

# Livermore Area Recreation and Park District

## Staff Report

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TO: Committee Chair Furst and Member Wilson

FROM: Mathew Fuzie, General Manager

PREPARED BY: Patricia Lord, Assistant General Manager  
Sandra Kaya, Administrative Assistant

DATE: June 18, 2020

SUBJECT: Injury and Illness Prevention Program Update

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INFORMATION ONLY: This is an information only update on a draft of the District's Injury and Illness Prevention Program (IIPP) to include infection prevention measures.

BACKGROUND: The Livermore Area Recreation and Park District is committed to ensuring the safety of all District employees and members of the public and will take all reasonable precautions to reduce health and safety risks. The District will fully comply with all state and federal laws and regulations pertaining to occupational health, safety, and environmental health hazards. The District's employees represent the foundation of the District's Injury and Illness Prevention Program (IIPP) in that they are the best source to help avoid and provide protection from health and safety hazards. Therefore, the District requires, as a condition of employment, that all employees be aware of and strictly adhere to all health and safety policies and procedures in the performance of their job duties. The IIPP meets the safety guidelines established by the State of California and by the California Association for Park and Recreation Indemnity (CAPRI).

Per Cal OSHA requirements, the IIPP needs to be reviewed annually and documented that it has been reviewed. This year, Cal OSHA has required the IIPP be updated with the Infectious Disease measures due to COVID-19. Attached is a copy of the draft IIPP, revised June 2020 to include infection prevention measures.

ATTACHMENTS:

- A. Draft Injury and Illness Prevention Program Revised June 2020



## **INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)**

**Adopted by LARPD Board of Directors August 31, 2011**

**Reviewed April 18, 2013**

**Reviewed March 31, 2015**

**Reviewed and minor revisions October 11, 2016**

**DRAFT Revised June 18, 2020**

### **PURPOSE AND COMMITMENT**

The Livermore Area Recreation and Park District (LARPD or District) is committed to ensuring the safety of all District employees and members of the public and will take all reasonable precautions to reduce health and safety risks. The District will fully comply with all state and federal laws and regulations pertaining to occupational health and safety and environmental health hazards. The District's employees represent the foundation of the District's Injury and Illness Prevention Program (IIPP) in that they are the best source to help avoid and provide protection from health and safety hazards. Therefore, the District requires, as a condition of employment, that all employees be aware of and strictly adhere to all health and safety policies and procedures in the performance of their job duties.

This IIPP represents the basis for the District's safety program. The IIPP emphasizes awareness and safe practices by employees which, in turn, impacts safety for the public who utilize the District's facilities and programs. The IIPP establishes an effective approach to accident prevention that helps ensure the safety of District employees and the public, and meets the safety guidelines established by the State of California and by the California Association for Park and Recreation Indemnity (CAPRI).

### **RESPONSIBILITY**

The Injury and Illness Prevention Program establishes the authority and responsibility for implementing the provisions of this employee safety program for the District. A copy of this IIPP is available on the District's internal computer network server.

All District employees are responsible for implementing, maintaining and managing the IIPP in their work areas. Implementing the intent and spirit of the IIPP is just as important as the actual details of the plan.

### **Specific Responsibilities Include:**

General Manager/Assistant General Manager:

1. Develop, implement and update the written IIPP and assure its effectiveness.
2. Provide the leadership and resources necessary for administering the IIPP.
3. Monitor an active and effective District Safety Committee.
4. Establish annual safety objectives.
5. Review IIPP annually and document that this review was conducted.

All District Managers and Supervisors:

1. Provide or arrange for the necessary IIPP employee training.
2. Encourage and ensure employee compliance with safe working behaviors and practices.
3. Maintain a complete and current set of Safety Data Sheets (SDS) for hazardous substances used or present in the areas for which they are responsible.
4. Conduct regular reviews of safety policies, rules, procedures, reports and suggestions.
5. Establish and implement safety specifications for new equipment, procedures or materials.
6. Ensure that all safety equipment and protective devices/gear are available when required by employees in the performance of their duties.
7. Ensure that prompt and corrective hazard abatement procedures are followed for any known unsafe condition.
8. Investigate, record, and report all accidents that occur within their areas of responsibility.

All District Employees:

1. Learn and adhere to the intent, requirements and directions of the IIPP.
2. Attend and actively participate in safety training.
3. Learn the hazards of each duty performed and consistently implement the required safe practices.
4. Correctly and consistently use the required safety equipment and protective equipment/gear.
5. Take responsibility for encouraging all employees to follow safe working habits.
6. Make safety a priority in the performance of each duty and job function.
7. Immediately abate or secure any unsafe condition or situation and report it to their supervisor.
8. Immediately intervene (if safe to do so) and then report any unsafe activity, behavior, or situation to their supervisor.

## **COMPLIANCE**

Managers and supervisors are responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. All managers and supervisors are also expected to enforce the rules/policies consistently, fairly and uniformly, and to personally model good safety practices.

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

everyone. If there is more than one safety standard for a task or situation, employees shall adhere to the higher standard.

The District's system of ensuring that all employees comply with the rules and maintain a safe work environment includes:

1. Training employees to follow the provisions of the IIPP through: new employee safety orientation; an initial and District wide IIPP training; and ongoing efforts to remind and refresh employees about safe working behaviors.
2. Periodic evaluation of the effectiveness of the IIPP content, procedures and guidelines.
3. Evaluating the safety performance of all employees.
4. Recognizing employees who effectively implement safe and healthful work behaviors.
5. Providing supplemental training to employees whose safety performance is deficient.
6. Disciplining employees for failure to comply with safe and healthful work behaviors.

### **COMMUNICATION**

The District recognizes that frequent and consistent communication between managers/supervisors and employees regarding health and safety issues are essential in developing and maintaining a safe, injury-free and productive work place. The following types of communication are utilized as part of this IIPP to provide effective communications and ensure a safe working environment:

1. Providing new employee orientation, including discussion of the requirements of the District's safety and health policies, rules and procedures and why they are important.
2. Periodically reviewing of the District's IIPP involving employee input.
3. Providing regular workplace safety and health training programs.
4. Providing annual safety training for part-time seasonal employees.
5. Providing monthly safety meetings for workgroups, units and/or divisions.
6. Posting safety information (including the minutes of Safety Committee Meetings) on employee bulletin boards and other locations.
7. Maintaining a system by which employees can inform managers/supervisors about workplace hazards without fear of retribution.
8. Periodic solicitation of safety suggestions from employees.
9. Maintaining an active District Safety Committee.

### **HAZARD ASSESSMENT**

Periodic inspections/assessments to identify and evaluate LARPD workplace hazards are performed by LARPD employees, the District's Safety Committee, and CAPRI and other agencies, such as the Fire Department:

The District's standard form "Hazard Identification and Correction Form" is used to identify newly recognized hazards and verify ongoing compliance with efforts to address known or potential hazards.

In addition, safety inspections are performed according to the following schedule:

1. Quarterly by District employees using the standard "Quarterly Safety Inspection" forms.
2. When new substances, processes, procedures or equipment with potential safety hazards are introduced into the District's workplace.
3. When occupational injuries and illnesses occur. This is considered an incident or accident investigation and is to be conducted by the injured/ill employee's supervisor. Refer to the information presented below on conducting these investigations.
4. When the District hires and/or assigns employees to processes, operations or tasks for which that employee has not been previously trained.
5. Whenever workplace conditions warrant an inspection. Use the applicable "Quarterly Safety Inspection" form for documentation.

### **HAZARD CORRECTION**

Unsafe or unhealthy work conditions, practices or procedures involving LARPD property and/or employees must be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected or safely secured according to the following procedure:

1. When observed or discovered.
2. When an imminent hazard exists which cannot be immediately abated without endangering employees, the public and/or property, the District will remove everyone from the immediate area except those employees or emergency responders who are needed to correct or secure the hazardous condition. Necessary protection will be provided for employees who must work to correct or secure the hazardous condition.
3. All such actions taken and the dates on which they are completed shall be documented on the appropriate forms.

### **INCIDENT AND ACCIDENT INVESTIGATIONS**

All incidents and accidents involving LARPD employees and/or property will be investigated promptly, regardless of the severity of injuries, exposures or property damage. Employees must report the following occurrences to their supervisor as soon as possible:

1. Injuries, illnesses, or medical emergencies to anyone.
2. Exposures to hazardous materials or conditions.
3. Damage to District vehicles, District property, or to other property.
4. Near accidents or close calls involving District employees, vehicles or equipment.

The purpose of the investigation is not to assign blame, but to find the cause(s) of the incident or accident and to prevent further occurrences. The District's standard form "Supervisor's Investigation Report" will be used to document the investigation, findings and corrective action. It is everyone's responsibility to report hazards, and there will be absolutely no reprisals directed at any employee for reporting those hazards.

The employee's supervisor will conduct the initial investigation. Additional investigations and

reviews may be conducted by other staff, up to and including the General Manager. Procedures for investigating workplace incidents and accidents include:

1. Visit the accident scene and/or review the policy/procedure as soon as possible.
2. Interview affected employees and witnesses.
3. Examine the workplace/policy/procedure for factors associated with the incident or accident.
4. Determine the cause of incident or accident.
5. Take corrective action to prevent recurrence.
6. Document the findings and corrective actions taken.
7. Follow up through evaluation of the effectiveness of the corrective actions.

## **TRAINING AND INSTRUCTION**

The General Manager, Assistant General Manager, Managers and Supervisors will participate in the provision of training and instruction on general and job-specific hazards and safe work practices. Training and instruction shall be provided as follows:

1. For all new employees.
2. For all employees given new job assignments for which training has not been previously provided.
3. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a hazard.
4. Whenever the employer is made aware of a new or previously unrecognized hazard.
5. To familiarize Supervisors and Managers about the safety and health hazards to which employees under their immediate direction may be exposed.
6. For all employees with respect to hazards specific to each employee's job assignment.

General workplace safety and health training topics for all employees include, but are not limited to, the following:

1. Explanation of the District's IIPP, fire prevention plan and measures for reporting any unsafe conditions, unsafe work practices and injuries.
2. The use of personal protective equipment including appropriate clothing, gloves, footwear, face and eye shields and hearing and head protection.
3. Information about chemical hazards to which employees could be exposed and other hazard communication program information, including how to use material safety data sheets.
4. Availability of toilet, hand-washing, emergency shower/eye wash, and drinking water facilities.
5. Provisions for emergency procedures including medical services and first aid.
6. General code of work practices.

In addition, the District provides specific instructions to all employees regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training. Such additional training and information includes: training on specific equipment such as lawn mowers, fork lifts, trimmers, edgers, lifts, fall protection, hearing and vision protection,

working in confined spaces, handling hazardous materials, lockout/tag-out procedures, etc. is provided to employees on a job specific basis.

## **RECORDKEEPING**

The District has developed standard forms for recordkeeping and documentation of the IIPP. Copies of these standard forms are available from several sources, including work site locations, District files and the District's internal computer network server. The District has also taken the following steps to document implementation of the IIPP and to provide appropriate documentation to OSHA and CAPRI if requested:

1. Records of hazard assessment and inspections, including the person(s) conducting the inspection and the unsafe conditions and work practices that have been identified are maintained for six years.
2. Documentation of safety and health training for each employee, including the employee's name, training dates, type(s) of training, and training providers are maintained for six years.

## **SAFETY COMMITTEE**

The District Safety Committee, consisting of employee and managerial representatives, assists LARPD managers/supervisors and the IIPP Administrator by providing active participation and input. This involvement is essential in creating a culture of safety awareness and hazard prevention within the District and to ensure the overall effectiveness of the IIPP. The following items define the role of the District's Safety Committee:

1. Meets quarterly.
2. Prepares written records of the Safety Committee's meetings which are maintained for six years.
3. Sends a copy of each meeting's record to CAPRI.
4. Reviews results of the scheduled inspections and verifies follow up action.
5. Reviews incident/accident investigations and makes suggestions to managers/supervisors for the prevention of future occurrences.
6. Reviews hazard assessments and verifies corrective measures.
7. Reviews employee safety suggestions and submits recommendations to assist in the evaluation of each suggestion.

## **INFECTION PREVENTION MEASURES**

All employees MUST adhere to the following rules and procedures at all times when working at any District worksite or facility, or when representing the District as an employee:

- Know and understand the underlying health conditions that put a person at much greater risk for serious health complications from exposure to COVID-19 or other infectious diseases. Those conditions include, but are not limited to:

- Diabetes
- Asthma, COPD, or conditions that compromise lung capacity
- Some allergies that manifest in respiratory distress
- Sleep apnea
- Heart disease
- High blood pressure (hypertension)
- High cholesterol (whether or not controlled by medications)
- Blood disorders
- Chronic kidney disease
- Chronic liver disease
- Immune compromised – cancer or radiation treatment
- Inflammatory conditions like arthritis, Lupus, or some gastric conditions like colitis or Crohn’s disease.
- Pregnancy – current or recent

NOTE: Employees are not required to disclose the particular underlying health condition, but are expected to exercise the appropriate precautions for self-isolation or other safety measures and to inform the District that they have one of the listed conditions OR are advised by their health care provider to remain off work or to self-isolate.

Employees are NOT to report to work if they are exhibiting ANY symptoms of COVID-19 or any other illness. According to the Centers for Disease Control and Prevention (CDC), symptoms of COVID-19 include, but are not limited to:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea
- Employees who are at work with a frequent a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat or a recent loss of taste or smell shall be sent home or to medical care, as needed.
- All employees are obligated to immediately report if they know or learn that they have been directly exposed to anyone that has tested positive for COVID-19.
- Employees who are out ill with fever or acute respiratory symptoms are prohibited from reporting to work until both of the following occur:
  - They are free of all symptoms for at least 72 hours, without the use of fever reducing or other symptom-altering medicines (e.g. cough suppressants, Tylenol, or other prescribed or over the counter remedies). AND
  - At least 10 days have passed since the symptoms first appeared.
- Employees who receive a positive or presumptive COVID 19 diagnosis will be required to provide written medical verification from a licensed health care provider that they are released to



return to work. Requirements to return to work are subject to change and staff will be notified accordingly.

- Employees that return to work following an illness must promptly report any recurrence of symptoms.

**If an employee is confirmed to have a COVID-19 infection:**

- Inform other employees of their possible exposure to COVID-19, but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Temporarily close the general area where the infected employee worked until cleaning is completed.
- Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against coronavirus.
- Any person cleaning the area should be equipped with the proper Personal Protective Equipment (PPE) for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.
- A work-site exposure may qualify as a Workers' Compensation claim and employees should contact their manager, supervisor or coordinator as soon as possible to coordinate the filing of a claim.
- Employees may qualify for paid sick leave or expanded family and medical leave for specified reason related to COVID-19 if required by the Families First Coronavirus Response Act.
- Practice physical distancing by cancelling in-person meetings, using video or telephonic meetings, and maintaining a distance of at least six feet between all persons at all times.
- Wash hands regularly with hot water and soap, for at least 20 seconds.
- Wash hands with hot water and soap as soon as practical after touching any surfaces or equipment.
- Use hand sanitizer immediately after touching any surfaces until they can wash their hands with soap and hot water.
- Routinely clean and sanitize your work-site, equipment and vehicles, as well as high touch surfaces, such as doorknobs, cabinet handles, light switches, or other frequently touched surfaces.
- Avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, clean and disinfect shared workspaces and work items before and after use.
- Commonly touched objects and surfaces such as handrails, copy machines, faucets, and doorknobs shall be frequently cleaned. Surfaces should be cleaned with soap and water prior to disinfection. Disinfectants that are EPA-approved for use against the virus that causes COVID-19 shall be used. EPA-registered disposable wipes for employees to wipe down commonly used surfaces before use shall be used. Manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time) shall be followed. Staff shall ensure there are adequate supplies to support cleaning and disinfection practices.
- All employees must wear a face covering while working, with some exceptions:
  - Employees working alone in an office
  - Employees driving alone in a vehicle
  - Employees alone on break

- Employees doing remote tasks such as mowing  
Employees must have the face covering readily available to put on in the event that they may come in contact with other people.
- Employees are advised to avoid non-essential travel.
- Certain positions at LARPD may allow for telework, with manager approval.
- Employees in an office setting with regular exposures to the public shall be protected with Plexiglas screens or other physical barriers.
- The number of customers at the public office areas may be limited in order to allow for adequate physical and social distancing.

### **Infection Prevention Protocol Guidelines**

In compliance with applicable local, state and federal health orders, and to help protect our employees and volunteers as well as the public, the District has adopted the following guidelines:.

- Post a copy of a Physical Distancing Protocol Sheet at each facility.
- Use signage at each public entrance of a facility informing all employees and patrons that they should avoid entering the facility if they have symptoms of COVID-19, maintain a minimum six-foot distance from each other, not shake hands or engage in any unnecessary physical contact, and wear a face covering.
- Checklist to take measures to protect employee health. These items include but not limited to:
  - a) Everyone who can carry out their work duties from home has been directed to do so.
  - b) All employees have been told not to come to work if sick.
  - c) Symptom checks are being conducted before employees may enter the work space.
  - d) All desks or individual workstations are separated by at least six feet.
  - e) Breakrooms, bathrooms, and other common areas are being disinfected frequently and on a schedule which is transparent to employee and the public.
  - f) Disinfectant and related supplies are available to all employees and locations are listed.
  - g) Hand sanitizer effective against COVID-19 is available to all employees and the locations are listed. Note: Hand sanitizer is less effective than handwashing in preventing the spread of COVID-19.
- h) Soap and water are available to all employees with the locations listed.
- i) Disinfecting all payment portals, pens, etc. after each use.
- j) Upon re-opening make sure you have enough supplies such as soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, pedal trashcans, PPEs, etc.
- Copies of safety protocols have been distributed to all employees.

### **Measures to Keep People at Least Six Feet Apart**

- Limit the number of patrons in District facilities at any one time to allow and maintain at least six feet from each other.
- Signage reminding everyone to stay at least six feet apart.
- Placing tape/markings/signs to keep patrons six feet apart in line.

### **Procedures to help prevent the spread of COVID-19 at the workplace.**

Under the IIPP, the District adopts the following procedures:

- Establish and share a plan and guidelines with parents and guardians including:
  - Establish a system to check with parents and guidelines daily on the status of their child
  - Make sure all information and communication is able to provide in the languages spoken by the parents or guardians.
  - Having a communication system with the parents, children, employees, management, and emergency medical services.
  - The District should be able to provide parents and guardians with information from the CDC on COVID-19 symptoms, transmission, prevention, when children should stay home, and when to seek medical attention.
- Establish procedures to notify local health officials upon learning that someone who has been at the child care facility has a COVID-19 infection. The officials will help administrators determine a course of action.
- Establish methods informing children how they can help prevent the spread of COVID-19 by:
  - Washing hand frequently
  - Avoid close and direct contact with other children and facility staff
  - Making children inform you if they feel sick
  - Teach children proper coughing and sneezing etiquette
  - Discourage children from sharing food, drinks, towels, etc.
- Establish a plan if a child becomes sick at the facility.
  - Procedures for contacting parents or guardians immediately and have criteria for seeking medical assistance.
  - Designated areas where sick children can be isolated if needed.
  - Have masks available
- Establish procedures to routinely clean and disinfect frequently touched surfaces and objects.
  - Use [EPA-approved products](#)
  - Provide EPA-registered disposable wipes for employees to wipe surfaces such as desks, keyboards, tables, doorknobs, handles, phones, toilets, faucets, touch screens, etc.
  - Making sure to follow manufacturer's instructions for cleaning and disinfection products.
  - Make sure there is an adequate supply of cleaning and disinfection products.

### **Procedures when an employee has COVID-19**

On May 6, 2020 Governor Newsom issued Executive Order N-62-20 creating a rebuttable presumption that an employee's COVID-19 related illness arose out of the course of employment for workers' compensation purposes if the employee tested positive or is diagnosed within 14 days after a day that the employee performed labor or services at the employee's place of employment at the employer's direction. The presumption does not apply if the employee worked from home.

In order for an employee to qualify they must:

1. Test positive for COVID-19 within 14 days after performing work; or
2. Be diagnosed with COVID-19 by a licensed physician within 14 days after performing work and have that diagnosis confirmed by further testing within 30 days of the diagnosis.
3. The date of injury must occur between March 19, 2020 and July 5, 2020.

Employees need to advise their supervisor of illness if they are working from home or at work:

1. When an employee advises a supervisor of an illness and the infected employee has a confirmed case of COVID-19, the employee must immediately leave the workplace or remain at home, and may not return to the workplace until they are free of the virus. Infected employees and supervisors must take steps to isolate and contain the virus with PPEs at home and work. Contact trace steps of the employee for sanitization purposes at work.
2. Whether the employee is at home or at work, employees should contact their health care provider about their symptoms. The employee must collaborate with their supervisor or department director on the steps that will be taking to inform others who may have been exposed to the virus in the workplace. The employee may make a workers' compensation claim per the qualifications listed previously and should follow the workers' compensation guidelines accordingly. The supervisor should give the claim form to the employee.

Livermore Area Recreation and Park District is working to respond to COVID-19 by following established Public Health guidelines, including Centers for Disease Control and Prevention.

For more information:

<https://covid19.ca.gov/state-local-resources/#top>

Centers for Disease Control and Prevention. Coronavirus Disease (COVID-19): Symptoms: [www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](http://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)

Centers for Disease Control and Prevention. Coronavirus Disease (COVID-19): How It Spreads: [www.cdc.gov/coronavirus/2019-ncov/prepare/transmission.html](http://www.cdc.gov/coronavirus/2019-ncov/prepare/transmission.html)

Centers for Disease Control and Prevention. Coronavirus Disease (COVID-19): Steps to help prevent the spread of COVID-19 if you are sick: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

U.S. Environmental Protection Agency. Disinfectants for Use Against SARS-CoV-2 (the virus that causes COVID-19): [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

Centers for Disease Control and Prevention. Coronavirus Disease (COVID-19): Interim Guidance for Businesses and Employers: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)