



**ASSOCIATED STUDENTS, INC. (ASI)  
Injury & Illness Prevention Program (IIPP)**

**Please Post on Employee Bulletin Board**  
**REVISED DECEMBER 2021**

**I. SAFETY POLICY STATEMENT**

It is the policy of Associated Students, Inc. that accident prevention shall be considered of primary importance in all phases of operations and administration. This policy is in compliance with California Code of Regulations (CCR) Title 8, Section 3203 standards.

It is the intention of ASI's management to provide safe and healthy working conditions, and to establish safe practices carried out at all times by all employees.

Accident prevention affects all levels of the organization and its activities. Therefore, each supervisor must make the safety of employees an integral part of their management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Employees will be provided safety training. If an employee is ever in doubt as to how to do a job safely, it is their duty to ask a qualified person for assistance, such as a supervisor, manager or human resources.

Employees are also expected to assist management in accident prevention activities. Unsafe conditions, as well as any injury that occurs on the job, must be reported to management as soon as possible. In no circumstance, except an emergency, should an employee leave a shift without reporting an injury that occurred.

The Human Resources Director, in consultation with the ASI Safety Committee, is responsible for the implementation and management of the Injury and Illness Prevention Program.

When you have an accident or injury, everyone loses—you, your family, your fellow workers and ASI. Please work safely. It benefits everyone.

\_\_\_\_\_  
Director/ Manager (print)

\_\_\_\_\_  
Director/Manager (Signature)

\_\_\_\_\_  
Date

*This Safety Policy Statement has been in existence since the creation of the ASI Injury and Illness Prevention Program in 1991.*

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## I. COMPLIANCE POLICY

All employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. To ensure that all workers comply with these practices, ASI commits to perform the following duties:

- \_\_\_\_\_ Inform workers of the provisions of our IIP Program.
- \_\_\_\_\_ Evaluate the safety performance of all workers.
- \_\_\_\_\_ Recognize employees who perform safe and healthful work practices.
- \_\_\_\_\_ Provide training to workers whose safety performance is deficient.
- \_\_\_\_\_ Hold workers accountable for failure to comply with safe and healthful work practices.

Employees are expected to assist management in accident prevention activities by reporting unsafe conditions and assisting fellow employees who need help. Everyone is responsible for job-related housekeeping duties.

Violations of ASI's Safety Policies are addressed by the employee's supervisor. If any conduct violates one of the zero tolerance policies noted in the ASI Employee Handbook, it can be grounds for immediate dismissal.

Policies relating to safety in the ASI Employee Handbook include: Standards of Conduct #078, Violence in the Workplace #113, Harassment, Discrimination and Retaliation Prevention #003, Drug and Alcohol Use in the Workplace #111, and Drug-Free Workplace #112.

## **II. SAFETY COMMITTEE**

### **The Members of the ASI Safety Committee:**

A representative from each department serves as a member of the ASI Safety Committee.

### **Meeting Dates:**

- The ASI Campus Safety Committee meets quarterly.

### **Safety Committee Responsibilities:**

- The ASI HR Director prepares and makes available to the employees the minutes of each meeting and maintains these minutes for review by CAL/OSHA upon request.
- Safety Committee members communicate relevant safety information back to their department.
- Department Directors review results of periodic worksite inspections, and oversee corrections made as a result of said inspections. They also review reports of alleged hazardous conditions and inform the HR Director.
- The ASI HR Director reviews investigations of occupational accidents that result in occupational injury, illness, or exposure to hazardous substances. Where appropriate, they submit recommendations to management for the prevention of future accidents.

### **Members of the 2021-22 Safety Committee Include:**

- |                                 |                       |
|---------------------------------|-----------------------|
| • Aquatic Center:               | Robert "Bob" Whitford |
| • ASI Government Office         | Lisa Dalton           |
| • ASI Business Office           | Elvia Felix           |
| • Children's Center             | Lexi Hallum           |
| • Human Resources               | HR Director           |
| • Peak Adventures               | Michael Valle         |
| • Student Engagement & Outreach | Elizabeth Villalobos  |

#### IV. SAFETY COMMUNICATION POLICY

The responsibility of safety program implementation is shared by supervisory staff under administration of the ASI HR Director. Information is communicated from the HR Director to departments through quarterly Safety Committee Meetings.

Department Directors are responsible for reporting accidents and injuries directly to the HR Director. If any accident or injury results in hospitalization or death, it must be reported directly to CAL OSHA within eight hours. Directors must provide the HR Director with all completed Workers Compensation Insurance Forms, as well as any additional documentation related to an on-the-job injury or illness.

**Department Directors have the following responsibilities:**

- Review safety policies and procedures; become familiar with functions and responsibilities of supervision and interrelationships with other departments.
- Develop a sound technical knowledge of all applicable CAL OSHA safety orders and regulations, and stay current with any additional government-mandated requirements. CAL OSHA contact information is included on ASI's Emergency Cards.
- Maintain a safety training program and conduct regular safety training meetings with all employees
- Correct unsafe and unhealthy work practices in a timely manner.
- Maintain appropriate first aid supplies.
- Maintain records of all employees' training, corrections of unsafe conditions, and workplace inspection results, including dates.

*In addition, managers and supervisors will be responsible for seeing that their employees adhere to all rules and policies.*

## IV. TRAINING POLICY

- Upon hire, Employee Safety Orientations are provided to:
  - Stress the importance of safety in the workplace.
  - Encourage employees to report hazards to a supervisor or member of the Safety Committee.
  - Receive employee's signature on the Injury & Illness Prevention Program Acknowledgment and Code of Safe Practices forms, indicating they have received a safety orientation and information about the IIPP.
- Regular department safety meetings are held to keep employees informed of safety and health matters.
- The ASI Safety Committee aids in the communication of safety and health concerns to all levels of employees.
- Safety and health information may be disseminated through memorandum or pay envelope inserts.

Each employee signs an acknowledgement stating they are aware of how to access the IIPP and that they will read and review the material within 15 days of employment. Employees direct any questions to either the Human Resources Director or their department director.

## V. CODE OF SAFE PRACTICES (COSP)

Each department is required to have a Code of Safe Practice (COSP) for their unique department needs. It may or may not include the following: cash handling, chemical usage and power tool usage. See your Department Director for COSP that apply to your specific department.

**The following are general Code of Safe Practices employees must follow:**

*(Compliance of the COSP is critical due to possible OSHA compliance visits.)*

1. All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman or superintendent.
2. Foremen shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
3. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every 10 working days.
4. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the foreman or superintendent.
10. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
11. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their foreman.
12. All injuries shall be reported promptly to the foreman or superintendent so that arrangements can be made for medical or first aid treatment.

13. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
14. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
15. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.

***I have read and understand the Code of Safe Practices and agree to follow the practices and ask questions if I do not understand. I understand I can report a work-related injury or illness without fear of retaliation by my supervisor/employer. I understand that violating a safety policy or procedure may lead to disciplinary action up to and including termination of employment.***

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Employee's Signature

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Date

## VI. INSPECTIONS AND CORRECTIONS

Departments should conduct self-inspections at least three times per year: before school starts in the fall, before school starts in the spring, and at least once during the summer. At that time any corrections that need to be made should be completed and documented. When an employee conducts the self-inspection, special attention should be paid to any and all notations. Any noted issues should be corrected immediately, documented in writing, and attached to the self-inspection form.

Departments may develop their own self-inspection forms or use a modified version of the sample self-inspection form located at <S:\HUMAN RESOURCES\Safety and WC\Self Inspection Checklist.docx>. All Checklists should document the date of the inspection and corrective action, and a copy should be sent to the Human Resources Director for record keeping.

## VII. OSHA VISITS

When Cal OSHA receives an employee complaint that is considered “low risk” they will send notification of the complaint via a letter. Upon receiving this letter:

- Begin documentation of the issue
- Investigate the issue and keep notes/records
- Take appropriate action to rectify the issue
- Pull any training related material or records regarding the issue
- Keep your IIPP available or know where to find it online
- HR will keep past OSHA logs available. They should be posted in a common area from February 1 – April 30. If OSHA comes during this time, make sure logs are posted.

When an OSHA inspector shows up onsite:

- Ask for identification
- Contact department director or next level manager
- Escort the individual to a private area or conference room – do not leave them unattended

They should identify the reason for their visit when they introduce themselves. However, they are not required to do so when they arrive.

Typically there are three parts to an on-site visit from OSHA: an opening conference, walk through, and closing conference.

### Opening Conference:

Inspector will identify the reason for their visit. They may ask for documents relating to the reason for their visit and names of employees who are potential witnesses.

### Walk Through:

OSHA will most likely want to view the area of the complaint. An inspector can typically ONLY view areas related to the reason they are there. It is important to always remain polite and never argue with the inspector. Take a note pad and record notes. Anything they

see during this walk through can be cited if not up to standard. Once aware of a complaint, be sure to do your own inspection first.

Closing Conference:

During this time, the inspector will let you know what the next steps are and any relevant deadlines. Typically these range from 24 hours to 14 days. Missing a deadline may result in a fine.

## VIII. ACCIDENT INVESTIGATION

Accident investigations are conducted by the Human Resources Director and/or Department Director as soon as possible following an accident. Documentation of the incident is done using the Accident Injury Forms. An Action Plan is then developed in collaboration with the Director and supervisor to correct hazardous/unsafe conditions or safety violations. A follow-up report is provided to the Human Resources Director to ensure that precautions are taken and hazards removed.

The purpose of an investigation is not to fix blame, but to identify the cause of an accident and prevent future occurrences. An unbiased approach is necessary to obtain objective findings.

- The accident scene is inspected and analyzed as soon as possible.
- The injured worker is interviewed, and when possible, asked to explain every detail of the accident, including anyone else involved.
- Witnesses are interviewed and asked for written statements if needed.
- All interviews are conducted in a private location and information is only distributed on a need to know basis.
- Medical information is maintained by the Human Resources Director and kept confidential. No information is shared without express authorization under exceptional circumstances.
- Incident causes and hazards are a priority consideration. Analysis of what triggered an accident and how it could have been prevented (change in staff behavior, training, new equipment, new policy/procedures, etc.) will occur. If safety policies/procedures are violated, appropriate action will occur, potentially including termination of employment.
- If a third party or defective product contributes to an accident, evidence is gathered and saved. It may be critical in the recovery (third party recovery) of claims cost.
- In accordance with OSHA regulations, ASI immediately (within 8 hours) reports any serious injury or illness, or death, of an employee to the nearest District Office of the Division of Occupational Safety and Health by telephone or Fax. Serious injury or illness refers to when an employee suffers a loss of any member of the body or any serious degree of permanent disfigurement, resulting in in-patient hospitalization for more than 24 hours for other than observation. (See CCR Title 8, Section 342). **A Workers Compensation Claim Form (DWC 1) will be provided to workers within 1 day (24 hours) of a reported injury.**

## **ADDITIONAL TRAINING FOLLOWING AN ACCIDENT**

### **Additional training or re-training is offered when the following occur:**

1. An increase in the number of “near misses” which may have resulted in injuries or illnesses.
2. Defensive driving when ASI vehicles are to be used.
3. A recent increase in accidents.
4. High injury or illness incidence.
5. Expansion of operations or new employment/job assignment.
6. A change in work process, new process, or new equipment.
7. New or previously unrecognized hazards.

## IX. INJURY & ILLNESS REPORTING REQUIREMENTS

The purpose of investigating accidents is to determine that injuries are job related and develop ways to avoid their recurrence.

This process also provides details that may be needed for insurance and legal purposes. Disputes over rights and responsibilities can end up in court. The following forms must be submitted to the Human Resources Department and can be found by going to: [S:\HUMAN RESOURCES\Safety and WC Workers Compensation\Accident and Injury Reporting.](#)

### ***1) Employer's Report of Occupational Injury or Illness form:***

This form must be completed and faxed to the Human Resources Director at (916) 278-4032 or to Sedgwick at (916) 951-8052 immediately after knowledge of the accident or injury. The information on this form is used by the Workers' Compensation Insurance to file a claim.

### ***2) Employee's Claim for Workers' Compensation benefits form:***

The law requires that employees receive the *Claim for Workers' Compensation Benefits* no later than **three days** after the injury or illness. This form must be completed and faxed to the HR Director at 278-4032 or to Sedgwick at 916-951-8052 *immediately* after knowledge of the accident or injury. The information on this form is used by the Workers' Compensation Insurance Company to file a claim and approve payment for medical bills.

The employee completes the top part. and the supervisor completes the bottom section. Once filled, the employee is provided copy and the original is faxed to Human Resources or Sedgwick. The form must be complete and signed. Review the information/instructions attached to the form if you need more information, or contact ASI HR.

## X. HEALTH AND SAFETY RECORD KEEPING

In compliance with the CAL/OSHA regulations, ASI maintains the following Health and Safety records and record keeping systems:

- Obtain a report on every injury or illness requiring medical treatment and provide injured employees with the *Employee's Claim for Workers' Compensation Benefits*.
- Complete the *Employer's Report of Occupational Injury and Illness*.
- Record each injury or illness on the CAL/OSHA Log and Summary of Occupational Injuries and Illnesses (CAL/OSHA Form 300).
- Every year, prepare the summary CAL/OSHA Form 300, post it no later than February 1<sup>st</sup>, and keep it posted where employees can see it until April 30. Provide copies as required. HR keeps the CAL/OSHA Form 300 for 5 years.
- During the year, periodically review these records to see where the injuries and illnesses occur, and how frequently. Any patterns or similar accidents are noted and used to pinpoint where immediate corrective action is needed.

## XI. FIRE PREVENTION PLAN

### PURPOSE

The purpose of this program is to establish procedures that will help protect employees during an emergency such as fire or earthquake, and, if necessary, help them safely evacuate the building.

### FIRE PREVENTION

Prevention is the best protection against fire. Many fires start in storage areas where non-compatible materials are stored together, or where clutter and trash provide kindling to assist the start of a fire. Fire is also a hazard in areas where electrical equipment is used. Sparks or static discharge from such equipment can ignite litter, oil, grease, or vapors from stored fuels. For these reasons, good housekeeping and proper storage of materials are necessary. The following rules for fire prevention apply to all operations:

- Clean up combustible scrap, debris, and waste materials (oily rags, paper, wood shavings etc.) and placed it in covered metal containers.
- Keep all work areas, particularly around electrical machinery, clear of litter.
- Immediately clean up spilled oil or solvents.
- Never use compressed air around open flames, fuels, oil, or grease.
- Keep flammable liquids at the work site to a minimum and store it in self closing, non-combustible, metal containers. Such containers are labeled with the word “FLAMMABLE” in large letters. Flammable liquids are stored in approved flammable storage cabinets. For example, the Aquatic Center has flammable storage cabinets located in their shop.
- Flammable liquids, gases, or dusts are not used near open flames, sparks, incandescent surfaces, or other sources of ignition.
- All electrical circuits are protected by the correct capacity fuse or circuit breaker.
- Fire extinguishers suitable for the types of materials in the work area are. Not all types of extinguishers can be used on electrical or flammable liquid fires. Be sure to read the labels on all extinguishers and know what type of fire they extinguish. Employees in all departments receive fire extinguisher training.
- **NEVER USE WATER TO EXTINGUISH FIRES ON ELECTRICAL EQUIPMENT, GASOLINE, OIL, OR GREASE.**
- Unplug all electrical equipment at the end of the workday. This includes shop machinery, coffee makers, electric heaters etc.
- Only store compatible materials. Compatible means they don’t react violently on contact, such as oxygen and grease. They should also be readily accessible and secured so they aren’t accidentally knocked over.
- Flammable or combustible materials are not stored within 25 feet of a designated exit.
- Exits are clearly marked and unobstructed. Main entrance doors and all designated exits are unlocked when the building is occupied.

## **RESPONSIBILITY**

The University Union is responsible for regular maintenance on all fire prevention/control equipment and systems for programs housed in the University Union. The Aquatic Center and Children's Center provide and maintain their own fire equipment. All employees are responsible for preventing the accumulation of flammable or combustible waste materials.

## **INCIDENTS OR INJURIES REQUIRING EMERGENCY RESPONSE**

1. If on campus, call 911 from a campus phone. Do not make emergency calls to 911 from your cell phone as it may cause unnecessary delay. You may save (916) 278-6851 on your cell phone so that you can reach Campus Police.
2. State that there is an emergency
3. Describe the nature of the emergency (medical, fire, security etc.).
4. Give the location of the emergency (address, building location etc.).
5. State how many people need help.
6. Stay on the line to answer questions. **DO NOT HANG UP UNTIL TOLD TO.**
7. Cooperate fully with emergency responders.

## **FOLLOW-UP ACTION**

1. Provide assistance to injured persons **if** trained to do so
2. If appropriate, take action to secure the area to prevent further injuries or property damage, and preserve the scene for an investigation.
3. Obtain names and addresses of witnesses or possible witnesses before they leave the scene.
4. Inform the appropriate supervisor or manager.
5. If possible, take photographs or make a sketch of the incident scene.

## **FIRE**

1. Use a suitable extinguisher if the fire is small and an exit is readily available. Activate manual pull alarm if accessible. Employees are shown the locations of all pull alarms in their area.
2. If the fire cannot be put out with an extinguisher, notify others within the immediate area and evacuate the building immediately, using designated exits, and closing all doors behind you.
3. Contact the fire department by calling 911 from an area outside the fire zone.
4. If the fire is detected by automatic sensors, the building evacuation bells will ring. All personnel must leave the building when the bells ring.
5. If the building is smoky, drop to the floor and crawl toward the nearest exit to avoid breathing smoke.
6. If fire is present or suspected, feel doors before you open them. If a door is warm **DO NOT OPEN IT!** Find another route.
7. After leaving the building, all employees regroup away from building entrances, so everyone can be accounted for.
8. No persons are to reenter the building without permission from the fire department.

## **TRAINING**

ASI advises each employee of hazardous materials, processes and equipment the employee may be exposed to, and reviews parts of the fire prevention plan the employee must know to be protected in an emergency. Said training is reviewed at least annually.

All employees are made aware of their responsibilities under the Emergency Action and Fire Prevention Plan at the following times:

- Plan implementation.
- When their responsibilities under the plan change.
- When the plan is changed.
- During initial work assignment.

Training also includes a review of exit routes and assembly points, the alarm sound, and emergency procedures.

## **EARTHQUAKE RESPONSE**

1. If inside the building, stay there and take cover immediately.
2. Get under a desk, table, or doorframe during the shaking. **STAY AWAY FROM WINDOWS!**
3. Evacuate the building immediately after the shaking subsides. Assemble in a safe area clear of overhead electrical line, utility poles, block walls, etc., which might fall during aftershocks. Be on alert for fallen high-tension lines that may be touching metal objects on the ground.
4. Assist injured persons.
5. If trained, use CPR and first-aid techniques. Summon proper medical care as soon as possible. Remember, after an earthquake, utilities, police, and fire agencies may not be readily available. **DO NOT ATTEMPT TO TELEPHONE UNLESS ESSENTIAL.**
6. Call the fire department only if there is a fire.
7. Remain outside the building until emergency response personnel approve reentry.
8. Report all broken utility lines to emergency responders.

## XII. VIOLENCE IN THE WORKPLACE

### EARLY SIGNS:

- Direct or veiled verbal threats of harm.
- Intimidation of others.
- Carrying a concealed weapon or flashing a weapon to test reactions.
- Paranoid behavior or perceiving that the whole world is against them.
- Moral righteousness and believing the organization is not following its rules and procedures.
- Inability to take criticism of job performance.
- Expression of extreme desperation over recent family, financial or personal problems.
- History of violent behavior.
- Extreme interest in semiautomatic or automatic weapons and their destructive power to people.
- Fascination with incidents of workplace violence and approval of the use of violence under similar circumstances.
- Disregard for the safety of co-employees.
- Obsessive involvement with the job, often with uneven job performance and no apparent outside interests.
- Being a loner and having a romantic obsession with a coworker who does not share this interest.

Individuals who show some of these early warning signals are assessed by their supervisor(s) and an appropriate plan of action is developed. It is important to note that effective hiring procedures and reference background checks are done before making employment offers. All employees must be cognizant of noticing and reporting breaches of workplace security.

### TYPES OF WORKPLACE VIOLENCE:

Workplace violence events can be placed in three major categories:

**Type I:** This involves an assault carried out by a person not related to the establishment, for the purpose of performing a criminal or violent act.

- *Any department who handles money directly may be considered to be at a slight risk for Type I event. As such, we must be diligent in identifying hazards in the workplace. Physical violence or verbal threats of violence cannot be tolerated.*

**Type II:** This refers to an assault carried out by a customer or patron. These events are less common than Type I, but are increasing in frequency. Type II events usually involve assaults on public safety or correctional personnel. They can, however, involve any private or public sector employee who provides services.

- *Occasionally a conflict with a customer will occur. For example, a protective parent may confront an employee who has taken a disciplinary action toward their child. If the event escalates to a level where the employee feels threatened, they are instructed to get another employee to assist, and then direct the customer to a higher level employee. In the event the employee feels physical harm may occur, they are instructed to get law enforcement involved when they feel safe to do so. Call 911.*

**Type III:** Type III workplace violence consists of an assault by an employee. Type III events are not associated with a specific type of workplace or occupation, and may involve current employees, former employees, or a person who is known to a current employee (spouse, relative, friend, etc.)

- *For a Type III, ASI will deal with the situation on a case by case basis. If the event involves physical harm the immediate action is to call law enforcement.*

### **AVOIDING SITUATIONS THAT MAY LEAD TO WORKPLACE VIOLENCE**

As stated above, supervisors and coworkers must be vigilant for warning signals during the hiring process and when observing employee behavior. Some “common sense” situations to avoid:

- A full cash register in plain view.
- Rear doors unlocked or left standing open during closing and cleanup.
- Inattention of staff during closing hours.
- Employees working alone.

In the event of a robbery, try to remain calm and speak in a cooperative tone. Hand over the money and move slowly, explaining each move to the robber before making it. **Never attempt heroics.** After the robbery, make certain the robber has left the area, lock the doors and call 911.

*For further information or concerns about workplace violence, see your supervisor, manager or the Human Resources Director.*

### **XIII. ASI SHELTER IN PLACE LOCKDOWN PLAN**

If it becomes necessary to shelter in place during a lockdown (for example, because of a shooter), ASI staff ensures that the following locations can be utilized by those in the office at the time.

AQUATIC CENTER – Bathroom/Locker Rooms

BUSINESS OFFICE—Shelter in the vault, which has no windows and is lockable. All staff is trained in terms of how to lock the vault from the inside.

CHILDREN’S CENTER – Multipurpose Room

GOVERNMENT OFFICE—The bathroom. It is the only windowless room with a door that is lockable from the inside.

PEAK ADVENTURES—The Director’s and/or other office.

SEO — The FOOD PANTRY, because there is no window and a lockable door.

Each program will designate its own shelter in place location. Please check with your Department Director for instructions.

## XIV. COVID-19 GUIDELINES

### IIPP COVID-19 Guidelines

- Establish infection prevention.
  - Actively encourage sick employees to stay home.
  - Promote physical distancing (e.g., optimize workspace, video conferencing).
  - Conduct frequent cleaning and disinfection.
  - Provide employee training that includes: COVID-19 description and symptoms, how to prevent spread of COVID-19, and good hand hygiene
- Conduct hazard assessments to determine PPE needs.
  - Face coverings are a minimum.

### IIPP COVID-19 Manager Responsibilities

Ensure that employees:

- Follow ASI's infection prevention measures.
- Practice good hand hygiene, maintain physical distancing, and wear face coverings while indoors.
- Actively encourage sick employees to stay home.
- Stay informed about the latest changes in ASI's Covid-19 policies, procedures, and best practices, and be ready to adopt and enforce them with employees.

### IIPP COVID-19 Employee Responsibilities

- Wear appropriate face coverings in accordance with ASI guidelines.
- Wash hands frequently with soap and water for a minimum 20 seconds or use hand sanitizer when soap and water are not available.
- Limit close physical contact with others.
- Stay home if experiencing the following symptoms: frequent cough, fever, chills, difficulty breathing, sore throat, or recent loss of taste or smell; OR, if unvaccinated and a person in the same household has been infected with COVID-19.

***ASI Employees who have questions or want further information about this Injury & Illness Prevention Plan should contact their Supervisor, Department Director or the Human Resources Director.***