

**PLEASANT VALLEY RECREATION & PARK DISTRICT  
ADMINISTRATION OFFICE – CONFERENCE ROOM  
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**PERSONNEL COMMITTEE  
AGENDA**

**Wednesday, July 26, 2023  
3:00 pm**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC/COMMITTEE COMMENTS**
- 4. REVIEW INJURY AND ILLNESS PROCEDURES POLICY**
- 5. ORAL DISCUSSION**
- 6. ADJOURNMENT**

**Note:** Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the day preceding the Committee meeting.

**Announcement:** Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Committee meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify us 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
STAFF REPORT / AGENDA REPORT**

**TO: PERSONNEL COMMITTEE**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Kathryn Drewry, Human Resources Specialist**

**DATE: July 26, 2023**

**SUBJECT: REVIEW UPDATED INJURY AND ILLNESS  
PREVENTION PROGRAM AND POLICY**

**SUMMARY**

In 2021 staff updated the District's Injury and Illness Prevention Policy (IIPP) due to the requirements made by Cal/OSHA. Once again, the policy needs to be updated to include COVID-19 Prevention/Infectious Disease Prevention.

**BACKGROUND**

On April 7, 2021 District Staff brought an updated Injury and Illness Prevention Policy to the Board, which was approved through Reso. No. 670. The purpose of the IIPP program is to establish a management framework for reducing the risks associated with workplace injuries, illnesses and identifying what is required to promote safety and health and create an outline of policies and procedures to achieve safety goals for the District. This document meets the requirements of 8 California Code of Regulations 3203 which states that every employer shall implement and maintain an effective IIPP.

**ANALYSIS**

The State of California approved emergency temporary Cal/OSHA standards on COVID-19 infection prevention on November 30, 2020, and in December 2022 and February 2023 those temporary standards were adopted officially. The updated standards require that an employer:

- Establish, implement, and maintain an effective written Infectious Disease Prevention Program that includes:
  - Identifying and evaluating employee exposure to an infectious disease.
  - Implementing effective policies and procedures to correct unsafe and unhealthy conditions (such as safe physical distancing, modifying the workplace and/or staggering work schedules).
- Provide effective training and instruction to employees on how COVID-19 and other infectious diseases are spread, and infection prevention techniques.

As a result, District staff has prepared the attached updated IIPP which includes the information required by Cal/OSHA.

**FISCAL IMPACT**

District staff does not anticipate a fiscal impact associated with approval of the revised IIPP.

**STRATEGIC PLAN COMPLIANCE**

Meets 2021 Strategic Plan Goal 5.2: Continue Cultivating an Organizational Structure that Provides a Positive Working Environment.

**RECOMMENDATION**

Review updated Injury and Illness Prevention Program Policy.

**ATTACHMENTS**

- 1) Red Line 2021 Injury and Illness Prevention Programs Policy
- 2) Clean 2023 Injury and Illness Prevention Programs Policy

# Pleasant Valley Recreation and Park District

## Injury Illness and Prevention Policy (IIPP)

Board Approved: [Insert Date]

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## INTRODUCTION

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Effective July 1, 1991 all California employers must establish, implement and maintain an effective Injury and Illness Prevention Program (IIPP) as mandated by the California Code of Regulations, Title 8, Chapter 4, Section 3203, of the General Industry Safety Orders, and Section 1509 of the Construction Safety Orders. This documents contains the Pleasant Valley Recreation and Park District (District) IIPP.

The maintenance of a safe and ~~healthful~~healthy working environment is of the utmost importance for the successful operation of our business. To this end, safety requirements must be considered fundamental to the design and construction of facilities. As technological advances are made, ~~Pleasant Valley Recreation and Park District (the District)~~ will continue to implement sound safety and health practices. To achieve our objectives, it is essential that every employee be trained to follow procedures consistent with applicable safety standards. Additionally, each employee must be constantly alert to his or her personal obligation to observe safe operating procedures. The continued cooperation of all employees is required to support and sustain an effective safety program.

The District desires to protect itself against losses. Losses incurred ~~during any financial period~~ may significantly affect District personnel, property, budget, and the ability to fulfill the District responsibilities. Loss of life or serious personal injury to employees or members of the public is unacceptable.

The District is committed to managing risks by ~~applying~~establishing a ~~process~~policy, which ~~includ~~esing the following:

- ~~A~~sSystematic and continuous identification of loss exposure.
- ~~An~~aAnalysis of ~~these~~ exposures for frequency and severity.
- ~~The~~aApplication of sound loss prevention and loss procedures.
- Review of available and economical risk transfer alternatives.
- ~~The~~rRetention of a self-funding program consistent with the District's financial resources and statutory obligations.

The District follows a risk management policy ~~which will~~to prevent ~~the~~ loss of life or serious personal injury to employees or members of the public and resolves that: **It is every employee's responsibility to be aware of ~~his/her~~their work environment. Potentially hazardous situations ~~shall~~must be brought to the attention of one's immediate supervisor for corrective action.**

To promote a loss prevention program, the District has established a Safety Committee comprised of staff ~~from~~ throughout the District, including, but not limited to, the following positions: Administrative Services Manager, Administrative Analyst, Recreation Supervisor (Aquatics), Lead Park Ranger, Human Resources, Parks Supervisor or Lead, and a Customer Service Representative. ~~The District's Administrative Analyst and a Recreation Supervisor will serve as Chair and Vice-Chair of the Safety Committee. The Committee's operation guidelines, reporting forms, etc., are available on the District share drive and Employee Intranet.~~ If, for any reason, the employee feels the District has not properly responded to a safety concern, that concern may be brought to the attention of the Safety Committee Chair or any committee member.

When an accident is work-related, several actions must be taken:

- The injured party ~~should~~must be attended to immediately. In case of serious injury, 9-1-1 should be called so ~~that~~ the injured person will be transported to the ~~nearest~~ hospital by ambulance.
- The injured person, when possible, ~~should~~must immediately report the injury to ~~his/her~~their supervisor or Human Resources. The employee along with the supervisor will complete the Accident Report and

Commented [MO1]: Who have we identified as our Risk Manager as this is new?

Commented [MT2]: Why do these have to be chair? -KSC

Commented [MO3R2]: Needs to be a minimum of a supervisor/analyst.



forward it to Human Resources on the same day as the injury. Additions or clarifications can be made at a later date.

- For immediate medical care advice, for ~~newly-reported~~ work injuries, ~~to direct~~ employees will to the right care at the right time, call the 24/7 nurse line ~~for work injuries~~ at 1-855-643-0152 for appropriate care.
- An injury report will be sent to the District's Worker's Compensation Administrator. Human Resources will and the Safety Committee retain a copy.
- Every effort ~~is~~will be made to return an injured employee to his/her/their job as soon as possible.
- An employee absent more than three (3) days should be contacted ~~at least weekly~~ by his/her/their respective supervisor at least weekly.

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## DISTRICT SAFETY PROGRAM RESPONSIBILITY/COMPLIANCE/COMMUNICATION

The objective of the District Safety Program is to protect the District through a proactive loss control program. ~~Although~~ ~~profit~~ is not the primary objective of the District's function, however, optimum efficiency is desired to ensure the best/efficient use of each tax dollar.

The aim of the District Safety Program is to focus attention on the correction of workplace hazards that could cause monetary or personnel loss. Hazard correction will contribute significantly to the efficiency of the District's operation.

**Every District employee is responsible for safety.** The responsibilities below are minimum and are anticipated to control and/or reduce accident losses.

The General Manager has the authority and responsibility to implement the provisions of this program in order to maintain safe and healthy working conditions. As such, he/she/they ~~must~~ ensure ~~that~~ the policies and procedures established are complied with by all personnel and provide leadership and positive direction.

Additionally, the General Manager shall:

- Ensure all employees are informed of the IIPP.
- Review District safety and discuss plans to bring about positive safety attitudes.
- Conduct a final review of all major accident/incident reports.
- Ensure active safety participation by all District personnel.
- Ensure ~~that~~ planning for construction and remodeling of facilities comply with local, state, and federal requirements.
- ~~Make~~Keep managers and supervisors accountable for injuries, accidents, and liabilities incurred by their respective employees.
- Ensure that injury and vehicle accident reporting procedures are followed.
- Be aware of the status of employees off work due to injury or vehicle accident.

A Safety Committee Chair shall be appointed to act as an inter-agency liaison in matters of industrial health and safety. In addition, [he/she/they](#) shall be responsible to:

- Provide background safety materials for committee meetings.
- Assist the District in reviewing plans, specifications, and operating procedures to reduce potential accidents, property loss, and liability.
- Monitor staff, participant, and patron accident reports to ensure a timely and thorough evaluations are made of each accident and
- Document all District safety incidents/accidents.
- Ensure ~~the~~ thorough investigations of accidents.
- Provide coordination concerning all industrial health and safety.
- Make field inspections and recommend resolutions of the reported unsafe working conditions and equipment.

Each Department Manager and Supervisor is responsible and accountable to the General Manager for compliance with the District's safety program. [He/she/They](#) will ensure ~~that~~:

- Ensure all employees are informed of the IIPP
- All safety regulations are enforced.
- All personnel are oriented to their specific work procedures.
- Safety equipment and protective devices are available and properly used.
- Employees attend routine safety discussions and promote a free discussion of work problems and discuss possible solutions.
- Training for employees whose safety performance is found to be deficient.
- All accidents are recorded and promptly reported.
- Prompt and corrective hazard abatement procedures are followed.
- Each division shall will comply with the District's rules and regulations.
- Discipline for failure to comply with safe and healthful work practices.

Employees are required, as a condition of employment, to exercise care during work to prevent injuries to themselves and to their fellow workers, to prevent damage to equipment, and conserve materials. Each employee will:

- Report all unsafe conditions to a supervisor.
- Keep work areas clean and orderly.
- Report every accident or "near miss" immediately to a supervisor.
- Avoid engaging in any "horseplay" and avoid distracting others.
- Lift and handle materials properly.
- Actively participate in the District's safety [program trainings](#).
- Immediately report suspension or revocation of any operator's license required for job performance.

Additionally, each employee working at hazardous jobs will:

- Obey all safety rules and follow prescribed work instructions. If doubt exists about the safety of a job, STOP and get additional instructions from the supervisor before continuing.
- Only operate equipment authorized by the supervisor.
- Wear protective equipment when working in hazardous areas and dress safely and sensibly.

## FACILITY SAFETY INSPECTION GUIDELINES **HAZARD** ASSESSMENT/CORRECTION

### District facility safety inspections are conducted:

- ~~Routinely.~~
- When we initially establish our IIP Program.
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.
- Whenever workplace conditions warrant an inspection.

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Employees of the District shall cooperate fully in the inspection process to ensure that all hazards are identified and corrected in a timely manner.

The lead and maintenance workers will utilize the checklist appropriate for each area being inspected with emphasis placed on standards consistent with local, state, and federal regulations. Emphasis is placed on conditions of facilities, equipment, and machines.

### Examples are:

- Good housekeeping;
- Use of appropriate protective equipment;
- Compliance with safety rules;
- Condition of ladders;
- Proper maintenance of electrical equipment;
- Proper guarding of open pits, ditches, tanks, etc.;
- Proper storage of flammable/combustible/hazardous liquids and/or substances;
- Portable fire fighting equipment, first aid kits, and emergency lights;
- Condition of power and hand tools;
- Proper guarding of powered equipment and machines;
- Inspection of all irrigation equipment;
- Extensive inspection of all playground equipment.

The park supervisor assigned to the facility shall maintain the safety inspection reports. Completed inspections are stored in files at the Parks office. The inspections will consist of the following:

- Date of inspection;

- Inspector's name;
- Written list of deficiencies;
- Recommendations for correction of deficiencies.

Facilities and equipment deemed unsafe or an imminent hazard will be taken out of use until the needed repairs are made and the equipment is re-inspected. Corrections requiring special equipment and/or monetary funds beyond the control of the Department manager must be presented to the General Manager for resolution.

Lead and maintenance staff will inform management of any unsafe condition that presents the potential of danger to persons or property that cannot be immediately corrected and ensure that all necessary precautions have been taken to prevent further loss or injury.

## ~~JOB SAFETY AND LOSS PREVENTION~~

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~~The Pleasant Valley Recreation and Park District has a proactive Safety Program Trainings designed to meet Occupational Safety and Worker's Compensation requirements. The expressed purpose is to reduce accident costs and to ensure that all District facilities and equipment are safe.~~

~~As a condition of employment, all employees must comply with established safety and health rules and perform their respective duties in the safest possible manner.~~

~~Supervisors are responsible for ensuring that employees avoid job related hazards. Every supervisor must follow published work rules that define correct work procedures. This enables the supervisor to maintain consistency that promotes employee confidence in the capabilities of management.~~

~~Every job must be broken down into its basic steps. These steps describe what is to be done and in what sequence. After the steps are identified and their causes understood, methods and means to eliminate them will be developed. The four ways this can be accomplished are:~~

- ~~1.— Eliminate the process or operation, or provide a substitute action which can be done without the hazard;~~
- ~~2.— Isolate the process or operation to eliminate or minimize the hazard;~~
- ~~3.— Provide guards or automatic devices to eliminate or minimize the hazard;~~
- ~~4.— Provide personal protective equipment and enforce its use to prevent the possibility of injury.~~

~~Using the information gathered from the first three (3) steps, department work rules are written, disseminated among all employees, and maintained for periodic review. This becomes a document to assist the supervisor in employee job orientation and it also provides a source of information they can use for periodic task review and evaluation.~~

## JOB SAFETY TRAINING

The supervisor must not assume that a newly hired, assigned, or reassigned employee knows the new job procedures. The four point methods of job instruction are found best for most hazardous operations:

### 1. PREPARATION

- Put them at ease.
- Define the job and find out what they already know about it.
- Get them Encourage interested in learning their job.
- Place them in the correct position for effective work. Define safety expectations.

### 2. PRESENTATION

- Tell, show, and illustrate one step at a time.
- Stress every key point.
- Instruct clearly, completely, and patiently.
- Present the information in a sequential organized format.

### 3. PERFORMANCE

- Observe job performance and provide immediate on the job follow up.
- Have them explain each key points to you as they work.
- Make sure they understand.
- Continue until they understand the performance requirements of the job to District's expectations your satisfaction.

### 4. FOLLOW UP

- Put them on their own.
  - Check frequently and employ encouraging questions Continue monitoring performance and encourage training when needed.

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## PERSONAL PROTECTIVE EQUIPMENT

The supervisor specifies the use of personal protective equipment (PPE). Examples are:

- Hard Hats — to protect the head against falling objects, head bumping situations or electrical conductors.
- Goggles, Face Shields, or Safety Glasses — to guard against air borne debris, dust, flying particles, wood chips, chemicals, heat or injurious rays.
- Ear Plugs or Earmuffs — to guard against prolonged exposure to noise exceeding sound tolerance levels defined by law.
- Respirators, Gas Mask, Airline Respirators, and Self-Contained Breathing Apparatus — to protect employees against toxic conditions.
- Reflective Vests or Bright Articles — to increase worker visibility while working in or around traffic lanes.
- Protective Clothing — to protect against wounds, abrasions, bumps, heat or melted metals.

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Commented [JK5]: Ships?

Commented [BC6]: We only have respirators,

Commented [MO7R6]: Need to review Cal/OSHA requirements for Respirators as it relates to voluntary vs required and specific training. This was a point they brought up in an OSHA training but didn't expand.

- ~~Gloves & CPR Breathing Barriers~~ — when responding to medical emergencies, gloves and breathing barriers must be used.

~~Mandatory Use:~~ when PPE has been specified as a condition of employment, its use is mandatory. Supervisors are responsible for training employees in the proper use of PPE when performing hazardous duty.

~~Proper Dress for Work Assignment:~~ each employee will wear clothing suitable for the job they perform and follow these additional guidelines:

- ~~Individuals with long hair must wear a cap or net while working around machinery.~~
- ~~Individuals whose jobs require them to wear breathing devices in toxic atmospheres (i.e. wildfire smoke, chemicals, Etc.) must be clean shaven where the mask contacts the face.~~
- ~~Employees working in hazardous areas will wear appropriate footwear: tennis shoes, loafers, sandals and similar shoes are not considered appropriate.~~

## ~~FIRST AID TRAINING FOR EMPLOYEES~~

~~All employees will be trained in Adult and Pediatric CPR, First Aid and AED within the first six (6) months of employment. Many industrial injuries can be effectively treated in the field and thus eliminate the necessity of a doctor for minor injuries. CPR and First Aid materials are furnished to the employee at no charge. Supervisors are advised to be aware of the following:~~

- ~~Physical Condition of Employees:~~ Illness is a major cause of injuries. The health of employees is a matter of concern to each supervisor. Observe your employee carefully.
- ~~Procurement of Power Tools, Heavy Equipment, Safety and Protective Equipment, Vehicles, etc.:~~ Detailed specifications for the use of special tools will be fully coordinated between supervisors of the employees, management, and safety.
  - ~~Disciplinary Action:~~ Violations of safety policies will result in disciplinary action up to and including termination. The District may take disciplinary action when an employee causes injury to themselves, other, or destroys or damages District equipment.

## ~~EMPLOYEE ACCIDENT PROCEDURE~~

~~As required by District policy, on duty District employees will implement immediate first aid measures in case of accident or injury.~~

~~The following procedures should be followed:~~

- ~~1. Dial 9-1-1 for emergency assistance in any case of severe bleeding, loss of consciousness, chest pain, any bleeding from the ears, nose (severe), or mouth, difficulty breathing, or a head injury. Injured persons often cannot judge the extent of their own injury.~~
  - ~~a. After 9-1-1 is called, immediately notify your supervisor and/or District Office at (805) 482-1996.~~

Commented [BC8]: Define long hair 4 inch past neck?

Commented [MT9]: Parks Thoughts?

Commented [BC10R9]: We don't have any of these, if there is a need for it call fire department. We wont send staff in

Commented [MO11R9]: So this wouldn't be a potential in a wild fire situation?

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Commented [MO12]: if the case isn't severe do we want to write out what the steps are for employees to follow?

~~— First aid should be rendered within the ability of the employee. Never leave the injured. Send someone for help.~~

~~2. —~~

~~Every work-related employee or volunteer injury must be reported to the District within 24 hours.~~

## PROCEDURE FOR PARTICIPANT ACCIDENTS

Every District employee is responsible for exercising extreme care and good judgement when employees are injured on the job and/or members of the community are injured while participating in a District sponsored program or activity. Care of the injured is primary, but consideration must be given to potential liability, which might result from the injury or accident. As such, with the exception of emergency care needed to save a life, advanced medical treatment must be left to professional medical personnel.

Obtaining medical treatment: District employees must always activate the EMS (Emergency Medical System) by dialing 9-1-1 to provide emergency medical aid beyond first aid. After calling 9-1-1, always be the last to hang up. Failure to carry out this duty could result in legal action against the District and the employee, and may endanger the life of the injured. Once the injured person is out of danger, the employee shall contact his Supervisor or other appropriate District personnel.

The designated District staff member will complete an Accident Report as soon as possible, being very careful to document the event objectively.

As required by District policy, on-duty employees will implement immediate first aid measures in case of accident or injury.

The following procedures should be followed:

1. Dial 9-1-1 for emergency assistance in any case of severe bleeding, loss of consciousness, chest pain, any bleeding from the ears, nose (severe), or mouth, difficulty breathing, or a head injury. Injured persons often cannot judge the extent of their own injury.
  - a. After 9-1-1 is called, immediately notify your supervisor and/or Pleasant Valley Recreation and Park District Office at (805) 482-1996.
2. First aid should be rendered within the ability of the employee. Never leave the injured Send someone else for help.
3. As soon as the situation has stabilized, record the name, address, and date of birth of the injured person(s). Write down a full objective description (using the words of the injured, if possible) of what happened and how. Obtain parent/guardian names and phone numbers. Record the names, addresses, and phone numbers of witnesses and write their account of the incident.
4. District employees are not to transport the injured. Contact a relative or allow the responding Emergency Medical Personnel to arrange transportation. If it is absolutely necessary for a District employee to transport the injured, District authorization must be obtained. Call the District office at (805) 482-1996.

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5. Do not respond to questions or accusations concerning liability. Concentrate your efforts on care of the injured person and gathering information.
6. Prepare an Accident Report before completion of duty and leave it with your supervisor.
7. Injured employees must call the nurse hotline for injury assessment.

If the seriousness of the accident is not readily known, always treat the situation as if it were a serious injury. Never allow the seriously injured person to re-enter the District program/activity/facility. The program/activity/facility becomes secondary to the care and well-being of the injured.

Every District employee must know and follow the proper procedures when a ~~program participant~~ person is injured during a District provided or sponsored program. Therefore, it must be the employee's responsibility to adhere to these procedures.

The Designated staff member will complete an Accident Report as soon as possible, being very careful to document the event objectively.

## ACCIDENT/EXPOSURE INVESTIGATIONS (Accident Report)

Accident reports must be prepared following any accident or hazardous substance exposure. These reports must include the following:

- Visiting the accident scene as soon as possible.
- Interviewing injured workers and witnesses.
- Determining the cause of the accident/exposure
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the finding and corrective actions taken.

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## SAFETY INCIDENT REPORTS

Safety Incident reports are used as a procedure for the reporting of all safety incidents ~~or accidents~~ using the following definitions:

- ~~An incident is a~~ Any act committed by a person or by natural causes, fire, wind, lightning, etc., resulting in the ~~damage or~~ destruction of property ~~or personal injury.~~
- Non-physical confrontations between employees and/or patrons of park facilities.
- Any situation that causes disruption to the normal flow of work.
- Property damage is the damage to or loss of District facilities or equipment.



## TRAINING AND INSTRUCTION

The supervisor must train and ensure that a newly hired, assigned, or reassigned employee knows the new job procedures. Training will also be provided to new supervisors who supervise employees with job hazards. The four-point methods of job instruction are found to be best for most hazardous operations:

### 1. PREPARATION

- Define the job and determine an employee's current training level.
- Encourage interest in learning the job.
- Define safety expectations.

### 2. PRESENTATION

- Tell, show, and illustrate one step at a time.
- Stress every key point.
- Instruct clearly, completely, and patiently.
- Present the information in a sequential organized format.

### 3. PERFORMANCE

- Observe job performance and provide immediate on-the-job follow-up.
- Have the employee explain key points as they work.
- Continue until the employee understands the performance requirements of the job to District's expectations.

### 4. FOLLOW-UP

- Continue monitoring performance and encourage training when needed.

## PERSONAL PROTECTIVE EQUIPMENT

Each supervisor will direct the use of personal protective equipment (PPE). Prior to the use of PPE, supervisors will ensure all employees have received relevant training and filled out the PPE training form. Examples include:

- Hard Hats – to protect the head against falling objects, head bumping situations, or electrical conductors.
- Goggles, Face Shields, or Safety Glasses – to guard against air borne debris, dust, flying particles, wood chips, chemicals, heat or injurious rays.
- Ear Plugs or Earmuffs – to guard against prolonged exposure to noise exceeding sound tolerance levels defined by law.
- Respirators, Gas Mask, and Self-Contained Breathing Apparatus – to protect employees against toxic conditions.
- Reflective Vests or Bright Articles – to increase worker visibility while working in or around traffic lanes.
- Protective Clothing – to protect against wounds, abrasions, bumps, heat or melted metals.
- Gloves & CPR Breathing Barriers – when responding to medical emergencies, gloves and breathing barriers must be used.

Commented [JK13]: Ships?

Commented [BC14]: We only have respirators,

Commented [MO15R14]: Need to review Cal/OSHA requirements for Respirators as it relates to voluntary vs required and specific training. This was a point they brought up in an OSHA training but didn't expand.

Mandatory Use: when PPE has been specified as a condition of employment, its use is mandatory. Supervisors are responsible for training employees in the proper use of PPE when performing hazardous duty.

Proper Dress for Work Assignment: each employee will wear clothing suitable for the job they perform and follow these additional guidelines:

- Individuals with long hair must wear a cap or net while working around machinery.
- Individuals whose jobs require them to wear breathing devices in toxic atmospheres (i.e. wildfire smoke, chemicals. Etc.) must be clean shaven where the mask contacts the face.
- Employees working in hazardous areas will wear appropriate footwear: tennis shoes, loafers, sandals, and similar shoes are not considered appropriate.

Commented [BC16]: Define long hair 4 inch past neck?

Commented [MT17]: Parks Thoughts?

Commented [BC18R17]: We don't have any of these, if there is a need for it call fire department. We wont send staff in

Commented [MO19R17]: So this wouldn't be a potential in a wild fire situation?

## FIRST AID TRAINING FOR EMPLOYEES

All employees will be trained in Adult and Pediatric CPR, First Aid and AED within the first six (6) months of employment. Many industrial injuries can be effectively treated in the field and thus eliminate the necessity of a doctor for minor injuries. CPR and First Aid materials are furnished to the employee at no charge. Supervisors are advised to be aware of the following:

- Physical Condition of Employees: Illness is a major cause of injuries. The health of employees is a matter of concern to each supervisor. Observe employees carefully.
- Procurement of Power Tools, Heavy Equipment, Safety and Protective Equipment, Vehicles, etc.: Detailed specifications for the use of special tools will be fully coordinated between supervisors of the employees, management, and safety.
- Disciplinary Action: Violations of safety policies will result in disciplinary action up to and including termination. The District may take disciplinary action when an employee causes injury to themselves, other, or destroys or damages District equipment.

## SAFETY RULES

Though the District provides a safe place to work, with proper tools, equipment, and protective devices, safety is the responsibility of every employee. Therefore, all District employees must adhere to the following safety rules:

1. Do not smoke on District property.
2. Do not lift loads of excessive weight solely with your back. Use your leg muscles to lift heavy or difficult loads or get help if the load exceeds your capabilities.
3. Do not wear jewelry, frayed or loose clothing while operating power machinery.
4. Do not operate machinery that you have not been trained and certified to use.
5. Use tools and equipment for their designed intent only.
6. Do not repair or adjust machinery while in operation.
7. Do not speed or drive carelessly; wear seat belts at all times, as required by state law.

Commented [MO20]: Do we need anything in here regarding handsfree device while driving. I know it's in the Personnel Policy but wanted to check.

8. Keep your workplace and equipment clean and orderly.
9. Do not display rowdiness or horseplay during working hours.
10. Use proper protective equipment (PPE) when operating District equipment (hard hats, gloves, hearing protection, protective glasses or goggles, face shields, etc.)
11. Never report to work while under the influence of intoxicating drugs or alcohol.
12. Do not use gasoline or other highly combustible fluids for cleaning purposes.
13. Always wash thoroughly after using chemicals or liquids (insecticides, herbicides, fertilizers, etc.)
14. Always secure ladders to prevent slippage or displacement before using.
15. Always face a ladder while descending or ascending and use both hands.
16. Promptly report all unsafe practices, procedures, or conditions to your supervisor.
17. Adhere to District Dress Code in the Personnel Policy Procedures Manual
18. Properly store all flammables per SDS.

The General Manager, with recommendations from the Safety Committee, shall determine the appropriate disciplinary action, up to and including termination, for violation of all safety rules.

## JOB SAFETY AND LOSS PREVENTION

The Pleasant Valley Recreation and Park District has proactive Safety Trainings designed to meet Occupational Safety and Worker's Compensation requirements. The expressed purpose is to reduce accident costs and to ensure that all District facilities and equipment are safe.

As a condition of employment, all employees must comply with established safety and health rules and perform their respective duties in the safest possible manner.

Supervisors are responsible for ensuring employees avoid job-related hazards. Every supervisor must follow published work rules that define correct work procedures. This enables the supervisor to maintain consistency that promotes employee confidence in the capabilities of management.

Every job must be broken down into its basic steps. These steps describe what is to be done and in what sequence. After the steps are identified and their causes understood, methods and means to eliminate them will be developed. The four ways this can be accomplished are:

1. Eliminate the process or operation, or provide a substitute action which can be done without the hazard;
2. Isolate the process or operation to eliminate or minimize the hazard;
3. Provide guards or automatic devices to eliminate or minimize the hazard;
4. Provide personal protective equipment and enforce its use to prevent the possibility of injury.

Using the information gathered from the first three (3) steps, department work rules are written, disseminated among all employees, and maintained for periodic review. This becomes a document to assist the supervisor in employee job orientation and it also provides a source of information they can use for periodic task review and evaluation.

## EMPLOYEE ACCESS TO THE IIPP

Our employees – or their designated representatives - have the right to examine and receive a copy of our IIPP. This will be accomplished by providing unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

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Any copy provided to an employee or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIP Program.

Where we have distinctly different and separate operations with distinctly separate and different IIPPs, we may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization in order to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

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## RECORDKEEPING

We are a local governmental entity (any county, city, or district, and any public or quasi-public corporation or public agency therein) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

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## DISTRICT SAFETY COMMITTEE

The District Safety Committee’s function is to reduce accidents, and property losses, and to develop recommendations to promote safe District facilities and safety for patrons. Its objectives are as follows:

- To protect the District against loss of assets and destruction or depletion of resources.
- To identify and control activities with the goal of reducing loss/accident frequency and severity.
- To establish and monitor procedures that provide a constant assessment of the District’s exposure potential.
- To promote the continuing safety education and training of employees at all levels, as well as to provide the District and patrons with a safe environment.

The Safety Committee is composed of a cross-section of District employees. ~~The Administrative Analyst and/or Recreation Supervisor shall act as Chair and Vice Chair of the Committee.~~ The Safety Committee functions as a Board of Review and will:

- Review all safety incident/accident reports.
- Investigate major accidents and determine the extent of an injury or accident, whether it was preventable, and recommend corrective action(s).
- Monitor, review, and recommend changes to the District safety program.

The Safety Committee meets ~~regularly on the third Tuesday of the month~~, ~~at minimum quarterly~~ but the Chair may call special meetings in order to review safety issues and make recommendations for the Committee's review. ~~The District Safety Officer/District's Risk Manager will order all safety supplies and training materials.~~

## ~~SAFETY REPORTS~~

~~Safety reports are used as a procedure for the reporting of all safety incidents or accidents using the following definitions:~~

- ~~• An incident is any act committed by a person or by natural causes, fire, wind, lightning, etc., resulting in the destruction of property or personal injury.~~
- ~~• Property damage is the damage to or loss of District facilities or equipment.~~

## ~~SAFETY RULES~~

~~Though the District provides a safe place to work, with proper tools, equipment, and protective devices, safety is the responsibility of every employee. Therefore, all District employees must adhere to the following safety rules:~~

- ~~1. Do not smoke inside District facilities, property, and vehicles.~~
- ~~2. Do not lift loads of excessive weight solely with your back. Use your leg muscles to lift heavy or difficult loads or get help if the load exceeds your capabilities.~~
- ~~3. Do not wear jewelry, frayed or loose clothing while operating power machinery.~~
- ~~4. Do not operate machinery that you have not been trained and certified to use.~~
- ~~5. Use tools and equipment for their designed intent only.~~
- ~~6. Do not repair or adjust machinery while in operation.~~
- ~~7. Do not speed or drive carelessly, and wear seat belts at all times, as required by state law.~~
- ~~8. Keep your workplace and equipment clean and orderly.~~
- ~~9. Do not display rowdiness or horseplay during working hours.~~
- ~~10. Use proper protective equipment (PPE) when operating District equipment (hard hats, gloves, hearing protection, protective glasses or goggles, face shields, etc.)~~

**Commented [MO21]:** Do we need anything in here regarding handsfree device while driving. I know it's in the Personnel Policy but wanted to check.

11. Never report to work while under the influence of intoxicating drugs or alcohol.
12. Do not use gasoline or other highly combustible fluids for cleaning purposes.
13. Always wash thoroughly after using chemicals or liquids (insecticides, herbicides, fertilizers, etc.)
14. Always secure ladders to prevent slippage or displacement before using.
15. Always face a ladder while descending or ascending and use both hands.
16. Promptly report all unsafe practices, procedures, or conditions to your supervisor.
17. Always wear a uniform while on duty, Adhere to District Dress Code in the Personnel Policy Procedures Manual if instructed to do so.
18. Properly store all flammables per MSDS.

The General Manager, with recommendations from the Safety Committee, shall determine the appropriate disciplinary action, up to and including termination, for violation of all safety rules.

## ~~PROCEDURE FOR PARTICIPANT ACCIDENTS~~

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~~Every District employee is responsible for exercising extreme care and good judgement when members of the community are injured while participating in a District sponsored program or activity. Care of the injured is primary, but consideration must be given to potential liability, which might result from the injury or accident. As such, with the exception of emergency care needed to save a life, advanced medical treatment must be left to professional medical personnel.~~

~~Obtaining medical treatment: District employees must always activate the EMS (Emergency Medical System) by dialing 9-1-1 to provide emergency medical aid beyond first aid. After calling 9-1-1, always be the last to hang up. Failure to carry out this duty could result in legal action against the District and the employee, and may endanger the life of the injured. Once the injured person is out of danger, the employee shall contact his Supervisor or other appropriate District personnel.~~

~~The designated District staff member will complete an Accident Report as soon as possible, being very careful to document the event objectively.~~

~~As required by District policy, on duty employees will implement immediate first aid measures in case of accident or injury.~~

~~The following procedures should be followed:~~

- ~~1. Dial 9-1-1 for emergency assistance in any case of severe bleeding, loss of consciousness, chest pain, any bleeding from the ears, nose (severe), or mouth, difficulty breathing, or a head injury. Injured persons often cannot judge the extent of their own injury.~~
  - ~~a. After 9-1-1 is called, immediately notify your supervisor and/or Pleasant Valley Recreation and Park District Office at (805) 482-1996.~~
- ~~2.1. First aid should be rendered within the ability of the employee. Never leave the injured. Send someone else for help.~~

~~3.1. \_\_\_\_\_ As soon as the situation has stabilized, record the name, address, and date of birth of the injured person(s). Write down a full objective description (using the words of the injured, if possible) of what happened and how. Obtain parent/guardian names and phone numbers. Record the names, addresses, and phone numbers of witnesses and write their account of the incident.~~

~~4.1. \_\_\_\_\_ District employees are not to transport the injured. Contact a relative or allow the responding Emergency Medical Personnel to arrange transportation. If it is absolutely necessary for a District employee to transport the injured, District authorization must be obtained. Call the District office at (805) 482-1096.~~

~~5.1. \_\_\_\_\_ Do not respond to questions or accusations concerning liability. Concentrate your efforts on care of the injured person and gathering information.~~

~~6.1. \_\_\_\_\_ Prepare an Accident Report before completion of duty and leave it with your supervisor.~~

~~If the seriousness of the accident is not readily known, always treat the situation as if it were a serious injury. Never allow the seriously injured person to re enter the District program/activity. The program/activity becomes secondary to the care and well being of the injured.~~

~~Every District employee must know and follow the proper procedures when a program participant is injured during a District provided or sponsored program. Therefore, it must be the employee's responsibility to adhere to these procedures.~~

## DRUG AND ALCOHOL USE

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~~While the District has no intention of intruding into the private lives of its employees, unless it is for legitimate District reasons, involvement with drugs and alcohol off the job can take its toll on job performance and employee safety. Our concern is that employees are in a condition to perform their duties safely and efficiently, in the interests of their fellow workers and the public as well as themselves. The presence of drugs and alcohol on the job, and the influence of these substances on employees during working hours, are inconsistent with this objective.~~

~~Furthermore, the use of prescription drugs and/or over the counter drugs also may affect an employee's job performance and may seriously impair them. If an employee is taking a drug or medication, whether or not prescribed by a physician, which may adversely affect their ability to perform work in a safe or productive manner, they are required to report such use to their Supervisor. This includes drugs which are known or advertised as possibly affecting judgment, coordination or other senses, including those which may cause drowsiness or dizziness, and including both prescription and non-prescription drugs and medications. Their Supervisor, in conjunction with the Risk Manager, will determine whether they will be allowed to remain at work, and whether any work restrictions are appropriate.~~

~~Employees who think they may have an alcohol or drug usage problem are urged to voluntarily seek confidential assistance from the Employee Assistance Program. While the District will be supportive of those who seek help voluntarily, the District will be equally firm in identifying and disciplining those who continue to be substance~~

**Commented [MO22]:** Need to further discuss Risk Manager

~~abusers and do not seek help or continue substance abuse even while enrolled in counseling or rehabilitation programs.~~

~~Supervisors may be trained to recognize abusers and become involved in this control process. Alcohol or drug abuse will not be tolerated and disciplinary action, up to and including termination, will be used as necessary to achieve this goal.~~

~~This policy provides guidelines for the detection and deterrence of alcohol and drug abuse. It also outlines the responsibilities of the District's managers and employees. To that end, the District will act to eliminate any substance abuse (alcohol, illegal drugs, prescription drugs or any other substance which could impair an employee's ability to safely and effectively perform the functions of the particular job) which increases the potential for accidents, absenteeism, substandard performance, poor employee morale or damage to the District's reputation. All persons covered by this policy should be aware that violations of the policy may result in discipline, up to and including termination.~~

~~In recognition of the public service responsibilities entrusted to the employees of the District, and that drug and alcohol usage can hinder a person's ability to perform duties safely and effectively, the following policy against drug and alcohol abuse is hereby adopted by the District.~~

#### **DISTRICT POLICY**

~~It is District policy that employees shall not be under the influence, or in possession, of alcohol or drugs while on District property, at work locations, or while on duty or subject to being called to duty or standby, and that employees shall not sell or provide drugs or alcohol to any other employee or person while on duty or on standby duty.~~

~~While use of validly prescribed medications and drugs does violate this policy per se, failure by an employee to notify his/her supervisor, before beginning work, when taking medications or drugs which could foreseeably interfere with the safe and effective performance of duties, or the operation of District equipment, can result in discipline up to and including termination. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician may be required.~~

~~The District reserves the right to search, without employee consent, all areas and property in which the District maintains control or joint control with the employee. "Right to search, when utilized, shall be preceded with notice to the employee of his/her right to representation and to be present during the search *unless it is an emergency or the District deems it is not practical to have the employee present.*" Otherwise, the District may notify appropriate law enforcement agencies that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the District.~~

~~Refusal to immediately submit to an alcohol and/or drug analysis when requested by District management or law enforcement personnel, or refusal to submit to a search of personal properties if requested by law enforcement personnel, may constitute insubordination and be grounds for discipline up to and including termination.~~

**Commented [M023]:** Does mimic the exact terminology as well as wording as in the Personnel Policy and if so is it required to be in both places?



Employees reasonably believed to be under the influence of alcohol or drugs shall be prevented from engaging in further work and shall be detained for a reasonable time until he or she can be safely transported from the work site.

The District is committed to providing reasonable accommodation to those employees whose drug or alcohol problem classifies them as handicapped under federal and/or state law.

The District has established an Employee Assistance Program (EAP) to assist those employees who voluntarily seek help for alcohol or drug problems. Employees should contact their supervisors or the Human Resource office for additional information.

### APPLICATION

This policy applies to all employees and unpaid persons whose actions can serve to place themselves or employees at risk, cause poor employee morale, or damage the District's reputation. This policy applies to alcohol and drugs, including all substances, drugs, or medication, whether legal or illegal, which could impair an employee's ability to effectively and safely perform the functions of the job.

### EMPLOYEE RESPONSIBILITIES

An employee must:

- not report to work or be subject to duty while his/her ability to perform job duties is impaired due to on or off duty alcohol or drug use; not possess or use alcohol or impairing drugs, including illegal drugs and prescription drugs without a prescription, during working hours or while on standby duty, on breaks, during meal periods or at any time while on District property;
- not directly or through a third party sell or provide drugs or alcohol to any person, including any employee, while either or both employees are on duty or on standby duty;
- submit immediately to an alcohol and drug test when requested by a District representative, and approved by the General Manager or his/her designated representative;
- notify his/her supervisor, before beginning work, when taking any medications or drugs, prescription or non-prescription, which the employee knows or should know may interfere with the safe and effective performance of duties or operation of District equipment; and
- provide, within 24 hours of request, bona fide verification of a current valid prescription for any potentially impairing drug or medication identified when a drug screen/test is positive. The prescription must be in the employee's name.

If drug/alcohol testing is proposed, the employee who is to be tested shall have the right to determine whether the test is by blood sample or by urinalysis. Testing, other than by breathalyzer performed by law enforcement for reasonable cause, shall only be conducted by a laboratory certified by the National Institute on Drug Abuse, using gas spectrometer testing and shall, in all cases, include a split sample properly identified, for use by the employee if the employee challenges a positive result. The split sample and/or original sample shall be available for parallel testing by a different licensed laboratory at the District's expense. Test results and samples shall be retained for at least one (1) year. Any irregularity in the chain of custody of a sample shall serve to void the test.

## MANAGEMENT RESPONSIBILITIES AND GUIDELINES

Managers and Supervisors are responsible for reasonable enforcement of this policy.

Managers and Supervisors may request that an employee submit to a drug and/or alcohol test when a manager or supervisor has a reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol while on the job or subject to being called.

"Reasonable suspicion" is a belief based on objective facts sufficient to lead a reasonably prudent supervisor to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job is impaired or so that the employee's ability to perform his/her job safely is reduced. "Reasonable suspicion" shall generally not be deemed to exist if other objective explanations exist.

For example, any of the following, alone or in combination, may constitute reasonable suspicion: (when such behavior is unusual for an individual)

- Slurred speech;
  - Alcoholic odor on breath;
  - Unsteady walking and movement;
  - An accident involving District property, where it appears the employee's conduct is at fault, when other objective evidence exists;
  - Physical altercation;
  - Unusual behavior;
  - Verbal altercation;
  - Possession of alcohol or drugs;
- 
- Any Manager or Supervisor requesting an employee to submit to a drug and/or alcohol test should document in writing the facts constituting reasonable suspicion that the employee in question is intoxicated or under the influence of drugs.
  - Any Manager or Supervisor encountering an employee who refuses an order to submit to a drug and/or alcohol analysis upon request shall remind the employee of the requirements and disciplinary consequences of this policy. Where there is reasonable suspicion that the employee is then under the influence of alcohol or drugs, the manager or supervisor should arrange for the employee to be safely transported home.
  - Managers and Supervisors shall not physically search the person of employees, nor shall they search the personal possession of employees without the freely given written consent of, and in the presence of, the employee.
  - Managers and Supervisors shall notify their Department Manager or designee when they have reasonable suspicion to believe that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the District. If the Department Manager or designee concurs that there is reasonable suspicion of illegal drug possession, the Department Manager shall notify the appropriate law enforcement agency.

## PHYSICAL EXAMINATION AND PROCEDURE

The drug and/or alcohol test may test for any substance which could impair an employee's ability to effectively and safely perform the functions of his/her job, including, but not limited to, prescription medications, alcohol,

**Commented [MT24]:** Do we have a form for this, or can this just be an email to HR?

heroin, cocaine, morphine and its derivatives, P.C.P., methadone, barbiturates, amphetamines, marijuana, and other cannabinoids. Form "A" describes the method in which the initial test will be conducted, how the sample will be processed after the drug and/or alcohol test is completed, and how a confirmatory test after an initial positive result will be performed.

#### RESULTS OF DRUG AND/OR ALCOHOL ANALYSIS

A positive result from a drug and/or alcohol analysis may result in disciplinary action, up to and including termination. "Positive results" shall be defined, for alcohol, as having a blood alcohol level above that limit as established under California law for the operation of a motor vehicle.

If the drug screen is positive, the employee must provide within 24 hours of request bona fide verification of a valid current prescription for the drug identified in the drug screen. The prescription must be in the employee's name. If the employee does not provide acceptable verification of a valid prescription, or if the prescription is not in the employee's name, or if the employee has not previously notified his or her supervisor, the employee will be subject to disciplinary action up to and including termination.

If an alcohol or drug test is positive for alcohol or drugs, the District shall conduct an investigation to gather all facts.

The Alcohol/Drug Abuse Report shall not be considered valid until signed by a trained supervisor/manager and the General Manager or his designee. Any such report shall be removed from the file unless confirmation is made the violation took place.

#### CONFIDENTIALITY

Suspicion of, participation in EAP laboratory reports and test results shall not appear in an employee's general personnel folder. Information of this nature will be contained in a separate confidential medical folder that will be securely kept under the control of Human Resources. The reports or test results may be disclosed to District management on a strictly need to know basis and to the tested employee upon request.

Disclosures, without employee consent, may also occur when: (1) the information is compelled by law or by judicial or administrative process; (2) the information has been placed at issue in a formal dispute between the employer and employee; (3) the information is needed by medical personnel for the diagnosis or treatment of the patient who is unable to authorize disclosure.

Disclosure of any information garnered through the administration of this policy is a violation of this policy and may cause discipline up to and including termination of the person or persons making the disclosure.

## MOTOR VEHICLE SAFETY

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The driving of a vehicle is vital in conducting District business. Vehicle losses can be very costly and exposes the District to a variety of liabilities, including:

- Property Damage
- Bodily Injury
- Fatalities

- Lawsuits

The cost of claims can mount-lead to losses that will adversely affect the District's efforts to accomplish its mission. To help prevent vehicle accidents and the type of loss exposure associated with them a general guideline for establishing a fleet program is presented below.

The maintenance person/mechanic in charge of vehicles and equipment is responsible for the fleet safety. Their duties include:

1. Establishing a fleet safety policy and rules for personnel to adhere to and check on compliance with these requirements.
2. Establish policy and procedures for inspecting fleet vehicles for the operating condition of safety devices such as hazard warning lights and wipers. Also inspect for signs of abuse, unreported physical damage, and general upkeep.
3. Fully support and promote defensive driving practices and the use of seat belts by all drivers and passengers.

Drivers of vehicles owned, rented or leased by the District shall be required to practice defensive driving techniques and practices. The basic defensive driving practice is to plan and do everything that one can reasonably do to prevent an accident. The following guidelines should also be followed:

1. Drivers must have a valid driver's license to operate a District vehicle. All drivers should be reviewed to see if their duties will involve operating vehicles that require a special license. Personnel staff shall evaluate the license at the time of hire.
2. The driver should be physically and mentally capable of driving the vehicle they are assigned, whether the vehicle is a car, van, truck, or tractor.
3. All District drivers should be trained/retrained and evaluated on safe driving skills through the use of recognized organizations that conduct driver training courses which cover defensive driving techniques: two-vehicle collision prevention, backing accident prevention, safe following distance and passing skills, and intersection driving and turns.

## OPERATION OF VEHICLES

Before operating a vehicle, the driver should inspect the vehicle. An inspection check should include but not be limited to the following items:

- Condition of tires and air pressure
- Windshield wipers
- Lights, turn signals, brakes, and horn
- Cleanliness of the windows
- Mirrors cleaned, secured, and properly adjusted.

All employees should be aware that the District Safety Committee will review all vehicle accidents to determine preventability. This review is designed to protect both the District and the employee. Any action by the Committee should be considered helpful counselling, not as a disciplinary action.

Human Resources will monitor each District employee for:

- Date of and type of driver's license and renewals.
- Date and type of driver's training courses, defensive driving courses, and refresher course taken.
- Three-year accident history showing the dates and types of accidents, even if the driver was not at fault.

## RULES FOR USING DISTRICT VEHICLES

1. Obey all District policies and state laws
2. Do not use alcohol or drugs before operating any vehicle
3. Practice defensive driving at all times while operating District vehicles
4. Do not operate District equipment without a valid operator's license and District approval
5. Immediately report all accidents to the supervisor or the District Administration office
6. Except for accidents causing injury, wait for the police investigation before leaving the scene
7. For an accident outside Ventura County, request that a state or local police agency be notified, and an accident report filed
8. The Motor Vehicle Accident Report Kit is in the District vehicle. It is the employee's obligation to make clear any extenuating circumstances surrounding the accident. This report must be in detail, clear, and submitted to the employee's supervisor within 24 hours of the accident. If the employee is unable to complete report, the supervisor must submit a preliminary report.

## MOTOR VEHICLE REPORTS FOR AUTHORIZED DISTRICT DRIVERS

Motor Vehicle Reports (MVR's) are obtained from the California Department of Motor Vehicles and are forwarded to Human Resources for review. The following point system is provided as illustration of the method of assigning values to the various types of traffic violations and/or District incidents to arrive at a decision on the acceptability of drivers:

### Convictions

- Minor – 1
- At Fault Accident – 3
- Major (within last two years) – 6
- Major (over two years) – 3
- \*Two or more incidents within an 18-month period – 1

\*Time reference is from the date of conviction, not the date the citation was issued.

Major convictions include, but are not limited to:

- Driving while intoxicated or under the influence of alcohol or drugs;
- Failure to stop and report an accident;
- Homicide, manslaughter or assault arising out of the operation of a motor vehicle;
- Driving during a period when license is suspended or revoked;
- Reckless driving;
- Possession of an open container of alcoholic beverage;

- Speed contest drag or highway racing or trying to elude a Peace Officer.

An acceptable point total is five (5) points or less.

## EMPLOYEE VEHICLE ACCIDENT PROCEDURE

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Stop and give medical assistance, if needed. Call 9-1-1 if medical help is needed, then call the District office at (805) 482-1996. Always insist that a police report be taken. Complete your Motor Vehicle Accident Report.

Employee accident, seek medical treatment as needed. Contact your supervisor immediately or the District Office (805) 482-1996.

1. In case of serious injury, get needed attention as quickly as possible, including calling 9-1-1 for emergency transportation or assistance if needed.
2. All employees seeking medical treatment must do so by using the ~~Excess Insurance Authority (EIA) Medical Provider Network: [www.ciampn.csac.cia.org](http://www.ciampn.csac.cia.org)~~ 24/7 Nurse Line for work injuries, ~~at 1-855-643-0152.~~
3. If the employee is injured after business hours of a medical facility found on the Medical Provider Network, or the illness or injury is severe to warrant a trip to the hospital then the employee may choose a local hospital to obtain care.
4. In all cases, notify your supervisor as soon as possible after an accident, and provide all the information needed for the Accident Report.

Field Code Changed

Employees should never admit liability or fault for an accident or injury and never promise medical or hospital bills will be paid by the District. Remember you are an extension of the District, guilt or fault will be determined by others at a later date.

The procedures described above to ensure that each District employee is aware of the appropriate actions required of them in case of an accident or injury. The guidelines reference all District accidents and injuries that may occur at work or during a District function/activity/program.

## ~~FACILITY SAFETY INSPECTION GUIDELINES~~

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~~District facility safety inspections are conducted routinely. Employees of the District shall cooperate fully in the inspection process to ensure that all hazards are identified and corrected in a timely manner.~~

~~The lead and maintenance workers will utilize the checklist appropriate for each area being inspected with emphasis placed on standards consistent with local, state, and federal regulations. Emphasis is placed on conditions of facilities, equipment, and machines.~~

~~Examples are:~~

- ~~• Good housekeeping;~~
- ~~• Use of appropriate protective equipment;~~

- ~~• Compliance with safety rules;~~
- ~~• Condition of ladders;~~
- ~~• Proper maintenance of electrical equipment;~~
- ~~• Proper guarding of open pits, ditches, tanks, etc.;~~
- ~~• Proper storage of flammable/combustible/hazardous liquids and/or substances;~~
- ~~• Portable fire fighting equipment, first aid kits, and emergency lights;~~
- ~~• Condition of power and hand tools;~~
- ~~• Proper guarding of powered equipment and machines;~~
- ~~• Inspection of all irrigation equipment;~~
- ~~• Extensive inspection of all playground equipment.~~

~~The park supervisor assigned to the facility shall maintain the safety inspection reports. Completed inspections are stored in files at the Parks office. The inspections will consist of the following:~~

- ~~• Date of inspection;~~
- ~~• Inspector's name;~~
- ~~• Written list of deficiencies;~~
- ~~• Recommendations for correction of deficiencies.~~

~~Facilities and equipment deemed unsafe or an imminent hazard will be taken out of use until the needed repairs are made and the equipment is re-inspected. Corrections requiring special equipment and/or monetary funds beyond the control of the Department manager must be presented to the General Manager for resolution.~~

~~Lead and maintenance staff will inform management of any unsafe condition that presents the potential of danger to persons or property that cannot be immediately corrected and ensure that all necessary precautions have been taken to prevent further loss or injury.~~

## HEAT ILLNESS PREVENTION POLICY

The District is committed to the safety of all staff. Heat illness is a critical and mostly preventable ailment. To prevent heat illness and comply with Cal-OSHA requirements for Heat Illness Prevention, the following policy is to be implemented for all staff working outdoors:

### Provision of Water:

1. Central work location shall be equipped with a drinking fountain or a water container that supplies one quart of potable water per hour for each employee. These locations include the corporation yard, all community centers, and all lifeguard offices.
2. A work truck that will be on-site in parks for over 30 minutes will be equipped with a water container that supplies one quart of potable water per hour for each employee if a drinking fountain is not available in the park.
3. The District will maintain ice and water available to staff each morning.
4. Water shall be consumed, early and often.

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#### Access to Shade:

1. At a trigger temperature of 80 degrees, District Supervisors shall identify shaded rest areas available and specify those areas to all employees.
2. The amount of shade present shall be at least enough to accommodate the number of employees on recovery, rest periods, and during meal periods so that they can sit in a normal posture fully in the shade without having to be in physical contact with each other.
3. If there are no shaded rest areas available, the lead staff member shall identify off-site shaded rest areas or contact their supervisor for portable shaded areas.
4. Employees shall be allowed and encouraged to take a preventative cool-down rest in the shade to protect themselves from overheating. Access is permitted at all times, regardless of temperature. Employees who take a cool down rest:
  - a. Shall be monitored for signs and symptoms of heat related illness
  - b. Shall be encouraged to remain in the shade as needed
  - c. Shall not be ordered back to work for at least 5 minutes, and until signs or symptoms of heat related illness abate
5. District air-conditioned trucks may be used in lieu of shade as a last resort.

**Commented [MO25]:** Not sure what you mean as this very vague and ambiguous.

**Commented [KD26R25]:** Check with OSHA

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#### High Heat Procedures:

1. At a trigger temperature of 95 degrees, District Supervisors shall identify the hazard of high heat in a pre-shift meeting and/or communication.
2. Lead staff will ensure that communication with all District staff is maintained and that staff can contact a Supervisors.
3. Employees will be observed for alertness and signs or symptoms of heat related illness. Monitoring can be conducted by a supervisor, a co-worker, or via regular communication with sole employees via phone.
4. Employees will be reminded throughout the work shift to drink plenty of water.
5. All staff will take a minimum of 10 minutes preventative cool-down rest period every 2 hours.
6. Lifeguard rotations will be adjusted to increase the frequency of breaks.
7. Recreation staff will minimize outdoor activities and increase the frequency of breaks.
8. Park, field, and facility shifts move work to the shade when possible. Complete most open-sun projects in the early morning. Assign less physically demanding tasks in the hottest part of the day.

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**Commented [MO27]:** Is this related to an outdoor pool?

**Commented [KD28R27]:** Check to see if there is a reason we have them detailed out can we combine?

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#### Emergency Response

1. All District employees are authorized to call for help in an emergency. If an employee shows severe heat illness signs and symptoms, emergency services should be called – Call 911.
2. Early detection of heat illness is critical in treating it with first aid. Any employee showing early signs of heat related illness will be moved to a cool area and given proper treatment.
3. If first aid efforts are not effective, Call 911.
4. If heat illness is detected in the early stages of heat exhaustion, and first aid is successful in reversing the effects, the employee will be advised to contact Nurse Triage and the Worker's Comp. process will be activated.



5. The employee, with advice from Nurse Triage, will determine if they are able to return to work the same day. Their supervisor will evaluate conditions and determine the best course of return-to-work plan. It is recommended that an affected employee's exposure to heat and sun be minimized for at least 24 hours.
6. All instances of heat related illness require an Accident Report.

**Acclimatization:**

1. All employees shall be closely observed by a Supervisor or designee for the first 14 days during heat exceeding 80 degrees when the temperature is at least 10 degrees higher than average temperature in the proceeding 5 days.
2. All new employees and employees who have been newly assigned to outdoor work shall be closely observed by a Supervisor or designee for the first 14 days of the employee's outdoor shifts with the District.
3. Employees will be observed for alertness and signs or symptoms of heat related illness. Monitoring can be conducted by a supervisor, a co-worker, or via regular communication with sole employees via phone.

**Training:**

The District shall provide and document annual Heat Illness Prevention Training to all employees assigned to work outdoors. Staff will be trained on the following:

1. The environmental and personal risk factors for heat illness as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
2. PVRPD's procedures for provision of water, access to shade, high heat procedures, cool-down rests, access to first aid, and the employees right to implement the Heat Illness Plan without retaliation.
3. The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot, and the employees are likely to be sweating more than usual in the performance of their duties.
4. The concept, importance, and methods of acclimatization.
5. The different types of heat illness and the common signs and symptoms of heat illness.
6. The importance to employees of immediately reporting to PVRPD, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves or in co-workers.
7. PVRPD's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary. These procedures shall include designating a person to be available to ensure that emergency procedures are invoked when appropriate.
8. District Supervisors, Crew Leaders
  - a. The procedures the Supervisor is to follow to implement the Heat Illness Prevention Plan
  - b. The procedures the Supervisors is to follow when an employee exhibits or reports possible heat related illness, including emergency response procedures
  - c. Methods to monitor the weather reports and PVRPD's plan for hot weather advisories

**Commented [MO29]:** It would probably be good to have an tailgate meeting every June/July when temperatures start rising to review the information. A 1 page FAQ would be helpful with this information.

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**Patron Safety**

Program participants and patrons are also susceptible to heat illness. The following precautions are in place to protect the public:

1. At the trigger temperature of 80 degrees, lead program staff will implement cool-down rest periods in the shade for a minimum of 10 minutes for every 2 hours of programming.
2. At the trigger temperature of 95 degrees, lead program staff will minimize outdoor activities and increase the frequency of breaks.
3. All District staff working outdoors will be trained to recognize the signs and symptoms of heat illness.
4. All District staff will be trained to provide first aid and/or active emergency medical procedures for heat illness as needed.

## COVID-19 PREVENTION PROGRAM (CPP) FOR PLEASANT VALLEY RECREATION AND PARK DISTRICT

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

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. Date: July 20, 2023

**~~Date: March 24, 2021~~**

### ~~AUTHORITY AND RESPONSIBILITY~~

~~PVRPD Safety Committee has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.~~

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

### ~~IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS~~

~~We will implement the following in our workplace:~~

- ~~• Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.~~
- ~~• Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.~~
- ~~• Develop and implement COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace.~~
- ~~• Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
  - ~~○ Cal/OSHA CDPH Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environment.~~
  - ~~○ CDPH Face Covering Requirements.~~
  - ~~○ CDPH Isolation and Quarantine Guidance.~~
  - ~~○ Applicable CDPH Employees & Workplaces Guidance.~~~~
- ~~• Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.~~
- ~~• Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.~~

## EMPLOYEE PARTICIPATION

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: observing their surroundings, taking action when they are aware of any inconsistency in the following safety protocol.

## EMPLOYEE SCREENING

We screen our employees by: having them self screen according to CDPH guidelines. Ensure that face coverings are used during screening by employees and, if temperatures are measured, that non-contact thermometers are used, and by indicating any symptoms that may be out of the ordinary.

## CORRECTION OF COVID-19 HAZARDS

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed, and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow up measures are taken to ensure timely correction.

## CONTROL OF COVID-19 HAZARDS

### FACE COVERINGS

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Face coverings will be provided by the Administrative Services Department, three face masks will be provided to each employee and the employee will be responsible for cleaning and maintain their masks. Employees will notify their supervisor or Human Resources if one or more of their masks are no longer fit for use. Employees may choose to wear their own masks.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room or vehicle.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing impaired or communicating with a hearing impaired person. Alternatives will be considered on a case by case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a required face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be tested at least weekly for COVID-19.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

## ENGINEERING CONTROLS

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.
- The ventilation system will be properly maintained and adjusted.
- When possible we will increase filtration efficiency to the highest level compatible with the existing ventilation system.

## CLEANING AND DISINFECTING

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Ensuring adequate supplies and adequate time for it to be done properly.
- Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.

Should we have a COVID-19 case in our workplace, we will implement the following procedures: Employees will be notified, the space and any place that the employee has been will be properly disinfected by our Ground/Facilities Crew using the provided disinfectants.

## SHARED TOOLS, EQUIPMENT AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by spraying the equipment with disinfectant spray and wiping a clean cloth or spraying with disinfectants such as Lysol.

Sharing of vehicles will be minimized to the extent feasible, and high touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

## HAND SANITIZING

In order to implement effective hand sanitizing procedures, we:

- Evaluating handwashing facilities.
- Determining the need for additional facilities.

- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.

## ~~PERSONAL PROTECTIVE EQUIPMENT (PPE) USED TO CONTROL EMPLOYEES' EXPOSURE TO COVID-19~~

~~We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3280, and provide such PPE as needed.~~

~~Upon request, we provide respirators for voluntary use to all employees who are working indoors or in vehicles with more than one person.~~

~~We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.~~

## Testing of employees

We make COVID-19 testing available at no cost, during paid time, to all employees:

- Who had close contact in the workplace; or
- Who have COVID-19 symptoms; and
- During outbreaks and major outbreaks (see below for further details).

## ~~INVESTIGATING AND RESPONDING TO COVID-19 CASES~~

~~We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the **Appendix C: Investigating COVID-19 Cases** form:~~

- ~~Employees that had a close contact are offered COVID-19 testing at no cost during their working hours, except for returned cases as defined in 3205(b)(11).~~
- ~~The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to these employees.~~
- ~~Written notice within one business day of our knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative), independent contractors and other employers on the premises at the same worksite as the COVID-19 case during the infectious period. These notifications will meet the requirements of T8CCR section 3205(e)(3)(B) and Labor Code section 6409.6(a)(4), (a)(2), and (c).~~
- ~~We consider a "close contact" that meets the definition in section 3205(b)(1), unless it is otherwise defined by CDPH; "infectious period" meets the definition in 3205(b)(9), unless it is otherwise defined by CDPH; and "worksite" meets the section 3205(b)(12) definition.~~

## SYSTEM FOR COMMUNICATING

Our goal is to ensure that we have effective two-way communication with our employees, in a form

they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how this will be accomplished in your workplace.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations by speaking to their supervisor or Human Resources
- Access to COVID-19 testing when testing is required. Speak to your supervisor or manager to obtain an At Home Test Kit.

The COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

## TRAINING AND INSTRUCTION

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19 related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment—face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

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

## EXCLUSION OF COVID-19 CASES

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until the return-to-work requirements in section 3205(e)(10) are met.
- Reviewing current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or

other measures to reduce transmission.

- Developing, implementing, and maintaining effective policies to prevent transmission of COVID-19 by persons who had close contacts.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits. This will be accomplished by utilizing sick leave, or workers' compensation where applicable.

## REPORTING, RECORDKEEPING, AND ACCESS

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19 related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## RETURN-TO-WORK CRITERIA

We will meet the following return to work criteria for COVID-19 cases and employees excluded from work:

- **COVID-19 cases, regardless of vaccination status or previous infection and who do not develop symptoms or symptoms are resolving**, cannot return to work until we can demonstrate that all of the following criteria have been met:
  - At least five days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test;
  - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications; and
  - A negative COVID-19 test from a specimen collected on the fifth day or later is obtained; or, if unable to test or the employer chooses not to require a test, 10 days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test.
- **COVID-19 cases, regardless of vaccination status or previous infection, whose COVID-19 symptoms are not resolving**, may not return to work until:
  - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication; and
  - 10 days have passed from when the symptoms began.
- COVID-19 tests may be self-administered and self-read only if the following independent verification of the results can be provided **[such as a time-stamped photograph of the results.]**
- Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.



- The return to work requirements for COVID-19 cases who do or do not develop symptoms apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.

If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.



**APPENDIX B: COVID 19 INSPECTIONS**

**Date:** [enter date]

**Name of person conducting the inspection:** [enter names]

**Work location evaluated:** [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Floor Markings			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Telework will be available while in Purple tier			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

## APPENDIX C: INVESTIGATING COVID-19 CASES

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

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

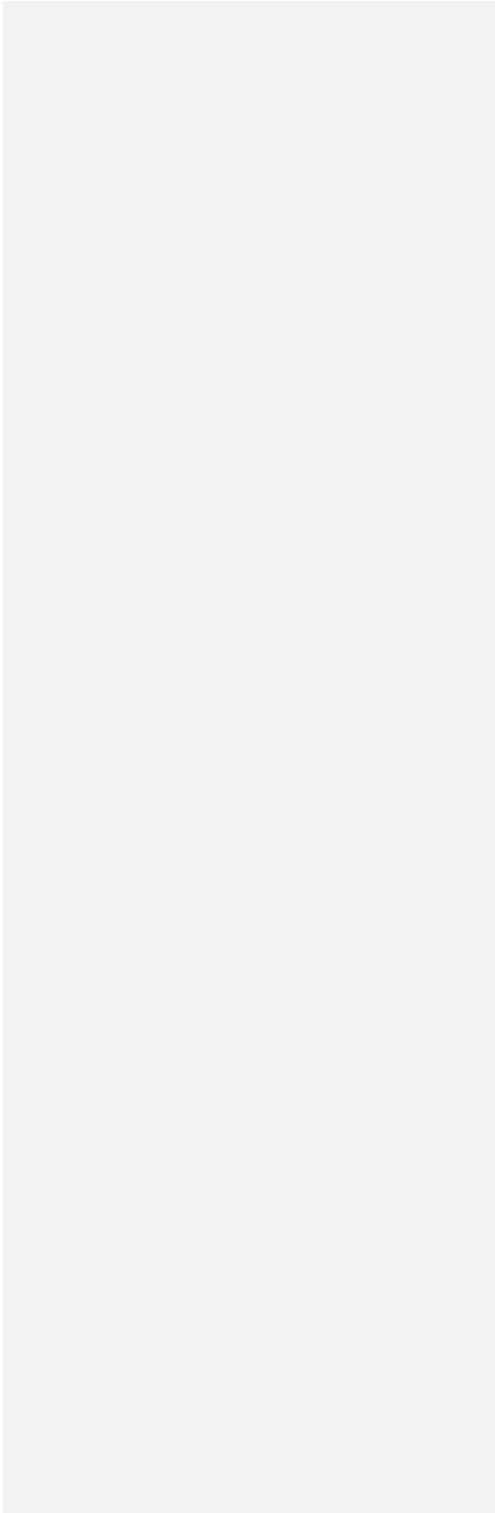
**Date:** [enter date]

**Name of person conducting the investigation:** [enter name(s)]

COVID-19 Case Investigation Information

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	

<p>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high risk exposure period, and who may have been exposed (attach additional information):</p>	
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<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>	<b>What could be done to reduce exposure to COVID-19?</b>		
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

APPENDIX D: COVID-19 TRAINING ROSTER

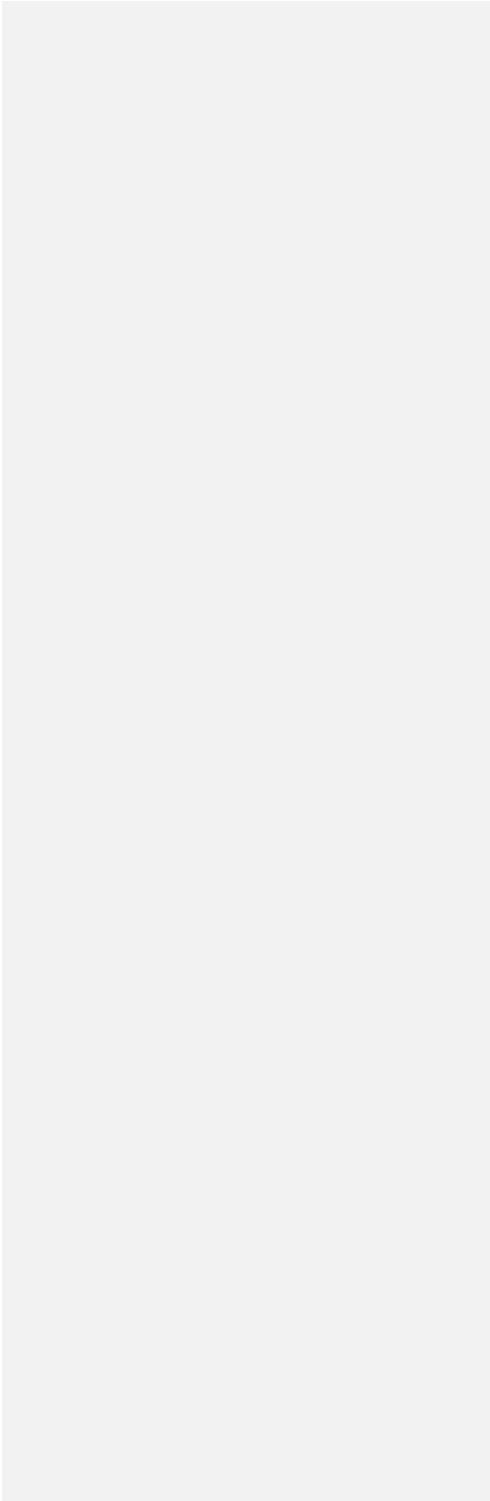
Date: [enter date]

Person that conducted the training: [enter name(s)]

Employee Name	Signature

Authority and Responsibility

PVRPD Safety Committee has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions



about the procedures in a language they understand.

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

## **Application of the Pleasant Valley Recreation and Park District Injury & Illness Prevention Program (IIPP)**

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

1. When determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace:

a. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.

b. COVID-19 is treated as an airborne infectious disease. Applicable State of California and Ventura County Public Health (VCPH) orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include:

- i. Remote work.
- ii. Physical distancing.
- iii. Reducing population density indoors.
- iv. Moving indoor tasks outside.
- v. Implementing separate shifts and/or break times.
- vi. Restricting access to work areas.

2. Training and instruction on COVID-19 prevention is provided:

- a. When this CPP was first established.
- b. To new employees.
- c. To employees given a new job assignment involving COVID-19 hazards and they have not been previously trained.
- d. Whenever new COVID-19 hazards are introduced.
- e. When we are made aware of new or previously unrecognized COVID-19 hazards.
- f. For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.

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

3. Procedures to investigate COVID-19 illnesses at the workplace include:

- a. Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-10 case first had one or more COVID-19 symptoms. Appendix B Investigating COVID-19 Cases will be used to document this information.
- b. Effectively identifying and responding to persons with COVID-19 symptoms at the workplace. Employees must report COVID-19 symptoms to their immediate supervisor. Employees will not be retaliated against for reporting symptoms.
- c. Encouraging employees to report COVID-19 symptoms and to stay home when ill. Employees are given sick leave that can be used to stay home with COVID-19 symptoms.



4. Effective procedures for responding to COVID-19 cases at the workplace include:

- a. Immediately excluding COVID-19 cases (including employees excluded under CCR, Title 8, section 3205.1) according to the following requirements:
  - i. COVID-19 cases who do not develop COVID-19 symptoms will not return to work during the infectious period.
  - ii. COVID-19 cases who develop COVID-19 symptoms will not return to work during the shorter of either of the following:
    - a. The infectious period.
    - b. Through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.
  - iii. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
  - iv. Elements i. and ii. apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.
- b. Reviewing current California Department of Public Health (CDPH) guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
- c. The following effective policies will be developed, implemented, and maintained to prevent transmission of COVID-19 by persons who had close contacts. Employees who were close contacts with others who have tested positive must wear face coverings and test for COVID-19 3-5 days from exposure. Employees who test negative must continue to monitor for COVID-19 symptoms for the following week.
- d. If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.
- e. If removal of an employee would create undue risk to a community's health, Pleasant Valley Recreation and Park District may submit a request for a waiver to Cal/OSHA in writing to rs@dir.ca.gov to allow employees to return to work if it does not violate local or state health official orders for isolation, quarantine, or exclusion. Employees who are unable to be removed from work and are given permission to stay, will be isolated from the rest of the workforce. Any employee who is unable to be isolated will be required to wear a respirator to prevent spread of COVID-19
- f. Upon excluding an employee from the workplace based on COVID-19 or a close contact, Pleasant Valley Recreation and Park District will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and Pleasant Valley Recreation and Park District leave policies and leave guaranteed by contract. This information will be provided to the employee by the HR department.

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### Testing of Close Contacts

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

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

### Notice of COVID-19 cases

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

When Labor Code section 6409.6 or any successor law is in effect, Pleasant Valley Recreation and Park District will:

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

Human Resources or General Manager will reach out to employees and independent contractors that were close contacts to a confirmed COVID-19 case. Appendix B will be completed by Human Resources to collect all important information.

### Face Coverings

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

The following exceptions apply:

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
3. While employees are wearing respirators required by the employer and used in compliance with CCR, Title 8 section 5144.
4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
5. During specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

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

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

### Respirators

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

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

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

## Ventilation

For our indoor workplaces we will:

- Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments. Pleasant Valley Recreation and Park District will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:
  - Maximize the supply of outside air to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
  - In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
  - Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.
- Determine if our workplace is subject to CCR, Title 8 section 5142 Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation, or section 5143 General Requirements of Mechanical Ventilation Systems, and comply as required.

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

## Reporting and Recordkeeping

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

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

Mary Otten, General Manager

Date

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## Appendix A: COVID-19 Training Roster

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Date training completed: [enter date]

Person that conducted the training: [enter name(s)]

<u>Employee Name</u>	<u>Signature</u>

<u>Employee Name</u>	<u>Signature</u>

## Appendix B: Investigating COVID-19 Cases

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

Date COVID-19 case (suspect or confirmed) became known: [enter information]

Date investigation was initiated: [enter information]

Name of person(s) conducting the investigation: [enter name(s)]

### COVID-19 Case Summary

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

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

<u>Name</u>	<u>Contact Info</u>	<u>Date notified</u>	<u>Date offered COVID-19 testing (employees only)</u>

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

<u>Name</u>	<u>Date notified</u>

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

<u>Name</u>	<u>Date notified</u>

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

[enter information]

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

[enter information]

Was local health department notified? Date?

[enter information]

## Additional Consideration #1

---

### COVID-19 Outbreaks

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

### COVID-19 testing

We immediately provide COVID-19 testing available at no cost to our employees within the exposed group, regardless of vaccination status, during employees' paid time, except for returned cases and employees who were not present at the workplace during the relevant 14-day period(s).

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

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

### Face Coverings

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

### Respirators

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

### COVID-19 investigation, review, and hazard correction

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

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient supply of outdoor air to indoor workplaces.
  - Insufficient air filtration.
  - Insufficient physical distancing.
- Review updated every 30 days that CCR, Title 8 section 3205.1 continues to apply:
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Any changes implemented to reduce the transmission of COVID-19 based on the investigation and

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review, which may include:

- o Moving indoor tasks outdoors or having them performed remotely.
- o Increasing the outdoor air supply when work is done indoors.
- o Improving air filtration.
- o Increasing physical distancing to the extent feasible.
- o Requiring respiratory protection in compliance with CCR, Title 8 section 5144.
- o Other applicable controls.

## Ventilation

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

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

### **Major Outbreaks**

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

- The COVID-19 testing will be required of all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by and Ventura County Public Health (VCPH). Employees in the exposed group will be tested or excluded and follow our CPP return to work requirements. The twice a week testing requirement ends when there are fewer than three new COVID-19 cases in the exposed group for a 14-day period. We will then follow weekly testing requirement until there are one or fewer new COVID-19 cases in the exposed group for a 14-day period.
- Report the outbreak to Cal/OSHA.
- Provide respirators for voluntary use to employees in the exposed group, encourage their use, and train employees according to CCR, Title 8 section 5144(c)(2) requirements.
- Any employees in the exposed group who are not wearing respirators as required will be separated from other persons by at least six feet, except where it can be demonstrated that at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include:
  - o Telework or other remote work arrangements.
  - o Reducing the number of persons in an area at one time, including visitors.
  - o Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel
  - o Staggered arrival, departure, work, and break times.
  - o Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not feasible to maintain a distance of at least six feet, individuals will be as far apart as feasible.



## Additional Consideration #2

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### COVID-19 Prevention in Employer-Provided Transportation

The requirements of our CPP will be complied with within a vehicle, including how a COVID-19 case will be responded to.

#### Assignment of transportation

To the extent feasible:

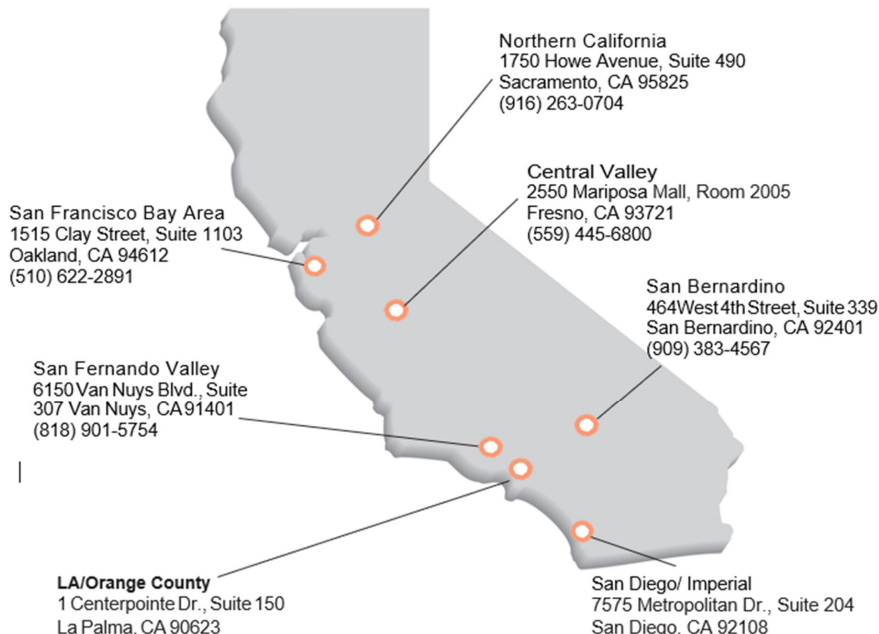
- Transportation will be assigned such that cohorts travel and work together, separate from other workers.
- Employees who usually maintain a household together shall travel together.



## Cal/OSHA Consultation Service

• Toll-free Number: 1-800-963-9424 • Internet: [www.dir.ca.gov](http://www.dir.ca.gov)

### On-site Assistance Program Area Offices



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not impact the duration of any quarantine period required by, or orders issued by, the local health department.

○ After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14 day period.

○ We will provide additional testing when deemed necessary by Cal/OSHA.

#### EXCLUSION OF COVID-19 CASES

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria** requirements, and local health officer orders if applicable.

#### INVESTIGATION OF WORKPLACE COVID-19 ILLNESS

We will immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

#### COVID-19 INVESTIGATION, REVIEW AND HAZARD CORRECTION

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- ▲ Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- ▲ Updating the review:
  - Every thirty days that the outbreak continues.

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- ~~○ In response to new information or to new or previously unrecognized COVID-19 hazards.~~
- ~~○ When otherwise necessary.~~
- ~~• Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:~~
  - ~~○ Moving indoor tasks outdoors or having them performed remotely.~~
  - ~~○ Increasing outdoor air supply when work is done indoors.~~
  - ~~○ Improving air filtration.~~
  - ~~○ Increasing physical distancing as much as possible.~~
  - ~~○ Respiratory protection.~~
  - ~~○ [describe other applicable controls].~~

~~NOTIFICATIONS TO THE LOCAL HEALTH DEPARTMENT~~

- ~~• Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.~~
- ~~• We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.~~

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~~ADDITIONAL CONSIDERATION #2~~

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~~MAJOR COVID-19 OUTBREAKS~~

~~This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.~~

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~~COVID-19 TESTING~~

~~We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.~~

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~~EXCLUSION OF COVID-19 CASES~~

~~We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any relevant local health department orders.~~

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~~INVESTIGATION OF WORKPLACE COVID-19 ILLNESSES~~

~~We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.~~

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~~COVID-19 HAZARD CORRECTION~~

~~In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:~~

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~~• In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV 13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.~~

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~~• We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.~~

~~• We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected~~

~~• Implement any other control measures deemed necessary by Cal/OSHA.~~

~~NOTIFICATIONS TO THE LOCAL HEALTH DEPARTMENT~~

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We will comply with the requirements of our ~~Multiple COVID-19 Infections and COVID-19 Outbreaks Notifications to the Local Health Department.~~

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# Pleasant Valley Recreation and Park District

## Injury Illness and Prevention Policy (IIPP)

Board Approved: [Insert Date]

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# INTRODUCTION

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Effective July 1, 1991 all California employers must establish, implement and maintain an effective Injury and Illness Prevention Program (IIPP) as mandated by the California Code of Regulations, Title 8, Chapter 4, Section 3203, of the General Industry Safety Orders, and Section 1509 of the Construction Safety Orders. This documents contains the Pleasant Valley Recreation and Park District (District) IIPP.

The maintenance of a safe and healthy working environment is of the utmost importance for the successful operation of our business. To this end, safety requirements must be considered fundamental to the design and construction of facilities. As technological advances are made, the District will continue to implement sound safety and health practices. To achieve our objectives, it is essential that every employee be trained to follow procedures consistent with applicable safety standards. Additionally, each employee must be constantly alert to his or her personal obligation to observe safe operating procedures. The continued cooperation of all employees is required to support and sustain an effective safety program.

The District desires to protect itself against loss. Losses incurred may significantly affect District personnel, property, budget, and the ability to fulfill the District responsibilities. Loss of life or serious personal injury to employees or members of the public is unacceptable.

The District is committed to managing risks by establishing a policy, which includes the following:

- Systematic and continuous identification of loss exposure.
- Analysis of exposures for frequency and severity.
- Application of sound loss prevention and loss procedures.
- Review of available and economical risk transfer alternatives.
- Retention of a self-funding program consistent with the District's financial resources and statutory obligations.

The District follows a risk management policy to prevent loss of life or serious personal injury to employees or members of the public and resolves that: **It is every employee's responsibility to be aware of their work environment. Potentially hazardous situations must be brought to the attention of one's immediate supervisor for corrective action.**

To promote a loss prevention program, the District has established a Safety Committee comprised of staff throughout the District, including, but not limited to, the following positions: Administrative Services Manager, Administrative Analyst, Recreation Supervisor (Aquatics), Lead Park Ranger, Human Resources, Parks Supervisor or Lead, and a Customer Service Representative. The District's Administrative Analyst and Recreation Supervisor will serve as Chair and Vice-Chair of the Safety Committee. The Committee's operation guidelines, reporting forms, etc., are available on the District share drive and Employee Intranet. If, for any reason, the employee feels the District has not properly responded to a safety concern, that concern may be brought to the attention of the Safety Committee Chair or any committee member.

When an accident is work-related, several actions must be taken:

- The injured party must be attended to immediately. In case of serious injury, 9-1-1 should be called so the injured person will be transported to the hospital by ambulance.

- The injured person, when possible, must immediately report the injury to their supervisor or Human Resources. The employee along with the supervisor will complete the Accident Report and forward it to Human Resources on the same day as the injury. Additions or clarifications can be made at a later date.
- For immediate medical care advice or reported work injuries, employees will call the 24/7 nurse line at 1-855-643-0152 for appropriate care.
- An injury report will be sent to the District's Worker's Compensation Administrator. Human Resources will retain a copy.
- Every effort will be made to return an injured employee to their job as soon as possible.
- An employee absent more than three (3) days should be contacted by their respective supervisor at least weekly.

## RESPONSIBILITY/COMPLIANCE/COMMUNICATION

---

The objective of the District Safety Program is to protect the District through a proactive loss control program. Profit is not the primary objective of the District's function, however, optimum efficiency is desired to ensure efficient use of each tax dollar.

The aim of the District Safety Program is to focus attention on the correction of workplace hazards that could cause monetary or personnel loss. Hazard correction will contribute significantly to the efficiency of the District's operation.

**Every District employee is responsible for safety.** The responsibilities below are minimum and are anticipated to control and/or reduce accident losses.

The General Manager has the authority and responsibility to implement the provisions of this program in order to maintain safe and healthy working conditions. As such, they must ensure the policies and procedures established are complied with by all personnel and provide leadership and positive direction.

Additionally, the General Manager shall:

- Ensure all employees are informed of the IIPP.
- Review District safety and discuss plans to bring about positive safety attitudes.
- Conduct a final review of all major accident/incident reports.
- Ensure active safety participation by all District personnel.
- Ensure planning for construction and remodeling of facilities comply with local, state, and federal requirements.
- Keep managers and supervisors accountable for injuries, accidents, and liabilities incurred by their respective employees.
- Ensure that injury and vehicle accident reporting procedures are followed.
- Be aware of the status of employees off work due to injury or vehicle accident.

A Safety Committee Chair shall be appointed to act as an inter-agency liaison in matters of industrial health and safety. In addition, they shall be responsible to:

- Provide background safety materials for committee meetings.

- Assist the District in reviewing plans, specifications, and operating procedures to reduce potential accidents, property loss, and liability.
- Monitor staff, participant, and patron accident reports to ensure timely and thorough evaluations are made of each accident
- Document all District safety incidents/accidents.
- Ensure thorough investigations of accidents.
- Provide coordination concerning all industrial health and safety.
- Make field inspections and recommend resolutions of the reported unsafe working conditions and equipment.

Each Department Manager and Supervisor is responsible and accountable to the General Manager for compliance with the District's safety program. They will ensure:

- Ensure all employees are informed of the IIPP
- All safety regulations are enforced.
- All personnel are oriented to their specific work procedures.
- Safety equipment and protective devices are available and properly used.
- Employees attend routine safety discussions and promote a free discussion of work problems and discuss possible solutions.
- Training for employees whose safety performance is found to be deficient.
- All accidents are recorded and promptly reported.
- Prompt and corrective hazard abatement procedures are followed.
- Each division will comply with the District's rules and regulations.
- Discipline for failure to comply with safe and healthful work practices.

Employees are required, as a condition of employment, to exercise care during work to prevent injuries to themselves and to their fellow workers, to prevent damage to equipment, and conserve materials. Each employee will:

- Report all unsafe conditions to a supervisor.
- Keep work areas clean and orderly.
- Report every accident or "near miss" immediately to a supervisor.
- Avoid engaging in any "horseplay" and avoid distracting others.
- Lift and handle materials properly.
- Actively participate in the District's safety trainings.
- Immediately report suspension or revocation of any operator's license required for job performance.

Additionally, each employee working at hazardous jobs will:

- Obey all safety rules and follow prescribed work instructions. If doubt exists about the safety of a job, STOP and get additional instructions from the supervisor before continuing.
- Only operate equipment authorized by the supervisor.
- Wear protective equipment when working in hazardous areas and dress safely and sensibly.

# HAZARD ASSESSMENT/CORRECTION

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District facility safety inspections are conducted:

- Routinely
- When we initially establish our IIP Program.
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.
- Whenever workplace conditions warrant an inspection.

Employees of the District shall cooperate fully in the inspection process to ensure that all hazards are identified and corrected in a timely manner.

The lead and maintenance workers will utilize the checklist appropriate for each area being inspected with emphasis placed on standards consistent with local, state, and federal regulations. Emphasis is placed on conditions of facilities, equipment, and machines.

Examples are:

- Good housekeeping;
- Use of appropriate protective equipment;
- Compliance with safety rules;
- Condition of ladders;
- Proper maintenance of electrical equipment;
- Proper guarding of open pits, ditches, tanks, etc.;
- Proper storage of flammable/combustible/hazardous liquids and/or substances;
- Portable fire fighting equipment, first aid kits, and emergency lights;
- Condition of power and hand tools;
- Proper guarding of powered equipment and machines;
- Inspection of all irrigation equipment;
- Extensive inspection of all playground equipment.

The park supervisor assigned to the facility shall maintain the safety inspection reports. Completed inspections are stored in files at the Parks office. The inspections will consist of the following:

- Date of inspection;
- Inspector's name;
- Written list of deficiencies;
- Recommendations for correction of deficiencies.

Facilities and equipment deemed unsafe or an imminent hazard will be taken out of use until the needed repairs are made and the equipment is re-inspected. Corrections requiring special equipment and/or monetary funds beyond the control of the Department manager must be presented to the General Manager for resolution.

Lead and maintenance staff will inform management of any unsafe condition that presents the potential of danger to persons or property that cannot be immediately corrected and ensure that all necessary precautions have been taken to prevent further loss or injury.

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## ACCIDENT PROCEDURE

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Every District employee is responsible for exercising extreme care and good judgement when employees are injured on the job and/or members of the community are injured while participating in a District sponsored program or activity. Care of the injured is primary, but consideration must be given to potential liability, which might result from the injury or accident. As such, with the exception of emergency care needed to save a life, advanced medical treatment must be left to professional medical personnel.

Obtaining medical treatment: District employees must always activate the EMS (Emergency Medical System) by dialing 9-1-1 to provide emergency medical aid beyond first aid. After calling 9-1-1, always be the last to hang up. Failure to carry out this duty could result in legal action against the District and the employee, and may endanger the life of the injured. Once the injured person is out of danger, the employee shall contact his Supervisor or other appropriate District personnel.

As required by District policy, on-duty employees will implement immediate first aid measures in case of accident or injury.

The following procedures should be followed:

1. Dial 9-1-1 for emergency assistance in any case of severe bleeding, loss of consciousness, chest pain, any bleeding from the ears, nose (severe), or mouth, difficulty breathing, or a head injury. Injured persons often cannot judge the extent of their own injury.
  - a. After 9-1-1 is called, immediately notify your supervisor and/or Pleasant Valley Recreation and Park District Office at (805) 482-1996.
2. First aid should be rendered within the ability of the employee. Never leave the injured. Send someone else for help.
3. As soon as the situation has stabilized, record the name, address, and date of birth of the injured person(s). Write down a full objective description (using the words of the injured, if possible) of what happened and how. Obtain parent/guardian names and phone numbers. Record the names, addresses, and phone numbers of witnesses and write their account of the incident.
4. District employees are not to transport the injured. Contact a relative or allow the responding Emergency Medical Personnel to arrange transportation. If it is absolutely necessary for a District employee to transport the injured, District authorization must be obtained. Call the District office at (805) 482-1996.
5. Do not respond to questions or accusations concerning liability. Concentrate your efforts on care of the injured person and gathering information.

6. Prepare an Accident Report before completion of duty and leave it with your supervisor.
7. Injured employees must call the nurse hotline for injury assessment.

If the seriousness of the accident is not readily known, always treat the situation as if it were a serious injury. Never allow the seriously injured person to re-enter the District program/activity/facility. The program/activity/facility becomes secondary to the care and well-being of the injured.

Every District employee must know and follow the proper procedures when a person is injured during a District provided or sponsored program. Therefore, it must be the employee's responsibility to adhere to these procedures.

The Designated staff member will complete an Accident Report as soon as possible, being very careful to document the event objectively.

## ACCIDENT/EXPOSURE INVESTIGATIONS (Accident Report)

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Accident reports must be prepared following any accident or hazardous substance exposure. These reports must include the following:

- Visiting the accident scene as soon as possible.
- Interviewing injured workers and witnesses.
- Determining the cause of the accident/exposure
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the finding and corrective actions taken.

## INCIDENT REPORTS

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Incident reports are used as a procedure for the reporting of all safety incidents using the following definitions:

- Any act committed by a person or by natural causes, fire, wind, lightning, etc., resulting in the damage or destruction of property.
- Non-physical confrontations between employees and/or patrons of park facilities.
- Any situation that causes disruption to the normal flow of work.

## TRAINING AND INSTRUCTION

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The supervisor must train and ensure that a newly hired, assigned, or reassigned employee knows the new job procedures. Training will also be provided to new supervisors who supervise employees with job hazards. The four-point methods of job instruction are found to be best for most hazardous operations:

## 1. PREPARATION

- Define the job and determine an employee's current training level.
- Encourage interest in learning the job.
- Define safety expectations.

## 2. PRESENTATION

- Tell, show, and illustrate one step at a time.
- Stress every key point.
- Instruct clearly, completely, and patiently.
- Present the information in a sequential organized format.

## 3. PERFORMANCE

- Observe job performance and provide immediate on-the-job follow-up.
- Have the employee explain key points as they work.
- Continue until the employee understands the performance requirements of the job to District's expectations.

## 4. FOLLOW-UP

- Continue monitoring performance and encourage training when needed.

# PERSONAL PROTECTIVE EQUIPMENT

Each supervisor will direct the use of personal protective equipment (PPE). Prior to the use of PPE, supervisors will ensure all employees have received relevant training and filled out the PPE training form. Examples include:

- Hard Hats – to protect the head against falling objects, head bumping situations, or electrical conductors.
- Goggles, Face Shields, or Safety Glasses – to guard against air borne debris, dust, flying particles, wood chips, chemicals, heat or injurious rays.
- Ear Plugs or Earmuffs – to guard against prolonged exposure to noise exceeding sound tolerance levels defined by law.
- Respirators, Gas Mask, and Self-Contained Breathing Apparatus – to protect employees against toxic conditions.
- Reflective Vests or Bright Articles – to increase worker visibility while working in or around traffic lanes.
- Protective Clothing – to protect against wounds, abrasions, bumps, heat or melted metals.
- Gloves & CPR Breathing Barriers – when responding to medical emergencies, gloves and breathing barriers must be used.

**Mandatory Use:** when PPE has been specified as a condition of employment, its use is mandatory. Supervisors are responsible for training employees in the proper use of PPE when performing hazardous duty.

**Proper Dress for Work Assignment:** each employee will wear clothing suitable for the job they perform and follow these additional guidelines:

- Individuals with long hair must wear a cap or net while working around machinery.
- Individuals whose jobs require them to wear breathing devices in toxic atmospheres (i.e. wildfire smoke, chemicals. Etc.) must be clean shaven where the mask contacts the face.
- Employees working in hazardous areas will wear appropriate footwear: tennis shoes, loafers, sandals, and similar shoes are not considered appropriate.

## FIRST AID TRAINING FOR EMPLOYEES

All employees will be trained in Adult and Pediatric CPR, First Aid and AED within the first six (6) months of employment. Many industrial injuries can be effectively treated in the field and thus eliminate the necessity of a doctor for minor injuries. CPR and First Aid materials are furnished to the employee at no charge. Supervisors are advised to be aware of the following:

- Physical Condition of Employees: Illness is a major cause of injuries. The health of employees is a matter of concern to each supervisor. Observe employees carefully.
- Procurement of Power Tools, Heavy Equipment, Safety and Protective Equipment, Vehicles, etc.: Detailed specifications for the use of special tools will be fully coordinated between supervisors of the employees, management, and safety.
- Disciplinary Action: Violations of safety policies will result in disciplinary action up to and including termination. The District may take disciplinary action when an employee causes injury to themselves, other, or destroys or damages District equipment.

## SAFETY RULES

Though the District provides a safe place to work, with proper tools, equipment, and protective devices, safety is the responsibility of every employee. Therefore, all District employees must adhere to the following safety rules:

1. Do not smoke on District property.
2. Do not lift loads of excessive weight solely with your back. Use your leg muscles to lift heavy or difficult loads or get help if the load exceeds your capabilities.
3. Do not wear jewelry, frayed or loose clothing while operating power machinery.
4. Do not operate machinery that you have not been trained and certified to use.
5. Use tools and equipment for their designed intent only.
6. Do not repair or adjust machinery while in operation.
7. Do not speed or drive carelessly; wear seat belts at all times, as required by state law.
8. Keep your workplace and equipment clean and orderly.
9. Do not display rowdiness or horseplay during working hours.
10. Use proper protective equipment (PPE) when operating District equipment (hard hats, gloves, hearing protection, protective glasses or goggles, face shields, etc.)
11. Never report to work while under the influence of intoxicating drugs or alcohol.
12. Do not use gasoline or other highly combustible fluids for cleaning purposes.
13. Always wash thoroughly after using chemicals or liquids (insecticides, herbicides, fertilizers, etc.)
14. Always secure ladders to prevent slippage or displacement before using.
15. Always face a ladder while descending or ascending and use both hands.
16. Promptly report all unsafe practices, procedures, or conditions to your supervisor.
17. Adhere to District Dress Code in the Personnel Policy Procedures Manual
18. Properly store all flammables per SDS.

The General Manager, with recommendations from the Safety Committee, shall determine the appropriate disciplinary action, up to and including termination, for violation of all safety rules.



## JOB SAFETY AND LOSS PREVENTION

The Pleasant Valley Recreation and Park District has proactive Safety Trainings designed to meet Occupational Safety and Worker's Compensation requirements. The expressed purpose is to reduce accident costs and to ensure that all District facilities and equipment are safe.

As a condition of employment, all employees must comply with established safety and health rules and perform their respective duties in the safest possible manner.

Supervisors are responsible for ensuring employees avoid job-related hazards. Every supervisor must follow published work rules that define correct work procedures. This enables the supervisor to maintain consistency that promotes employee confidence in the capabilities of management.

Every job must be broken down into its basic steps. These steps describe what is to be done and in what sequence. After the steps are identified and their causes understood, methods and means to eliminate them will be developed. The four ways this can be accomplished are:

1. Eliminate the process or operation, or provide a substitute action which can be done without the hazard;
2. Isolate the process or operation to eliminate or minimize the hazard;
3. Provide guards or automatic devices to eliminate or minimize the hazard;
4. Provide personal protective equipment and enforce its use to prevent the possibility of injury.

Using the information gathered from the first three (3) steps, department work rules are written, disseminated among all employees, and maintained for periodic review. This becomes a document to assist the supervisor in employee job orientation and it also provides a source of information they can use for periodic task review and evaluation.

## EMPLOYEE ACCESS TO THE IIPP

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Our employees – or their designated representatives - have the right to examine and receive a copy of our IIPP. This will be accomplished by providing unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

Any copy provided to an employee or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIP Program.

Where we have distinctly different and separate operations with distinctly separate and different IIPPs, we may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization in order to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.

- The date upon which the written authorization will expire (if less than 1 year).

## RECORDKEEPING

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We are a local governmental entity (any county, city, or district, and any public or quasi-public corporation or public agency therein) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

## DISTRICT SAFETY COMMITTEE

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The District Safety Committee's function is to reduce accidents and property loss, and to develop recommendations to promote safe District facilities and safety for patrons. Its objectives are as follows:

- To protect the District against loss of assets and destruction or depletion of resources.
- To identify and control activities with the goal of reducing loss/accident frequency and severity.
- To establish and monitor procedures that provide a constant assessment of the District's exposure potential.
- To promote the continuing safety education and training of employees at all levels, as well as to provide the District and patrons with a safe environment.

The Safety Committee is composed of a cross-section of District employees. The Safety Committee functions as a Board of Review and will:

- Review all safety incident/accident reports.
- Investigate major accidents and determine the extent of an injury or accident, whether it was preventable, and recommend corrective action(s).
- Monitor, review, and recommend changes to the District safety program.

The Safety Committee meets at minimum quarterly but the Chair may call special meetings in order to review safety issues and make recommendations for the Committee's review.

## MOTOR VEHICLE SAFETY

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The driving of a vehicle is vital in conducting District business. Vehicle losses can be very costly and exposes the District to a variety of liabilities, including:

- Property Damage
- Bodily Injury
- Fatalities
- Lawsuits

The cost of claims can lead to losses that will adversely affect the District's efforts to accomplish its mission. To help prevent vehicle accidents and the type of loss exposure associated with them a general guideline for establishing a fleet program is presented below.

The maintenance person/mechanic in charge of vehicles and equipment is responsible for the fleet safety. Their duties include:

1. Establishing a fleet safety policy and rules for personnel to adhere to and check on compliance with these requirements.
2. Establish policy and procedures for inspecting fleet vehicles for the operating condition of safety devices such as hazard warning lights and wipers. Also inspect for signs of abuse, unreported physical damage, and general upkeep.
3. Fully support and promote defensive driving practices and the use of seat belts by all drivers and passengers.

Drivers of vehicles owned, rented or leased by the District shall be required to practice defensive driving techniques and practices. The basic defensive driving practice is to plan and do everything that one can reasonably do to prevent an accident. The following guidelines should also be followed:

1. Drivers must have a valid driver's license to operate a District vehicle. All drivers should be reviewed to see if their duties will involve operating vehicles that require a special license. Personnel staff shall evaluate the license at the time of hire.
2. The driver should be physically and mentally capable of driving the vehicle they are assigned, whether the vehicle is a car, van, truck, or tractor.
3. All District drivers should be trained/retrained and evaluated on safe driving skills through the use of recognized organizations that conduct driver training courses which cover defensive driving techniques: two-vehicle collision prevention, backing accident prevention, safe following distance and passing skills, and intersection driving and turns.

## OPERATION OF VEHICLES

Before operating a vehicle, the driver should inspect the vehicle. An inspection check should include but not be limited to the following items:

- Condition of tires and air pressure
- Windshield wipers
- Lights, turn signals, brakes, and horn
- Cleanliness of the windows
- Mirrors cleaned, secured, and properly adjusted.

All employees should be aware that the District Safety Committee will review all vehicle accidents to determine preventability. This review is designed to protect both the District and the employee. Any action by the Committee should be considered helpful counselling, not as a disciplinary action.

Human Resources will monitor each District employee for:

- Date of and type of driver's license and renewals.
- Date and type of driver's training courses, defensive driving courses, and refresher course taken.
- Three-year accident history showing the dates and types of accidents, even if the driver was not at fault.

## RULES FOR USING DISTRICT VEHICLES

1. Obey all District policies and state laws
2. Do not use alcohol or drugs before operating any vehicle
3. Practice defensive driving at all times while operating District vehicles
4. Do not operate District equipment without a valid operator's license and District approval

5. Immediately report all accidents to the supervisor or the District Administration office
6. Except for accidents causing injury, wait for the police investigation before leaving the scene
7. For an accident outside Ventura County, request that a state or local police agency be notified, and an accident report filed
8. The Motor Vehicle Accident Report Kit is in the District vehicle. It is the employee's obligation to make clear any extenuating circumstances surrounding the accident. This report must be in detail, clear, and submitted to the employee's supervisor within 24 hours of the accident. If the employee is unable to complete report, the supervisor must submit a preliminary report.

## MOTOR VEHICLE REPORTS FOR AUTHORIZED DISTRICT DRIVERS

Motor Vehicle Reports (MVR's) are obtained from the California Department of Motor Vehicles and are forwarded to Human Resources for review. The following point system is provided as illustration of the method of assigning values to the various types of traffic violations and/or District incidents to arrive at a decision on the acceptability of drivers:

### Convictions

- Minor – 1
- At Fault Accident – 3
- Major (within last two years) – 6
- Major (over two years) – 3
- \*Two or more incidents within an 18-month period – 1

\*Time reference is from the date of conviction, not the date the citation was issued.

Major convictions include, but are not limited to:

- Driving while intoxicated or under the influence of alcohol or drugs;
- Failure to stop and report an accident;
- Homicide, manslaughter or assault arising out of the operation of a motor vehicle;
- Driving during a period when license is suspended or revoked;
- Reckless driving;
- Possession of an open container of alcoholic beverage;
- Speed contest drag or highway racing or trying to elude a Peace Officer.

An acceptable point total is five (5) points or less.

## EMPLOYEE VEHICLE ACCIDENT PROCEDURE

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Stop and give medical assistance, if needed. Call 9-1-1 if medical help is needed, then call the District office at (805) 482-1996. Always insist that a police report be taken. Complete your Motor Vehicle Accident Report.

Employee accident, seek medical treatment as needed. Contact your supervisor immediately or the District Office (805) 482-1996.

1. In case of serious injury, get needed attention as quickly as possible, including calling 9-1-1 for emergency transportation or assistance if needed.
2. All employees seeking medical treatment must do so by using the [24/7 Nurse](#) Line for work injuries.
3. If the employee is injured after business hours of a medical facility found on the Medical Provider Network, or the illness or injury is severe to warrant a trip to the hospital then the employee may choose a local hospital to obtain care.
4. In all cases, notify your supervisor as soon as possible after an accident, and provide all the information needed for the Accident Report.

Employees should never admit liability or fault for an accident or injury and never promise medical or hospital bills will be paid by the District. Remember you are an extension of the District, guilt or fault will be determined by others at a later date.

The procedures described above to ensure that each District employee is aware of the appropriate actions required of them in case of an accident or injury. The guidelines reference all District accidents and injuries that may occur at work or during a District function/activity/program.

## HEAT ILLNESS PREVENTION POLICY

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The District is committed to the safety of all staff. Heat illness is a critical and mostly preventable ailment. To prevent heat illness and comply with Cal-OSHA requirements for Heat Illness Prevention, the following policy is to be implemented for all staff working outdoors:

### **Provision of Water:**

1. Central work location shall be equipped with a drinking fountain or a water container that supplies one quart of potable water per hour for each employee. These locations include the corporation yard, all community centers, and all lifeguard offices.
2. A work truck that will be on-site in parks for over 30 minutes will be equipped with a water container that supplies one quart of potable water per hour for each employee if a drinking fountain is not available in the park.
3. The District will maintain ice and water available to staff each morning.
4. Water shall be consumed, early and often.

### **Access to Shade:**

1. At a trigger temperature of 80 degrees, District Supervisors shall identify shaded rest areas available and specify those areas to all employees.
2. The amount of shade present shall be at least enough to accommodate the number of employees on recovery, rest periods, and during meal periods so that they can sit in a normal posture fully in the shade without having to be in physical contact with each other.
3. If there are no shaded rest areas available, the lead staff member shall identify off-site shaded rest areas or contact their supervisor for portable shaded areas.
4. Employees shall be allowed and encouraged to take a preventative cool-down rest in the shade to protect themselves from overheating. Access is permitted at all times, regardless of temperature. Employees who take a cool down rest:
  - a. Shall be monitored for signs and symptoms of heat related illness

- b. Shall be encouraged to remain in the shade as needed
  - c. Shall not be ordered back to work for at least 5 minutes, and until signs or symptoms of heat related illness abate
5. District air-conditioned trucks may be used in lieu of shade as a last resort.

### **High Heat Procedures:**

1. At a trigger temperature of 95 degrees, District Supervisors shall identify the hazard of high heat in a pre-shift meeting and/or communication.
2. Lead staff will ensure that communication with all District staff is maintained and that staff can contact a Supervisors.
3. Employees will be observed for alertness and signs or symptoms of heat related illness. Monitoring can be conducted by a supervisor, a co-worker, or via regular communication with sole employees via phone.
4. Employees will be reminded throughout the work shift to drink plenty of water.
5. All staff will take a minimum of 10 minutes preventative cool-down rest period every 2 hours.
6. Lifeguard rotations will be adjusted to increase the frequency of breaks.
7. Recreation staff will minimize outdoor activities and increase the frequency of breaks.
8. Park, field, and facility shifts move work to the shade when possible. Complete most open-sun projects in the early morning. Assign less physically demanding tasks in the hottest part of the day.

### **Emergency Response**

1. All District employees are authorized to call for help in an emergency. If an employee shows severe heat illness signs and symptoms, emergency services should be called – Call 911.
2. Early detection of heat illness is critical in treating it with first aid. Any employee showing early signs of heat related illness will be moved to a cool area and given proper treatment.
3. If first aid efforts are not effective, Call 911.
4. If heat illness is detected in the early stages of heat exhaustion, and first aid is successful in reversing the effects, the employee will be advised to contact Nurse Triage and the Worker's Comp. process will be activated.
5. The employee, with advice from Nurse Triage, will determine if they are able to return to work the same day. Their supervisor will evaluate conditions and determine the best course of return-to-work plan. It is recommended that an affected employee's exposure to heat and sun be minimized for at least 24 hours.
6. All instances of heat related illness require an Accident Report.

### **Acclimatization:**

1. All employees shall be closely observed by a Supervisor or designee for the first 14 days during heat exceeding 80 degrees when the temperature is at least 10 degrees higher than average temperature in the proceeding 5 days.
2. All new employees and employees who have been newly assigned to outdoor work shall be closely observed by a Supervisor or designee for the first 14 days of the employee's outdoor shifts with the District.
3. Employees will be observed for alertness and signs or symptoms of heat related illness. Monitoring can be conducted by a supervisor, a co-worker, or via regular communication with sole employees via phone.

## **Training:**

The District shall provide and document annual Heat Illness Prevention Training to all employees assigned to work outdoors. Staff will be trained on the following:

1. The environmental and personal risk factors for heat illness as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
2. PVRPD's procedures for provision of water, access to shade, high heat procedures, cool-down rests, access to first aid, and the employees right to implement the Heat Illness Plan without retaliation.
3. The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot, and the employees are likely to be sweating more than usual in the performance of their duties.
4. The concept, importance, and methods of acclimatization.
5. The different types of heat illness and the common signs and symptoms of heat illness.
6. The importance to employees of immediately reporting to PVRPD, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves or in co-workers.
7. PVRPD's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary. These procedures shall include designating a person to be available to ensure that emergency procedures are invoked when appropriate.
8. District Supervisors, Crew Leaders
  - a. The procedures the Supervisor is to follow to implement the Heat Illness Prevention Plan
  - b. The procedures the Supervisors is to follow when an employee exhibits or reports possible heat related illness, including emergency response procedures
  - c. Methods to monitor the weather reports and PVRPD's plan for hot weather advisories

## **Patron Safety**

Program participants and patrons are also susceptible to heat illness. The following precautions are in place to protect the public:

1. At the trigger temperature of 80 degrees, lead program staff will implement cool-down rest periods in the shade for a minimum of 10 minutes for every 2 hours of programming.
2. At the trigger temperature of 95 degrees, lead program staff will minimize outdoor activities and increase the frequency of breaks.
3. All District staff working outdoors will be trained to recognize the signs and symptoms of heat illness.
4. All District staff will be trained to provide first aid and/or active emergency medical procedures for heat illness as needed.

# COVID-19 PREVENTION PROGRAM (CPP) FOR PLEASANT VALLEY RECREATION AND PARK DISTRICT

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

Date: July 20, 2023

## Authority and Responsibility

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

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

## Application of the Pleasant Valley Recreation and Park District Injury & Illness Prevention Program (IIPP)

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

1. When determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace:
  - a. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
  - b. COVID-19 is treated as an airborne infectious disease. Applicable State of California and Ventura County Public Health (VCPH) orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include:
    - i. Remote work.
    - ii. Physical distancing.
    - iii. Reducing population density indoors.
    - iv. Moving indoor tasks outside.
    - v. Implementing separate shifts and/or break times.
    - vi. Restricting access to work areas.
2. Training and instruction on COVID-19 prevention is provided:
  - a. When this CPP was first established.
  - b. To new employees.
  - c. To employees given a new job assignment involving COVID-19 hazards and they have not been previously trained.
  - d. Whenever new COVID-19 hazards are introduced.
  - e. When we are made aware of new or previously unrecognized COVID-19 hazards.
  - f. For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.

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



3. Procedures to investigate COVID-19 illnesses at the workplace include:
  - a. Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-19 case first had one or more COVID-19 symptoms. Appendix B Investigating COVID-19 Cases will be used to document this information.
  - b. Effectively identifying and responding to persons with COVID-19 symptoms at the workplace. Employees must report COVID-19 symptoms to their immediate supervisor. Employees will not be retaliated against for reporting symptoms.
  - c. Encouraging employees to report COVID-19 symptoms and to stay home when ill. Employees are given sick leave that can be used to stay home with COVID-19 symptoms.
4. Effective procedures for responding to COVID-19 cases at the workplace include:
  - a. Immediately excluding COVID-19 cases (including employees excluded under CCR, Title 8, section 3205.1) according to the following requirements:
    - i. COVID-19 cases who do not develop COVID-19 symptoms will not return to work during the infectious period.
    - ii. COVID-19 cases who develop COVID-19 symptoms will not return to work during the shorter of either of the following:
      - a. The infectious period.
      - b. Through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.
    - iii. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
    - iv. Elements i. and ii. apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.
  - b. Reviewing current [California Department of Public Health \(CDPH\)](#) guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
  - c. The following effective policies will be developed, implemented, and maintained to prevent transmission of COVID-19 by persons who had close contacts. Employees who were close contacts with others who have tested positive must wear face coverings and test for COVID-19 3-5 days from exposure. Employees who test negative must continue to monitor for COVID-19 symptoms for the following week.
  - d. If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.
  - e. If removal of an employee would create undue risk to a community's health, Pleasant Valley Recreation and Park District may submit a request for a waiver to Cal/OSHA in writing to [rs@dir.ca.gov](mailto:rs@dir.ca.gov) to allow employees to return to work if it does not violate local or state health official orders for isolation, quarantine, or exclusion. Employees who are unable to be removed from work and are given permission to stay, will be isolated from the rest of the workforce. Any employee who is unable to be isolated will be required to wear a respirator to prevent spread of COVID-19.
  - f. Upon excluding an employee from the workplace based on COVID-19 or a close contact, Pleasant Valley Recreation and Park District will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and Pleasant Valley Recreation and Park District leave policies and leave guaranteed by contract. This information will be provided to the employee by the HR department.

## Testing of Close Contacts

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

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

## Notice of COVID-19 cases

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

When Labor Code section 6409.6 or any successor law is in effect, Pleasant Valley Recreation and Park District will:

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

Human Resources or General Manager will reach out to employees and independent contractors that were close contacts to a confirmed COVID-19 case. Appendix B will be completed by Human Resources to collect all important information.

## Face Coverings

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

The following exceptions apply:

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
3. While employees are wearing respirators required by the employer and used in compliance with CCR, Title 8 section 5144.
4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
5. During specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

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

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

## Respirators

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

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

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

## Ventilation

For our indoor workplaces we will:

- Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH [Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#). Pleasant Valley Recreation and Park District will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:
  - Maximize the supply of outside air to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
  - In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
  - Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.
- Determine if our workplace is subject to CCR, Title 8 section 5142 Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation, or section 5143 General Requirements of Mechanical Ventilation Systems, and comply as required.

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

## Reporting and Recordkeeping

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

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

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Mary Otten, General Manager

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Date

# Appendix A: COVID-19 Training Roster

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Date training completed: **[enter date]**

Person that conducted the training: **[enter name(s)]**

Employee Name	Signature

Employee Name	Signature

## Appendix B: Investigating COVID-19 Cases

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

Date COVID-19 case (suspect or confirmed) became known: **[enter information]**

Date investigation was initiated: **[enter information]**

Name of person(s) conducting the investigation: **[enter name(s)]**

### COVID-19 Case Summary

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

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

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

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

Name	Date notified

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

Name	Date notified

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

[enter information]

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

[enter information]

Was local health department notified? Date?

[enter information]

# Additional Consideration #1

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## COVID-19 Outbreaks

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

## COVID-19 testing

We immediately provide COVID-19 testing available at no cost to our employees within the exposed group, regardless of vaccination status, during employees' paid time, except for returned cases and employees who were not present at the workplace during the relevant 14-day period(s).

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

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

### Face Coverings

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

### Respirators

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

## COVID-19 investigation, review, and hazard correction

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

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient supply of outdoor air to indoor workplaces.
  - Insufficient air filtration.
  - Insufficient physical distancing.
- Review updated every 30 days that CCR, Title 8 section 3205.1 continues to apply:
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing the outdoor air supply when work is done indoors.

- Improving air filtration.
- Increasing physical distancing to the extent feasible.
- Requiring respiratory protection in compliance with CCR, Title 8 section 5144.
- Other applicable controls.

## Ventilation

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

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

### Major Outbreaks

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

- The COVID-19 testing will be required of all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by and Ventura County Public Health (VCPH) . Employees in the exposed group will be tested or excluded and follow our CPP return to work requirements. The twice a week testing requirement ends when there are fewer than three new COVID-19 cases in the exposed group for a 14-day period. We will then follow weekly testing requirement until there are one or fewer new COVID-19 cases in the exposed group for a 14-day period.
- Report the outbreak to Cal/OSHA.
- Provide respirators for voluntary use to employees in the exposed group, encourage their use, and train employees according to CCR, Title 8 section 5144(c)(2) requirements.
- Any employees in the exposed group who are not wearing respirators as required will be separated from other persons by at least six feet, except where it can be demonstrated that at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include:
  - Telework or other remote work arrangements.
  - Reducing the number of persons in an area at one time, including visitors.
  - Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel
  - Staggered arrival, departure, work, and break times.
  - Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not feasible to maintain a distance of at least six feet, individuals will be as far apart as feasible.



## Additional Consideration #2

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### COVID-19 Prevention in Employer-Provided Transportation

The requirements of our CPP will be complied with within a vehicle, including how a COVID-19 case will be responded to.

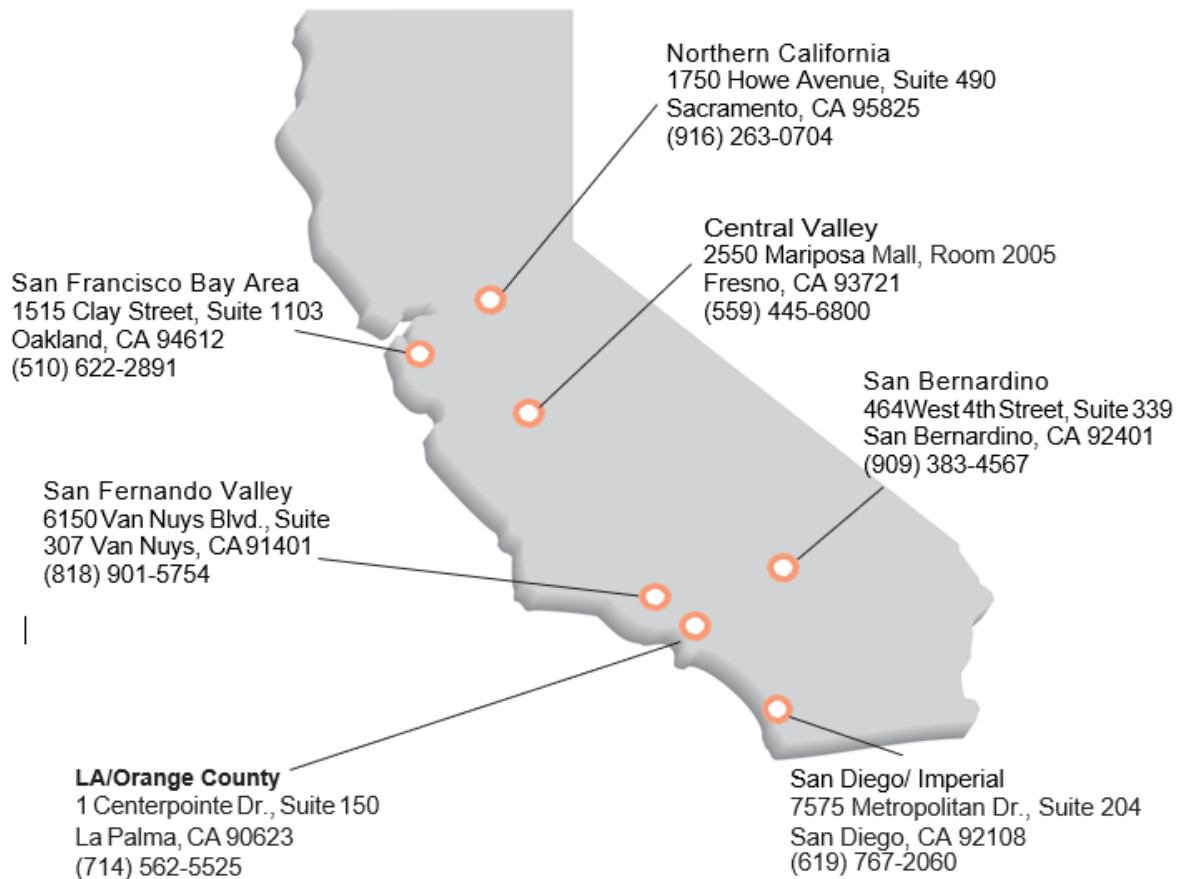
#### Assignment of transportation

To the extent feasible:

- Transportation will be assigned such that cohorts travel and work together, separate from other workers.
- Employees who usually maintain a household together shall travel together.

• Toll-free Number: 1-800-963-9424 • Internet: [www.dir.ca.gov](http://www.dir.ca.gov)

### On-site Assistance Program Area Offices



**Voluntary Protection Program Oakland, CA 94612 (510) 622-1081**