety and health related Covid-19 training..
- The School will require employees to read and implement new School policies to ensure a continuous health and safety learning environment.
- The School will require employees to teach and ensure students are implementing and following the School's health and safety policies to ensure a safe and healthy learning environment.
- The School will require employees to monitor students, other staff and visitors for signs of COVID-19 related symptoms.

SOCIAL DISTANCING

- The School will instruct employees and visitors that physical distancing of at least six feet shall be maintained between persons while on premises.
- The School will limit the number of persons on a job site by measures including, but not limited to, staggering schedules for students and staff, including staggered shifts and break times, allowing non-essential personnel to work from home, establishing delivery drop-off points away from high traffic areas, etc.
- Physical contact between employees and students, including handshaking, will be prohibited.
- The School will instruct employees and implement policies for classroom organization and layout to ensure social distancing.

SANITATION

- The School will provide readily accessible hand washing and sanitizing stations throughout the campus.
- The School will allow employees and students sufficient time for frequent handwashing during the workday.
- The School will encourage all employees, students and visitors to frequently wash hands with soap and water for at least 20 seconds.
- The School will frequently clean and disinfect workplaces, classrooms, equipment, furniture, play structures, frequently touched surfaces and common areas throughout the day.
- The School will provide no-touch trash cans and hand sanitizer for use by employees and students.
- The School will maintain Safety Data Sheets for all disinfectants on site.
- The School will use cleaning products that are approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list “N” and follow the product instructions.

EMPLOYEE TRAINING

- The School will train employees on COVID-19 symptoms and appropriate measures to mitigate spread as provided by California’s COVID-19 response webpage, www.covid19.ca.gov.
- The School will provide training to employees on measures to be employed at the campus to mitigate the spread of COVID-19, including but not limited to:
 - Cough and sneeze etiquette
 - Hand hygiene, including proper hand washing and sanitizer etiquette
 - Avoiding close contact with sick persons
 - Avoiding touching eyes, nose and mouth with unwashed hands
 - Avoiding sharing personal items with coworkers
 - Guidelines for enhanced cleaning and disinfecting
 - Safe use of cleaners and disinfectants by following label directions and wearing proper personal protective equipment
 - Guidelines for the use of shared items, including student resources and equipment
 - Guidelines for social distancing in the classroom and their importance
 - Screening practices and COVID-19 specific symptom identification
 - Protocol and procedure for when student or staff exhibit symptom on campus
 - Staying home if experiencing COVID-19 symptoms, have been diagnosed with COVID-19, are waiting for results, or have been exposed to someone with symptoms or a confirmed is suspected case, and when they can return to work.
 - Use of face coverings
 - Proper use of, removal and washing of person protection equipment, including cloth face coverings
 - Advising employees to check CDC Health Travel Notice before traveling

PERSONAL PROTECTIVE EQUIPMENT

- The School will ensure that all personnel, students (when able) and visitors wear face-coverings while on site.

Injury and Illness Prevention Program

- The School will require necessary personal protective equipment to mitigate the spread of COVID-19, including but not limited to, cloth face coverings, masks, face shields, eye protection, etc. while on site.
- Employees, students and visitors are prohibited from sharing personal protective equipment.