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MetroED

Metropolitan Education District

MetroED
Employee Safety Newsletter

Safety Committee

DID YOU KNOW YOU ARE A STATE EMERGENCY WORKER DURING A DECLARED EMERGENCY??

Employees working for a school district must be prepared in advance for a disaster. If and when a disaster occurs, all school employees must respond in accordance with legal requirements. Schools are responsible for the safety and welfare of the students and staff during and after a disaster and they are expected to provide shelter to members of the community should the need arise.

If the Superintendent declares a District emergency during the school day, the District has a clear statement of policy governing its actions.

The policy is as follows:

◆ In case of a declared emergency by the Superintendent or designee during school hours, all students will be required to remain at school or an alternate, safe site under the supervision of district personnel:

⇒ Until regular dismissal time and then released only if it is considered safe, or

⇒ Until released to an adult authorized by the parent or legal guardian whose name appears on the District records.

◆ To provide this supervision and care, MetroED personnel will be utilized under Title 1, Division 4, Chapter 8 Government Code and legal statutes included in the Disaster Emergency Guide (refer to the following page). **The statutes state that all public employees are designated disaster service workers when an emergency is declared. The District Superintendent, or designee, has the legal authority to declare an emergency in this District.** The authority also extends to the City of San Jose and to Santa Clara County to declare an emergency and press public employees into service as disaster service workers.

Please inform family and friends what your responsibility is during an emergency so they do not worry about you. We recommend that you have a plan at home so your loved ones know who to contact in case of emergency.

HAVE A PLAN FOR HOME AND VEHICLE

The first 72 hours after an earthquake are critical. Electricity, gas, water, and telephones may not be working. In addition, public safety services such as police and fire departments will be busy handling serious crises. You should be prepared to be self-sufficient, able to live without running water, electricity and/or gas, and telephones, for at least three days following a quake. To do so, keep on hand in a central location the following:

- **Food.** Enough for 72 hours, preferably one week.
- **Water.** Enough so each person has a gallon a day for 72 hours, preferably one week.
- **First Aid Kit**
- **Fire Extinguisher**
- **Flashlights and extra batteries**
- **Portable radio with extra batteries**
- **Extra blankets, clothing, shoes and money**
- **Alternate cooking sources.** Store a barbecue or camping stove for outdoor camping. Caution: Ensure there are no gas leaks before you use any kind of fire as a cooking source and do not use charcoal indoors.
- **Special items:** Medications, glasses, food for infants, pet food.
- **Tools.** Have an adjustable or pipe wrench for turning off gas and water.
- **Porta Pottie** and toilet paper
- **Car gas tank** always half full or more

You should also have emergency supplies in your vehicle in case an earthquake would hit while you are driving. It is a good idea to have a first aid kit, food, water, flashlight and a sensible set of shoes in case you need to walk to get assistance.

COVID 19 SAFETY AWARENESS

Safety is the utmost importance to MetroED. The health and welfare of our students and staff are constantly reviewed and discussed. During this trying time please remember to:

Take your temperature and check for symptoms before coming to work. If you have a temperature, are not feeling well, or if someone in your home is displaying symptoms of COVID-19 stay home.

Practice social distancing and stay at least 6' away from others.

Frequent and thorough hand washing. If soap and running water are not immediately available, use alcohol-based hand rubs containing at least 60% alcohol.

Wear a clean mask properly (see instructions below)

Do not use other workers' phones, desks, offices, or other work tools and equipment, when possible. If you must, disinfect between use.

Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. Choose cleaning chemicals with Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).

Students CAN NOT use disinfectant wipes. It is against the law. All disinfectant cleaners must be locked up. Staff using wipes must have a current Healthy Schools Act certificate.

DISINFECTING WIPES

Disinfecting wipes are pesticides and must be used according to label directions.

Disinfecting wipes are antimicrobial products that are used to kill germs. Many teachers and other school staff use disinfecting wipes daily for health and safety purposes. Disinfecting wipes are registered pesticides and like all pesticides, must be used according to the label directions, including keeping them out of the reach of children.

Microfiber cloths are a reusable, less expensive alternative to disinfecting wipes that do an effective excellent job at cleaning dirt, grime, and germs from nonporous surfaces with nothing more than rinsing and wringing the cloth out with water before and after use.

All school staff who use disinfecting wipes are required to participate in training to learn about the safe use of pesticides around children. All certificates showing training date must be posted in the classroom, custodial closet or office.

Disinfectant wipes are pesticides so they must be out of the reach of the students and locked up.

Questions about the use of disinfectants, contact Ricky Carrillo in the Facilities Department for more information.

STORM DRAIN REGULATION

Illegal discharge of pollutants into any storm draining system is a violation of Section 5650 of the California State Fish and Game Code, Sections 9.08.360 and 15.12.110 of the San Jose Municipal Code and ordinance of the Santa Clara Valley Water District.

Conviction for violations of these regulations could result in fines of \$1,000 for each offense of the City Municipal Code and or six months in jail.* Convictions of state water codes could result in fines ranging from \$2,000 to \$10,000 per day for any discharge of pollutants into surface waters.*

Dumping of dirty water into the dirt or plant beds is also prohibited.

*If you are the one who dumped/poured pollutants, you will be held personally liable.

If you have any questions regarding this matter, please feel free to call Ricky Carrillo in the Facilities Department..

Save our waterways and bay!



Respiratory Protection

- N95 (or equivalent)
 - Once donned:
 - Place fingertips from both hands at the top of the metal nose clip (if present)
 - Slide fingertips down both sides of the metal strip to mold the nose area to the shape of your nose
 - Pressure check:
 - » If air leaks around nose, readjust the nosepiece
 - » If air leaks at the mask edges, readjust the straps along the sides of your head until a proper seal is achieved



Respiratory Protection

- Improvised masks
 - Cloth face coverings should:
 - Fit snugly but comfortably against the side of the face
 - Be secured with ties or ear loops
 - Include multiple layers of fabric
 - Allow for breathing without restriction
 - Be able to be laundered and machine dried without damage or change to shape

