COMPREHENSIVE SCHOOL SAFETY PLAN

2026-2027

Mother Lode Union School District

Indian Creek Elementary School

Herbert C. Green Middle School

Charles Brown Learning Academy

Plan submitted to Governing Board
by Mother Lode Union School District
November 18, 2026

This document is available for public inspection during regular business hours from 8:00 am – 4:00 pm.

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Introduction

The Mother Lode Union School District (MLUSD) is located in El Dorado County which is between the California State Capitol and Sierra Mountains. MLUSD staff are committed to the successful education of every student who attends the three school site campuses. Our district serves students in transitional kindergarten through fourth grade at Indian Creek Elementary School, second through sixth grade at Charles Brown Learning Academy, and fifth through eighth grade at Herbert Green Middle School. The district also collaborates with our County Office of Education to provide infant and preschool support, as well as intensive programs for special education students that reside within the district boundaries.

The 2025-26 CALPADS enrollment was 807 students. Under California Education Code Section 32281, the MLUSD average daily attendance classified the district as a small school district allowing the district to create one Comprehensive Safety plan. As a result, the comprehensive safety plan presented here encompasses the safety data, analysis, and procedures for the District Office, Herbert Green Middle School, Charles Brown Learning Academy, and Indian Creek Elementary School. Further, the Safety Advisory Committee, which provided valuable input for this plan, consists of representatives for all school sites and the district office.

Mother Lode Union School District Safety Committee Members

Name	Role
Larry Mahoney	Superintendent
Shannon Schmidt	Principal
Tiffany Ehrlich	Classified Representative
Lissette Castillo	Classified Representative
Kristen Edlund	Teacher Representative
Laura Buehler	Teacher Representative
Natalie Taylor	Classified Representative
Nicole Bishop	Parent
Kim Lowrance	Parent

Mother Lode Union School District Safety Committee

Meeting Schedule

Date	Time	Location
September 8, 2026	3:30pm	Indian Creek
October 13, 2026	3:30pm	Indian Creek

Verification

The Safety Advisory Committee shall also notify, in writing, the following persons and entities, if available, of a public meeting:

- The local mayor
- A representative of the local school employee and teacher organizations
- A representative of each parent organization at the school sites
- A representative of the Herbert Green Middle School's student body government
- A School Resource Officer representative from the El Dorado County Sheriff's Office

Descriptions and Planning

District Description

Mother Lode Union Elementary School District has served students, families and the greater communities of Placerville, El Dorado and Diamond Springs since 1951. Mother Lode enjoys a rich and successful tradition of academic excellence. Two of our schools have been recognized as California Distinguished Schools. In 2013 and 2015 Indian Creek Elementary and in 2016 and 2017 Herbert C. Green Middle School were recognized as California Honor Roll schools presented by Educational Results Partnership (ERP) and the Campaign for Business and Education Excellence (CBEE). The Honor Roll recognizes public elementary, middle, and high schools that demonstrate consistently high levels of student academic achievement, improvement in achievement over time, and reduction in achievement gaps. Herbert Green was recognized as a California Distinguished School in 2023.

We are proud that our staff chooses to work for Mother Lode Union School District. Parents elect to send their children to our schools for numerous reasons; we are small and foster a family-like atmosphere, our programs meet their children's needs, our teachers and support staff are highly qualified and committed to the successful education of their students, and when our students matriculate to the high school district, they are very prepared and successful.

We serve approximately 807 students at three school sites. Our elementary schools include Indian Creek, which serves students in transitional kindergarten through grade 4 and Charles Brown which serves students in Grades 1st through 5th. Our middle school, Herbert C. Green Middle, serves students in grades 5 through 8. We are proud to serve a diverse student population. In 2025-26, 64% of our students were Unduplicated which means they are either Socioeconomically Disadvantaged, an English learner, Foster Youth, Homeless, and/or a student with disabilities.

The Mission of the Mother Lode Union School District is the successful education of every student. To that end, the Board has established 5 priorities, which are: 1) Advancing academic achievement for all students 2) Meeting the educational needs of each student while providing a safe, respectful, and connected school experience 3) Nurturing partnerships with student, staff, parents, and community 4) Providing employees with the resources necessary to perform their function while maintaining a fiscally responsible organization 5) Employing committed, competent and caring staff who believe in respect for others, teamwork, continuous improvement, and that all students can learn and be successful.

Data Descriptions

School Discipline Data

School discipline data is an important indicator for evaluating student performance and engagement. The discipline data presented in this plan is from the California State Dashboard results and highlight the percentage of students who have been suspended at least once in a given school year.

School Administered Climate Survey Results

Each year to inform the development of the Local Control Accountability Plan (LCAP), including gathering information regarding school climate; parent, student, and staff surveys are completed. For the 2026-27 school year, our district will facilitate surveys which will include school climate information.

Current Positive School Climate Programs and Strategies

It is the mission of the Mother Lode School District to foster schools in which students feel safe to achieve their best. The school staff is committed to providing a safe, orderly, and caring learning environment where students feel comfortable, share responsibility for maintaining a positive school climate and take pride in their school and their achievements.

Since holding students accountable is essential to academic progress, the teachers and support staff of the Mother Lode Union School District work together to encourage productive behavior in a firm, positive, and consistent manner. Our school discipline plan is based on the premise that teachers are here to teach, and students are here to learn. Therefore, it is our expectation that all students will behave in a manner that will not disrupt the education of other students.

Social Emotional Learning (SEL)

Mother Lode Union School District is currently implementing the Caring School Community program, a social emotional learning curriculum, to create a culture of kindness and respect, where students are treated warmly in a safe and supportive environment.

Positive Behavior Interventions and Supports (PBIS)

Mother Lode Union School District is currently implementing PBIS practices. Each school site has identified school wide rules and a behavior matrix which outline clear behavioral expectations of each rule in various campus environments.

School Counseling

Mother Lode Union School District employs one full time district counselor. This position is shared between the two school sites and supports academic counseling, social skills development, and direct counseling support when appropriate. In addition, our district has partnered with the El Dorado County Office of Education, who will provide additional counseling services in the form of Wellness Centers at Herbert Green and Indian Creek

Child Abuse Reporting Procedures

Mother Lode Union School District follows mandatory procedures for reporting child abuse as outlined in Administrative Regulation 5141.4. Staff complete mandated reporter training at the beginning of each school year.

To file a confidential report, please call: (844) 756-3699 (KIDS).

Bloodborne Pathogens Exposure Control Plan

The Mother Lode Union School District (MLUSD) strives to provide a safe and healthy workplace for employees. The Blood borne Pathogens and Exposure Control Plan, provides information on how to prevent or minimize employees' occupational exposure to blood and other potentially infectious materials and provides appropriate treatment if such exposure occurs. This plan complies with California Code of Regulations, Title 8, Section 5193 and OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030, and is consistent with the requirements of District's Injury and Illness Prevention Program (IIPP).

Schools Descriptions

Indian Creek Elementary

Indian Creek Elementary School is one of three schools within the Mother Lode Union School District. The school enrolls students from transitional kindergarten through fourth. For the 2026-27 school year, there are approximately 350 students enrolled at the school site. The school site employs twenty-three (21) credentialed instructional staff and one principal.

Herbert Green Middle School

Herbert Green Middle School is one of three schools within the Mother Lode Union School District. The school enrolls students from fifth through eighth grade. For the 2026-27 school year, there are approximately 348 students enrolled at the school site. The school site employs twenty (20) credentialed instructional staff and principal.

Charles Brown Learning Academy

Charles Brown Learning Academy is one of three schools within the Mother Lode Union School District. The school enrolls students from second through sixth grade. For the 2026-27 school year, there are approximately 94 students enrolled at the school site. The school site employs five (5) credentialed instructional staff, 9 classified staff, and a principal.

Routine School Safety Expectations

Consistently following routine school safety expectations is essential to creating a secure environment where students and staff can thrive each day. Below are day-to-day safety expectations for all school sites:

- Classroom doors must be locked at all times.
- All visitors must check in at the front office and wear a visitor badge.
- All staff wear ID badges at all times.
- Report any suspicious behavior or safety concerns immediately to administration.
- Practice situational awareness — be alert and aware of surroundings at all times.
- Follow all emergency drill procedures promptly and seriously (fire, lockdown, etc.).

Nutrition Services Safety Procedures

The mission of the Nutrition Services Department is to enhance the health status and nutrition education of all students within the Mother Lode Union School District. The HACCP-Based Standard Operating Procedures (Appendix C) guide us to serve all students

safe, nutritious, and appealing school meals that meet USDA nutritional requirements.

Emergency Response Procedures:

Evacuation, Shelter in Place, and Lockdown

Evacuation

The Fire Alarm will sound, or an announcement will be made over the intercom system:

Attention staff and students. Please take your red emergency folder and evacuate to your classroom's designated location on campus. Please wait patiently and we will provide more information on the intercom shortly. **(repeat)**

Steps:

1. Leave unconscious or trapped student(s) behind.
2. Take your red evacuation packet.
3. Walk to the designated evacuation location.
4. Once you have arrived at your designated location on campus, complete the following:
    a. Take roll and identify any missing or extra students.
    b. Hold up a red card if a student is missing or if you have additional students.
    c. Hold up a green card if all students are present and accounted for.
    d. Supervise and support students until further information is provided.

In the event an **off-site evacuation** is necessary, the Incident Commander will direct staff and students to an off-site location.

Shelter in Place

An announcement will be made over the intercom system:

Attention staff and students. We are now in a Shelter in Place. Do not release any students. **(repeat)**

1. Ensure doors are locked and closed.
2. Notify the office of missing students.
3. Continue normal and contained functions.
4. Remain in Shelter in Place until you hear the "*All Clear*" announcement made over the intercom and radios.

Lock Down

An announcement will be made over the intercom system:

Attention staff and students. We are now in a Lockdown. Do not release any students. **(repeat)**

1. **Locks, lights, Out of Sight**: Ensure doors are locked. Close window shades and turn lights. Move staff and students away from windows.
2. Staff and students assume a *Duck and Cover* position.
3. Notify the office of any missing students.
4. Continue normal and contained functions.
5. Remain in Shelter in Place until you hear the "*All Clear*" announcement made over the intercom and radios.

Additional Procedures

Site Emergency Procedures for Students with Special Needs

At the beginning of each school year, an Individual Emergency Procedures Plan shall be completed to accommodate each student who requires additional assistance due to a disability. This includes students with physical impairments who may require a wheelchair on a daily basis, specialized equipment, and/or physical assistance to evacuate in a timely manner.

Each Individual Emergency Procedures Plan requires that support staff be designated as specialized assistants during times of emergency. The Individual Emergency Procedures Plan is available for review in **Appendix A**.

Deaf and Hard of Hearing Students

Please refer to **Appendix A** for the Districtwide Safety Plan for students who are Deaf and Hard of Hearing. Please note, when necessary, an **Individualized Emergency Procedures Plan** may also be developed for a student whose individual needs are not adequately addressed by the Districtwide plan.

Family Reunification

Reunification of students with their parents or guardians (hereafter referred to as "families") after an emergency event is of critical importance and a top priority of Mother Lode Union School District. While every effort will be made to provide a quick reunification between families and children, following the procedures below will support safety for all parties involved and the coordination between community agencies, such as law enforcement and emergency personnel.

Release Process

- Parents will report to the relocation area and give the name of their

child/children.

Picture I.D. will be required by the person in charge to insure the person requesting the child/children is a match to the name on the emergency release card.

- Parents may remain in their vehicles when picking up their child(ren). In this situation, a runner will go to the student assembly area and get the child/children requested by the family. The runner will escort the student back to the pick-up area.
- If the child is in the first aid area the parent will be escorted to that area for reunification with their child/children.
- Parents will be asked to sign a form indicating they picked up the child/children. The date and time will also be indicated on the pick-up form

Communication

Communication with staff will be handled internally using email, text messages, walkies and/or ParentSquare.

Family and school communication is very important during an emergency. Communication regarding an emergency will be disseminated to families and guardians using ParentSquare notifications in English and Spanish. Contact information for this communication is updated annually based on information submitted by families on the Student Emergency Card and via the Aeries Parent Portal. Families will be reminded to bring a photo identification card to the relocation site.

In the event that your child contacts you via their personal phone and shares their location, please follow the school directed communication and maintain confidentiality of the reunification site.

Transportation & Traffic

- School buses may be utilized to transport staff and students.
- Traffic will be controlled by school-based law enforcement until local law enforcement is available and on scene.
- To every extent possible traffic will be maintained to allow for entry and exit of emergency vehicles and family reunification procedures.
- When law enforcement arrives on the scene, they will take charge and do whatever is necessary, including the towing of vehicles, to manage the emergency.

Physical Health Support

MLUSD staff and/or emergency personnel will be present to provide first aid.

Mental Health Support

Depending upon the nature of the crisis event, school-employed and/or community mental health professionals will be available to assist in meeting immediate crisis-related needs.

Following a crisis event, information regarding educationally related and community based mental health support will be made available to families.

Instructional Continuity Plan

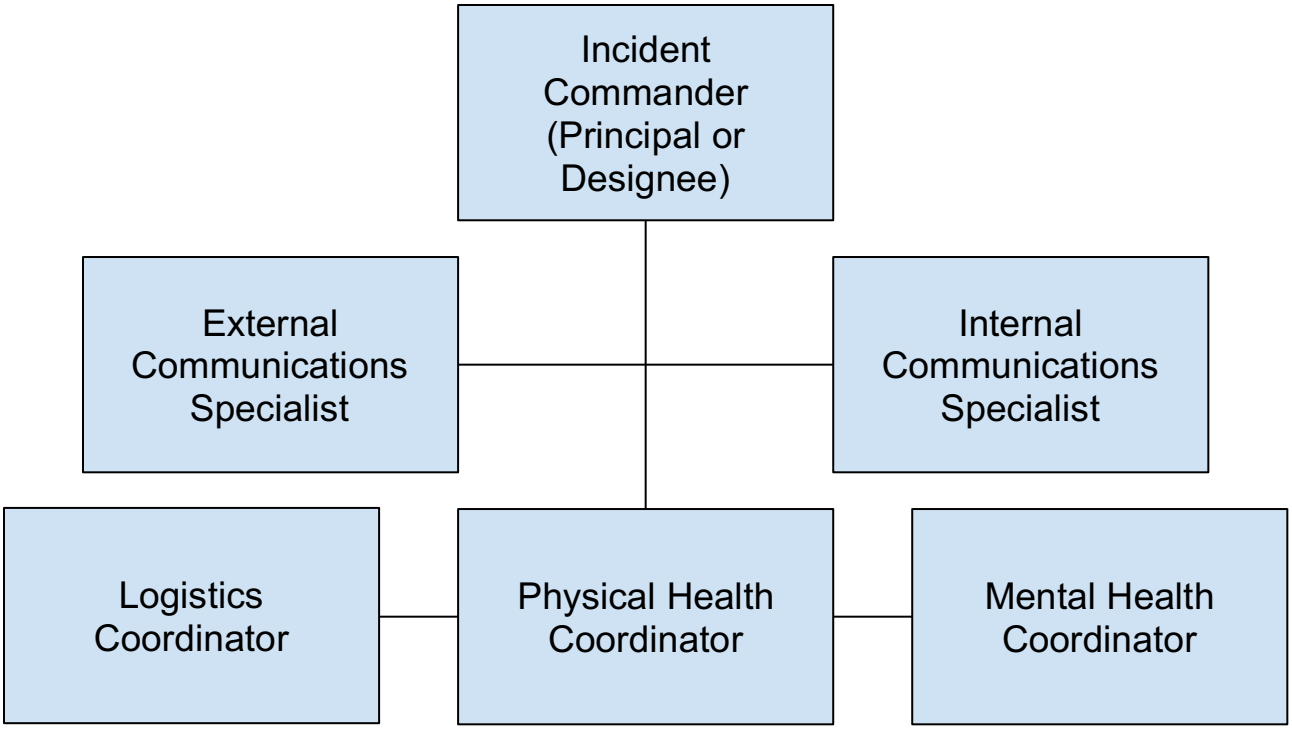
In the event an emergency disrupts in-person instruction, Mother Lode Union School District will maintain communication with students and families through ParentSquare, email, the Aeries Parent Portal, and other available communication methods. The District will provide families with timely information regarding the duration of the disruption, instructional expectations, and available student supports. Teachers will maintain regular communication with students and families and provide instructional materials and assignments through District-approved digital platforms and/or printed materials, as appropriate. The District will identify and provide alternative means of accessing instruction for students who lack reliable technology or internet connectivity. Students with disabilities, English learners, and other students requiring additional support will continue to receive appropriate instructional access and services to the extent feasible during the emergency. District and site administrators will coordinate the transition to and from alternative instructional delivery and communicate changes to families as conditions evolve.

Safety Team & Training Requirements

Site Training Expectations

- Safety Procedures are reviewed with all staff prior to the **First Day of School**.
- **Monthly** emergency drills are conducted at each site.
- Monthly drills are conducted at **varying** times throughout the day.
- The **types** of drills conducted each month vary.
- **Threat Assessment** training is offered during the school year.
- **Law enforcement** is invited to attend all safety drills.

Safety Team Key Roles and Responsibilities



The following **Safety Team** roles and responsibilities are assigned to individuals at each Mother Lode School site and District:

Incident Commander	
Role	Manages the overall safety response
Responsibilities	Ensuring overall incident safety.
	Providing information services to internal and external stakeholders, such as disaster survivors, agency executives, and senior officials.
	Establishing and maintaining liaisons with other agencies participating in the incident.
External Communications Specialist	
Role	Facilitates communications with families and outside agencies such as the Fire Department or Law Enforcement.
Responsibilities	Sending communications to families and outside agencies at the direction of the Incident Commander.
	Collaborating with the Internal Communications Specialist.
	Supporting the development of the Emergency Response Plan to ensure it accurately reflects current safety practices.
Internal Communications Specialist	
Role	Facilitates communications to staff using the Catapult Emergency Response System or emails.
Responsibilities	Sending communications to staff at the direction of the Incident Commander.
	Collaborating with the External Communications Specialist.
	Supporting the development of the Emergency Response Plan to ensure it accurately reflects current safety practices.
Logistics Coordinator	
Role	Arranges for resources and needed services to support achievement of the incident objectives.
Responsibilities	Ordering, obtaining, maintaining, and accounting for essential personnel, equipment, and supplies.
	Providing communication planning and resources.
	Setting up food services for responders and maintaining incident facilities.
	Providing support transportation and medical services to incident personnel.

Physical Health Coordinator	
Role	Assists staff and students during a medical emergency until outside agencies arrive to support.
Responsibilities	Provide first aid to staff and students.
	Monitor physical well-being of staff and students
	Communicate needs to first responders
Mental Health Coordinator	
Role	Assists staff and students during a mental health crisis until outside agencies arrive to support.
Responsibilities	Provide mental health support to staff and students.
	Monitor the mental well-being of staff and students.
	Communicate additional resources to staff and students at the conclusion of the emergency.

Site Safety Resources

Emergency Folders

Each office and classroom are equipped with an emergency red folder which contains materials for individuals to reference in an emergency. This folder will contain a classroom roster with emergency contact information and will be updated monthly to reflect current enrollment.

Disaster Kit

Each classroom is equipped with a disaster bag which contains the following:

- Bucket
- Wipes
- Tarp
- Tape
- Water
- Toilet Paper

First Aid Kits

Each classroom is equipped with a first aid kit which contains the following:

- BZK Antiseptic Towelettes
- Tape
- Latex Gloves
- 3 x 3 Gauze Pads
- 2 x 4 Bandages
- 1 x 3 Bandages

Communication Resources

Mother Lode Union School District Office
(530) 622-6464

Emergency Services El Dorado County Sheriff's Department
(530) 621-5655 or 9-1-1

Non-Emergency El Dorado County Sheriff's Department
(530) 621-6600

Emergency Services El Dorado County Emergency Medical Services
(530) 621-6500 or 9-1-1

Emergency Services Fire Department
(530) 677-6190 or 9-1-1

Marshall Medical Center
(530) 622-1441

El Dorado County Air Quality Management District
(530) 621-7501

El Dorado County Animal Services
(530) 621-5795

El Dorado County Behavioral Health
(530) 621-6290

El Dorado County Child Protective Services
(844) 756-3699 or (530) 642-7100

El Dorado County Disaster Preparedness and Response
(530) 621-7560

Incident	Principal/Designee Actions	Staff/Teacher Actions	Special Notes
Aircraft Crash (at school)	Notify 911, determine response (Evacuate, Off-site, Directed Transport), secure area, account for occupants, arrange first aid, no re-entry until cleared.	Notify Principal or designee, move students away, evacuate if needed, assist with injuries, take attendance, report missing students, care for injured.	Evacuation or shelter depends on the situation.
Aircraft Crash (near school)	Notify 911, initiate Shelter in Place, notify District, await Fire Department clearance.	Notify the Principal or designee, move students away, stay inside unless danger increases.	Shelter in Place unless immediate threat.
Animal Disturbance	Isolate students, Lockdown or Evacuate depending on location of animal, call Animal Control, seek medical help if injured, notify parents.	Lockdown if animal outside, Evacuate if animal inside, report injuries.	Use barriers (doors, tables) to isolate animals.
Armed Assault on Campus	Assess threat, initiate Lockdown or Evacuation, call 911, notify District, isolate threat if possible, communicate calmly.	Lockdown, move or hide students, remain calm, close curtains/blinds, await All Clear.	Use extreme caution with armed individuals.
Biological/Chemical Release (Outside)	Shelter in Place, shut off HVAC, call 911, move to central sealed area, notify District.	Move students indoors (Reverse Evacuation), segregate contaminated individuals, report to Principal.	Remain until cleared by authorities.
Biological/Chemical Release (Inside)	Evacuate upwind, call 911, isolate contaminated areas, notify District, arrange counseling.	Evacuate or Off-site Evacuate, segregate affected, assist medically, account for students.	Decontamination procedures for exposed individuals.

Bomb Threat/Threat of Violence	Keep caller on line, call 911 (off-air), quick classroom scan, activate SEMS, secure campus, evacuate if necessary, debrief after.	Scan room, evacuate if ordered, take roll, report missing students.	No cellphone/walkie use; defer to law enforcement.
Bus Disaster	Notify law enforcement and District, dispatch representative to hospitals, communicate with parents/community.	Call 911, first aid, move uninjured students safely, document injuries.	Bus driver follows CHP reporting, stays with bus.
Disorderly Conduct (Inside)	Confine students, communicate to calm, call police if necessary, notify District, send home communication.	Report to Principal, secure classroom, keep students calm, stay put.	Avoid confrontation.
Disorderly Conduct (Outside)	Call 911, move students inside, lock all doors, cancel outdoor activities, maintain records.	Lock classroom doors, move away from windows, Duck and Cover, care for injured.	Prepare for prolonged lockdown.
Earthquake	Decide on evacuation vs shelter, notify District and emergency services, check utilities, lead thorough building search.	Drop, Cover, Hold On, evacuate if needed, take attendance, report missing students.	Special needs considerations for mobility and communication.
Explosion/Risk of Explosion	Evacuate or Shelter in Place, call 911, secure area, inspect building, notify utilities and District.	Drop, Cover, Hold On, evacuate if needed, take roll, assist injured, wait for All Clear.	Follow special needs guidelines similar to earthquake.
Fire in Surrounding Area	Decide on evacuation, coordinate with fire department and District, post relocation notice if moved.	Evacuate if necessary, take roll, assist evacuation, remain calm and orderly.	Use assigned routes or safe alternate routes.
Fire on School Grounds	Activate Fire alarm, call 911, ensure safe evacuation, coordinate perimeter control, update District.	Evacuate using safe route, close doors, report attendance, remain at assembly area.	Only trained staff use extinguishers.

Flooding	Standby or evacuate decision, inform authorities and District, arrange Directed Transportation if needed.	Evacuate if directed, take emergency materials, take roll, remain with students.	Monitor weather/radio reports.
Loss or Failure of Utilities	Notify utility companies, assess impact, inform staff and parents, implement service contingency plans.	Follow administrator directions, assist students as needed.	Messengers may be needed for communication.
Motor Vehicle Crash	Call 911, decide on evacuation, secure crash area, provide first aid, notify the District.	Move students from crash, evacuate if needed, assist injured, report status.	Possible fuel or chemical spill; handle accordingly.
Threat of Dangerous Object	Call 911, initiate Lockdown if the object is located inside or near students/staff, evacuate students/staff from the immediate area if safe, isolate the object and prevent access, notify District supervisors, wait for first responders to assess and clear the scene, and communicate status updates to staff discreetly.	Report any suspicious object or item immediately to the Principal or designee., move students away from the area calmly, follow Lockdown or Evacuation instructions, keep students calm and quiet, do not approach or handle the object, take attendance and report missing students.	Treat all threats seriously. Do not use cell phones, radios, or walkie-talkies near suspicious packages (risk of detonation). Maintain lockdown until "All Clear" is given by emergency responders.

APPENDIX A--

Individual Emergency Procedures Plan

Individual Student Emergency Procedures Plan		
Student	Room #:	Teacher:
Designated Specialized Assistants*: *Please note: A minimum of two staff members shall be identified. Required Equipment or Physical Assistance Needed to Evacuate in a Timely Manner: Example: Wheelchair which requires alternative evacuation route.		

Legal Authority and Compliance Statement

This Emergency Safety Plan is developed in compliance with:

- Americans with Disabilities Act (ADA), Title II
- Section 504 of the Rehabilitation Act of 1973
- Individuals with Disabilities Education Act (IDEA), when applicable
- California Education Code §§ 200, 56000–56040
- California Code of Regulations, Title 5

The purpose of this plan is to ensure the student receives equal, timely, and effective access to emergency information and safety procedures comparable to that provided to nondisabled peers. Emergency communication and safety support shall not depend on auditory signals alone and shall not be delayed due to the absence of any single staff member.

ADA / Section 504 Disclaimer Language

This plan is intended to ensure compliance with federal and state disability laws requiring effective communication, equal access, and nondiscriminatory emergency response. Failure to implement this plan may constitute a violation of ADA Title II, Section 504 of the Rehabilitation Act, IDEA (when applicable), and California Education Code.

This plan is incorporated into and enforceable through the student's IEP and shall be implemented consistently across all school settings and activities.

Student Communication Profile (IEP/504-Aligned)

- Primary communication modes: ASL, visual cues, tactile cues, picture-based communication
- Secondary supports: Hearing Assistive Technology (HAT), when appropriate
- Emergency communication must prioritize visual and tactile methods

Staff Roles and Responsibilities

Primary Responsibility:

- All staff supervising the student in any setting share responsibility for initiating emergency communication using approved visual, tactile, and picture-based methods.

Interpreter Role: (When applicable):

- When present, the interpreter provides direct ASL and tactile communication support during emergencies.

Backup Support:

- When applicable, In the interpreter's absence, any trained staff member present shall immediately implement emergency communication procedures.
- The site administrator ensures multiple staff members are trained and available.

Emergency response shall not be delayed while locating an interpreter or designated backup.

Communication Tools and Visual Supports

- Picture-based emergency cards (evacuation, lockdown, shelter-in-place, duck-and-cover)
- Visual emergency signage posted in classrooms, hallways, bathrooms, MP, and outdoor

areas
- Tactile cues (e.g., shoulder tap)
- Red Flag Visual Signal: An official emergency visual signal used on playgrounds and outdoor areas to immediately gain the student's attention

All tools are standardized, practiced during drills, and recognized by supervising staff.

Emergency Procedures

Fire Drills / Evacuation

Indoor (Classroom, Bathroom, MP):

- Immediate visual and/or tactile communication indicating evacuation
- Picture card showing evacuation displayed simultaneously with school alarm
- Staff escorts student to designated evacuation area

Outdoor (Recess, PE):

- ASL, picture card, or tactile cue used immediately
- Red flag deployed if the student is at a distance
- Student escorted to designated safe meeting location

Lockdown Procedures

Indoor Spaces:

- Immediate ASL, tactile cue, or picture card indicating lockdown
- Staff guides student to nearest secure location if movement is safe
- If movement is unsafe, staff in the immediate area assumes responsibility for

communication

Outdoor Spaces:

- Visual/tactile signal and picture card used immediately
- Red flag deployed if student is at a distance
- Student escorted to nearest safe area

Other Emergencies (Earthquake, Severe Weather, Shelter-in-Place)

Indoor:

- Immediate ASL, tactile cue, or picture card showing required action (e.g., duck-and-cover)
- Staff ensures student follows same protective actions as peers

Outdoor:

- Visual signals and picture cards used to guide movement to safe areas
- Red flag deployed when distance requires

Hearing Assistive Technology (HAT): (When applicable):

- The student wears the HAT receiver during the school day, when applicable
- During emergencies, visual and tactile communication are primary
- Emergency response shall not be delayed for the transfer or adjustment of HAT equipment
- Staff ensure continuity of access when feasible without compromising safety

Drill Participation and Practice

- The student participates in all required emergency drills
- Drills include varied locations (bathrooms, hallways, playgrounds)
- Visual signals and red flag procedures are practiced

Training Requirements

- All staff supervising the student receive annual training on this plan
- Yard supervisors, substitutes, and itinerant staff are included
- Training completion is documented by site administration

Review and Monitoring

- This plan is reviewed annually as part of the IEP process
- Revisions occur following changes in placement, staffing, or student needs
- Implementation fidelity is monitored by site administration

APPENDIX B--

Mother Lode Union School District Bloodborne Pathogens Exposure Control Plan

Mother Lode Union School District
Exposure Control Plan

TABLE OF CONTENTS

PURPOSE

RESPONSIBILITY

EXPOSURE DETERMINATION

METHODS OF COMPLIANCE AND SCHEDULE OF IMPLEMENTATION

- Awareness
- Workplace Transmission
- Universal Precautions
- Engineering and Work Practice Controls
- Personal Protective Equipment (PPE)
- Good Housekeeping
- Contaminated Sharps Discarding and Containment
- Hepatitis B Vaccination
- Hepatitis A Vaccination
- Post-Exposure Evaluation and Follow Up
- Hazard Communication
- Information and Training

RECORDKEEPING

Subsection 1_Exposure Determination Chart

Subsection 2_Hepatitis A & Hepatitis B Immunization Consent/Waiver Form

Subsection 3_Exposure Incident Investigation Form

PURPOSE

The Mother Lode Union School District (MLUSD) strives to provide a safe and healthful workplace for employees. The Blood borne Pathogens and Exposure Control Plan, provides information on how to prevent or minimize employees' occupational exposure to blood and other potentially infectious materials and provides appropriate treatment if such exposure occurs. This plan complies with California Code of Regulations, Title 8, Section 5193 and OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030, and is consistent with the requirements of The El Dorado County Injury and Illness Prevention Program (IIPP). The Plan is a section of the MLUSD Comprehensive Safety Plan and will be reviewed annually.

Employees are required to follow the guidelines and procedures set forth in this plan. Questions regarding the contents of this plan should be brought to the attention of your immediate supervisor.

RESPONSIBILITY

There are four major "Categories of Responsibility" that are central to the effective implementation of the Exposure Control Plan. These are:

- The Exposure Control Administrator
  The Superintendent will assume the overall responsibility for management and support of our Bloodborne Pathogen and Exposure Control Plan as the Exposure Control Administrator. The Safety and Wellness Committee will be advised when the plan is revised.

- Site/Program Administrators
  Site or Program Administrators are responsible for exposure control, compliance, and procedures in their respective areas. Site Administrators will annually review tasks and procedures performed at school sites where work practice controls can be implemented or updated.

- Education/Training
  Designated employees will be provided with the appropriate education and training regarding bloodborne pathogens and exposure control practices on an annual basis.

- Employees
  All employees are responsible for knowing what tasks they perform that have occupational exposure, participating in annual blood borne pathogen training, plan and conduct all operations in accordance with appropriate work practice control

EXPOSURE DETERMINATION

The purpose of exposure determination is to identify individuals at risk of exposure who shall receive training, protective equipment, and hepatitis 8 vaccinations. The Exposure Determination Chart shall be referred to for each position where duties may cause exposure to bloodborne pathogens. The determination shall include remote exposure, possibility of exposure, and potential for exposure. (See Exposure Determination Chart, Appendix I)

Potential occupational exposure is defined as those who have the following job responsibilities and/or duties:

- Administers vaccines and/or medications
- Performs specialized healthcare procedures
- Feeds students
- Renders first aid
- Toilets, diaper changes, or assists with personal hygiene of students
- Cleans up blood, saliva, vomit, or other bodily fluids
- Cleans up body fluid tinged with blood
- Handles, repairs, and maintains any equipment or tools that may be contaminated with blood
- Demonstrates medical procedure where potential exists for contact with blood, saliva, or other body fluid
- Performs safety sensitive duties, including use of light equipment
- Handles knives, kitchen utensils, or other sharp objects

METHODS OF COMPLIANCE AND SCHEDULE OF IMPLEMENTATION

There are a number of areas that must be addressed in order to eliminate or minimize exposure to bloodborne pathogens. Each of the following areas will be reviewed with our employees during their new employee orientation and will be notified of updates to the plan in the annual notices.

- Awareness
- Workplace Transmission
- Universal Precautions
- Engineering and Work Practice Controls
- Personal Protective Equipment

Awareness

Occupational exposure to bloodborne pathogens or other potentially infectious materials, may cause an employee to be at risk of acquiring Hepatitis A Virus (HAV), Hepatitis 8 Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV). Blood is the number one course of these viruses in the workplace. While the risk of contracting one of the above viruses in a school setting is low, having the knowledge on how to comply with Blood borne pathogen issues is essential to keeping our employees safe.

Workplace Transmission

Bloodborne pathogens can cause infection by entering the body in a variety of ways including: open cuts, nicks, skin abrasions, dermatitis, acne, and the mucous membranes of your mouth, eyes, or nose.

Universal Precautions

Universal precautions shall be used to prevent contact with blood or other potentially infectious body fluids such as semen, vaginal secretions, and saliva. Universal precautions will be discussed as part of blood borne pathogen training during new employee originations and on an annual basis.

Engineering and Work Practice Controls

Specific procedures must be followed to reduce your exposure to blood or other potentially infectious diseases. These work practice controls include:

- Handwashing facilities (or waterless hand sanitizer) will be readily accessible to all employees.
- Employees are instructed to wash their hands with soap and water immediately, or as soon as possible, after removal of potentially contaminated or other personal protective equipment; e.g. gloves.
- Following contact by any skin area with blood or potentially infectious body fluids, employees shall wash with soap and water. They shall also flush any exposed mucous membranes (eyes) with cool or room temperature water.
- Employees will wash their hands with water and an antiseptic soap before and after preparing food, feeding students, and toileting/diapering students, or performing other health or personal hygiene assistance.
- Employees must wear disposable gloves when preparing and serving food, when feeding and toileting/diapering students or performing any other personal hygiene or health/medical procedure.
- No food or drinks shall be kept in refrigerators, freezers, shelves, cabinets, or counter tops or bench tops where blood or other potentially infectious materials are present.
- Employees should minimize or avoid splashing, spraying, splattering, or generation of droplets of blood or other potentially infectious droplets whenever possible.
- Contaminated needles or other contaminated sharps are not to be recapped or bent but placed in a sharps container for proper disposal. Breaking or sharing of needles is prohibited.
- When containers of contaminated sharps are being removed from the area of use or discovery, the containers shall be closed immediately before removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping and be disposed of at a local disposal center.
- Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner that would expose employees to the risk of percutaneous (breaking the skin) injury.

The Mother Lode Union School District will identify specific personnel to deal with blood borne hazards on a regular basis. These employees may include:

- A person trained in bloodborne pathogens safety to administer first aid treatment to students and staff.
- A custodian or trained person responsible for cleaning up all body fluid spills

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) deemed necessary will be determined by each job description and may include the following at no cost to the employee:

- Disposable gloves
- Disposable protective gowns
- Face shields/masks/protective eyewear
- CPR mouthpieces

Site and Program Administrators will be responsible for ensuring that all site facilities have appropriate PPE and that it is being appropriately used by staff. Employees will be trained regarding the use of appropriate PPE for their job assignment and tasks/procedures they perform. Additional training will be provided if the employee takes a new position or new tasks/procedures are added to the present position. Program Managers or designee will inspect PPE at least annually.

Good Housekeeping

A regular schedule for cleaning and decontamination of appropriate areas for each facility will be established. Site and Program Administrators will be responsible for coordinating with the Director of Facilities to establish the schedule. Employees will observe the following practices:

- All equipment, furniture, toys, tools, and surfaces will be cleaned and decontaminated after contact with blood or other potentially infectious materials. An Environmental Protection Agency (EPA) approved germicide will be used.
- All surfaces will be cleaned and decontaminated after completion of medical procedures, when surfaces are overtly contaminated, after any spill of blood or infectious material, and at the end of work shift if the surface may have been contaminated.

Cleaning procedures for the spill of blood or other potentially infectious material are as follows:

- Wear gloves.
- Use paper towels or commercially prepared absorbent products.
- Clean area with antibacterial soap and water.
- Disinfect with approved disinfectant (see Program Manager).
- Place paper towels, gloves, and absorbent material in a leak-proof disposable bag.
- Wash your hands with soap and water.
- Laundry contaminated with blood or other potentially infectious material will be handled as little as possible and not sorted or rinsed where it is used.
- Broken glassware will not be picked up directly with the hands. Sweep or brush material into a dustpan.
- All sharps shall be discarded immediately in sharps containers that are closeable, puncture-resistant, leak-proof on sides and bottom, and marked with an appropriate biohazard label.

Contaminated Sharps Discarding and Containment

Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are closable, puncture resistant, leak proof on sides and bottom, and labeled or color-coded in accordance with OSHA 29 CFR 1910.1030

During use, containers for contaminated sharps shall be easily accessible to personnel and located as

close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found, maintained upright throughout use, and replaced routinely and not be allowed to overfill. When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping. If leakage is possible, the sharps container must be placed in a secondary container which is closeable, constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping, and labeled or color-coded according to the OSHA 29 CFR 1910.1030 standard.

Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner which would expose employees to the risk of percutaneous injury.

Hepatitis B Vaccination

The Hepatitis B vaccination shall be made available after the employee has received training in occupational exposure and within 10 working days of initial assignment, at no cost, at a reasonable time and place, under the supervision of licensed healthcare professional and according to the latest recommendations of the U.S. Public Health Services (USPHS). It shall be made available to all employees who have potential occupational exposure unless the employee has previously received the complete Hepatitis 8 vaccination series, antibody testing has revealed that employee is immune, or the vaccine is contraindicated for medical reasons.

Employees must sign a declination form if they choose not to be vaccinated but may later opt to receive the vaccine at no cost to the employee. If the employee initially declines the Hepatitis 8 vaccination but at a later date decides to accept the vaccination, the vaccination shall then be made available. If a routine booster dose of Hepatitis B vaccination is recommended by the USPHS at a future date, such booster doses shall be made available at no cost to the employee.

Hepatitis A Vaccination

In a continued attempt to keep our employees safe, the Hepatitis A vaccination shall also be made available to those employees who wish to receive it, at no cost, at a reasonable time and place, under the supervision of licensed healthcare professional and according to the latest recommendations of the U.S. Public Health Services (USPHS).

Employees must sign a declination form if they choose not to be vaccinated but may later opt to receive the vaccine at no cost to the employee. If the employee initially declines Hepatitis A vaccination but at a later date decides to accept the vaccination, the vaccination shall then be made available. If a routine booster dose of Hepatitis A vaccination is recommended by the USPHS at a later date, such booster doses shall be made available at no cost to the employee.

Post-Exposure Evaluation and Follow Up

All exposure incidents shall be reported, investigated, and documented. When the employee incurs an exposure incident, it shall be reported immediately to their supervisor. The supervisor or site administrator will make sure that the employee receives medical consultation and treatment (if required) as expeditiously as possible.

A representative of the Mother Lode Union School District shall investigate every exposure incident that occurs. In most cases, the Site and Program Administrators will initiate the investigation and inform the Superintendent. This investigation shall be initiated within 24 hours after notification and shall involve gathering the following information: The reporting form may be found in Appendix.

- Date and time the incident occurred
- Location the incident occurred
- Type (blood, vaginal secretions, urine, feces, saliva, vomit, semen, etc.) of potentially infectious materials involved in the incident
- Source of material
- Type of work being performed when the incident occurred
- What was the cause of the incident
- Personal protective equipment being used at the time of the incident
- Actions taken as a result of the incident

Following an exposure incident, the exposed employee shall notify the Schools Insurance Authority Early Intervention Nurse at 877-742-3467 and follow their direction. If the exposure occurs after working hours, follow directions for California Workers' Compensation treatment (Appendix D). If there is a life-threatening emergency, 911 should be called.

Hazard Communication

Warning labels (orange or red biohazard symbol) shall be placed on refrigerators, freezers, and any other containers used to store or transport blood or other potentially infectious materials (including sharps disposal containers). Red bags or containers may be used instead of labeling. Universal precautions must be used in handling of all specimens including laundry. Signs must be used to identify restricted areas.

Information and Training

The Mother Lode Union School District shall provide training initially upon job assignment and annually thereafter. Employees who have received appropriate training within the past year need only receive additional training in items not previously covered. Training will include:

- Making accessible a copy of the regulatory text of the standard
- General information on bloodborne diseases and their transmission
- Exposure Control Plan
    - Engineering and Work Practice Controls
    - Personal Protective Equipment (PPE)
    - Hepatitis B vaccine
    - Response to emergencies involving blood
    - How to handle exposure incidents
    - Post-evaluation and follow-up procedures
    - Signs/labels
- Questions and Answers

RECORD KEEPING

The Mother Lode Union School District shall maintain accurate records on occupational exposure of each employee pursuant to CCR 8; Section 3204(d). This record shall include:

- The name and MLUSD ID number of the employee;
- A copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination;
- A copy of all results of examinations, medical testing, and follow-up procedures;
- The employer's copy of the healthcare professional's written opinion; and
- A copy of the information provided to the healthcare professional.

These records shall be confidential and released only by the employee's written permission or as required by law or regulation. The records shall be maintained for thirty (30) years beyond the end of employment of the employee. Training records will be maintained for three years. Disposal of records will be in accordance with OSHA's standard covering access to records.

Subsection 1 - Exposure Determination Chart

DEPARTMENT	REMOTE EXPOSURE	POSSIBILITY OF EXPOSURE	POTENTIAL EXPOSURE
Business Services - all positions	X		
Custodian - all positions			X
Facilities - all positions		X	
Maintenance and Operations - all positions		X	
Human Resources - all positions	X		
Instructional Programs - all positions			X
Nutrition Services - all positions			X
Instructional Technology - all positions	X		
Special Services - all positions			X
Transportation - all positions			X

Subsection 2 - Hepatitis A & Hepatitis B Immunization Consent/Waiver Form

Employee's Name: _____ DOB: _____

Position Held: _____ Site: _____

1. I understand that it is recommended to have my immunization record reviewed by the health professional (school nurse) **before** I receive ANY Hepatitis vaccination series.

2. I understand that I am consenting to receive the Hepatitis A, Hepatitis B, or Hepatitis A/8 combination series vaccination. I understand a series of three injections of Hepatitis B vaccine is needed to become protected (occasionally, more vaccine is needed if the first series does not result in immunity) against Hepatitis B. I understand that a series of only two injections is needed for protection against Hepatitis A.

   I am consenting to receive: ☐ the Hepatitis A vaccination series only (two injections)

   (check only one) ☐ the Hepatitis B vaccination series only (three injections)

   ☐ the Hepatitis A/8 combination vaccination series only (three injections)

3. I understand that if I do not become protected after receiving the vaccine, or if I choose **not to** receive the vaccine at this time, I will need post-exposure treatment if I have direct contact with blood or bodily fluids at work.

4. I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis A or Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis A and Hepatitis B vaccine at no charge to myself.

5. I understand that if I fail to complete the Hepatitis A/8 combination series, or the separate Hepatitis A or Hepatitis B series, at clinics in which vaccine has been purchased for me, I will be responsible for reimbursement to the Mother Lode Union School District for the ***entire cost of the series*** *(up to* ***$200.00).*** _____ *initial*

I have read, understand, and agree to the above information.

Signature _____ Date _____

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk for acquiring Hepatitis A (HAV) Virus or Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis A and Hepatitis B vaccine, at no charge to myself. However, I **decline** the vaccinations at this time. I understand that by declining the vaccine, I continue to be at risk of acquiring Hepatitis A or Hepatitis B, both serious diseases. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis A and Hepatitis B vaccine, I will still have the opportunity to receive the vaccinations.

Signature _____ Date _____

Subsection 3 - Exposure Incident Investigation Form

Name of Exposed Employee: _____

Date of Incident: _____ Time of Incident: _____

Location: _____

Potentially Infectious Materials Involved:

Type: _____ Source: _____

Circumstances (work being performed, etc.):

_____

_____

_____

How incident was caused) accident, equipment malfunction, etc.):

_____

_____

_____

Personal protective equipment being used:

_____

_____

Actions taken (decontamination, clean-up, reporting, etc):

_____

_____

Recommendations for avoiding repetition:

_____

_____

_____

Signature of Supervisor Investigating Incident Date

APPENDIX C –
California Workers' Compensation Procedures

To:
All Mother Lode Union School District Staff Members

From:
Jennifer Delgado
Human Resources Manager

Subject:
Work-Related Injury Information

It is the Mother Lode Union School District's goal to provide immediate assistance should you ever experience a work-related injury. To streamline the process and make it user friendly, the District participates in the Schools Insurance Authority Early Intervention Nurse program (EIN).

Injured staff members can call the toll-free intake line at **(877) 742-3467** and speak directly to a nurse and if necessary, be directed to a physician for treatment. It is important to always call the EIN program number when you are injured on the job, even if you do not plan to seek treatment.

Please follow the instructions below in the event you experience a work-related injury:

- If you have a life-threatening emergency, call 911 or go to the nearest hospital. Report the injury to your supervisor and call the EIN as soon as possible.

  Emergency Department and Trauma Center
  Marshall Hospital
  1100 Marshall Way
  Placerville, CA 95667
  (530) 622-1441

- For Non-Emergency Injuries: Report the injury to your supervisor and the EIN immediately at **(877) 742-3467**. There is an EIN available between 8:30 a.m. to 4:30 p.m., Monday through Friday. If necessary, you will be directed where to go for medical treatment.

If the injury or illness occurs before or after the hours of the EIN, call the EIN at **(877) 742-3467** and leave your name, telephone number, and a time that you can be reached. If it is an emergency, seek medical treatment by calling 911 or go to the nearest hospital.

Emergency Department and Trauma Center
Marshall Hospital
1100 Marshall Way
Placerville, CA 95667
(530) 622-1441

Please note: In the event of a non-emergency, seeking medical treatment before reporting the injury to the EIN and your supervisor may be considered self-procured medical treatment and MLUSD may not be responsible for payment.

After your medical appointment:

- Communicate early and often with your supervisor and Human Resources. Reach out to Human Resources if you have any questions.
- If you are returned to work, please provide your medical note to your supervisor when you arrive for your shift. Your note should indicate that you are cleared to return to work. You cannot start your shift without a note clearing you to return to work. Your supervisor will forward the note to Human Resources.
- If your doctor returns you to work with Modified or Light Duty:
  Again, communicate early and often with your supervisor and Human Resources. If you are returned to work with temporary modified or light duty, report to your supervisor before your shift begins. Provide your medical note and your supervisor will contact Human Resources to determine if the District can meet your temporary restrictions. If the District can meet your restrictions, you will be directed to your temporary assignment. If the District cannot meet your restrictions, you will be sent home until you are cleared to return to work or until the District can meet your temporary restrictions.

Upon returning to Full Duty, you must:

- Submit your final medical discharge note to your supervisor, clearing you to return to work. Your supervisor will forward a copy of the note to Human Resources. You cannot start your shift without a note from your Health Care Provider clearing you to return to work.

Completing your timecard for time missed related to a work injury:

- When completing your timecard for any time missed, as a result of your work injury, use sick leave and indicate "workers' compensation" in the box marked "other".
- If you choose to remain off work without medical authorization, your sick leave will be docked.

IMPORTANT: Without medical authorization for time off, your sick leave will be docked. Three consecutive absences require a Health Care Provider's note.

What are Temporary Disability Payments?

Temporary disability payments are payments made to MLUSD on behalf of the injured employee by the workers' compensation carrier. Temporary disability payments begin on the 4th day of an injury, if you are unable to work because of the job restrictions placed upon you by your treating physician. Time away from work for a doctor's appointment is not reimbursed by the Workers' Compensation carrier. A claim for mileage reimbursement for doctor's appointments may be submitted to the workers' compensation carrier.

What is Industrial Leave?

Industrial Leave supplements the amounts paid by temporary disability payments. Please see your respective bargaining contract for more information.

If you have any questions regarding this program, please do not hesitate to contact Human Resources at (530) 622-6464 ext 415.

APPENDIX D—

Mother Lode Union School District's Standard Operating Procedures (SOP's) For Hazard Analysis and Critical Control Point (HACCP) Plans

RECEIVING:

1. Inspect the delivery truck when it arrives to ensure that it is clean, free of foul odors, and organized to prevent cross-contamination. Be sure refrigerated foods are delivered on a refrigerated truck.
2. Check the interior temperature of refrigerated trucks.
3. Confirm vendor name, day and time of delivery from what is indicated on the delivery schedule; contact the vendor immediately if information is not correct.
4. Check frozen foods to ensure they are frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons. Temperature does not need to be taken if the item is frozen solid.
5. Check the temperature of refrigerated foods.
   a. For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41°F or below. The temperature of milk should be 41°F or below.
   b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41°F, it may be necessary to take the internal temperature before accepting the product.
   c. For eggs, the interior temperature of the truck should be 45°F or below.
6. Check dates of milk, juice and other perishable goods to ensure safety and quality.
7. Check the integrity of food packaging.
8. Reject delivery or discard product if above criteria is not met.

COOKING:

1. Train food service workers who prepare or serve food about proper hot and cold holding procedures and the temperature danger zone.
2. Preheat warming units and steam tables.
3. Prepare and cook only as much food as is needed. Batch cooking is ideal for maintaining food temperature and quality.
4. Maintain hot food at 135°F or above. Measure temperature at start of service and every 30 minutes thereafter. For schools that have multiple serving times, measure temperature at the start of each service and every 30 minutes thereafter.
5. Maintain cold entrees at 41°F or below. Cold entrees (yogurt, deli sandwiches, entrée salads) should be maintained in hotel pans lined with ice mats at all times during service. Remove cold entrees in batches from refrigerator no sooner than 5 minutes prior to start of service and return to refrigerator if service breaks for more than 5 minutes.

HANDWASHING:

Follow proper handwashing procedures as indicated below:

- Wet hands and forearms with warm, running water (at least 100ºF) and apply soap.
- Scrub lathered hands and forearms, under fingernails and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
- Dry hands and forearms thoroughly with single-use paper towels.
- Dry hands for at least 30 seconds if using a warm air hand dryer.
- Turn off water using paper towels.
- Use a paper towel to open the door when exiting the restroom.