

CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
Heat Illness Prevention Plan  
Indoor Work Areas

1. Safety Policy

- a. It is the goal of the Conejo Valley Unified School District (District) to provide a safe and healthy workplace. This Heat Illness Prevention Plan, Indoor Work Areas (the Plan), is intended to reduce the risk of work-related heat illnesses and to comply with California Code of Regulations, Title 8, section 3396, Heat Illness Prevention in Indoor Places of Employment.

2. Scope

- a. This Plan applies to all indoor work areas where the temperature equals or exceeds 82 degrees Fahrenheit when employees are present.
- b. In an effort to identify indoor work areas where the temperature clearly exceeds the 82 degree threshold, a temperature survey was conducted for work areas originally constructed without air conditioning from 9/3/24 to 9/13/24. This included the period of a local heat wave where outside temperatures exceeded 90°F for the better part of a week. This survey identified the following areas to be included in the plan: all maintenance shops, the central warehouse, and the kitchens for the following school: Acacia ES, Conejo Academy, Cypress ES, EARTHs, Ladera ES, Madrona ES, Maple ES, Redwood MS, Sequoia MS, Sycamore MS Pavilion, Thousand Oaks HS, Westlake Hills ES, and Weatherfield ES.
- c. This plan also includes measures to be taken in the event that the air conditioning malfunctions exposing an employee to temperatures at or above 82 degrees Fahrenheit for more than 15 minutes in any 60-minute period.
- d. For heat illness prevention related to employees in outdoor work areas, refer to the District's existing Heat Illness Prevention Program.

3. Responsibility

- a. The superintendent or designee has overall authority and responsibility for implementing the provisions of this program in the District.
- b. The Director of Safety & Risk Management has responsibility for evaluating and revising this plan as needed and to develop and manage appropriate employee training resources as required by this plan.
- c. Site administrators, department managers, and supervisors are responsible for implementing and maintaining the Plan in their work areas and for answering worker questions about the Plan. A copy of this Plan is posted on the District's website and is also available from the Risk Management Department.
- d. See also Section 5, Assessment.

4. Employee Involvement

- a. District employees and their union representatives will be involved in the following:
  - 1) Planning, conducting, and recording the measurements of temperature,

- 2) Identifying and reporting other environmental risk factors for heat illness.

## 5. Assessment

### a. Responsibility for assessments

- 1) Department directors are responsible for conducting the initial assessment to determine areas with potential heat exposure in the District as listed in section 2,b.
  - a) Initial temperature measurements shall be taken where workers work and at times during the work shift when worker exposures are expected to be the greatest and when it is suspected to equal or exceed 82 degrees Fahrenheit
- 2) When temperature or heat index are suspected to exceed those listed in sections 6 and 7, site administrators, department managers, and supervisors are responsible for monitoring temperature measurements, as applicable, in their work areas.
  - a) Site administrators, department managers, and supervisors will be trained and instructed to check the extended weather forecast in advance.

### b. Temperature measurements will be taken as follows:

- 1) Initial measurements shall be taken when it is reasonable to suspect that the indoor temperature will exceed 82 degrees Fahrenheit where employees work and at times during the work shift when employee exposures are expected to be the greatest.
- 2) Measurements shall be taken again when they are reasonably expected to be 10 degrees or more above the previous measurements where employees work and at times during the work shift when employee exposures are expected to be the greatest.
- 3) Calculate the heat index by measuring the indoor temperature with a thermometer and relative humidity with a hygrometer or similar device, then use the chart found in Appendix A.
- 4) Measurements will be recorded on Attachment 1, Temperature Record.

### c. Instruments used to measure the temperature or heat index shall be used and maintained according to the manufacturers' recommendations.

### d. Exception: Vehicles with effective and functioning air conditioning.

## 6. Indoor Temperatures exceeding 82 degrees Fahrenheit

### a. Access to Water

- 1) Drinking water means water that is fresh, pure, suitably cool, and fit to drink.
- 2) Frequent drinking of water will be encouraged.
- 3) Drinking water stations and fountains will be provided to employees free of charge.
- 4) Water will be located as close as practicable to areas where employees are working and in required cool-down areas.

- 5) Where water is not plumbed, it will be provided in sufficient quantity at the beginning of the work shift or will be replenished during the shift to provide one quart per employee per hour during the shift.
  - 6) Restrooms are not acceptable sources of drinking water.
- b. Cool-down areas
- 1) The District will have and maintain one or more cool-down areas at all times while employees are present.
    - a) The cool-down area shall be at least large enough to accommodate the number of employees on recovery or rest periods.
    - b) The cool-down area shall be located as close as practicable to the areas where employees are working.
    - c) The temperature in indoor cool-down areas shall be maintained at less than 82 degrees Fahrenheit.
  - 2) The District will allow and encourage employees to take a preventative cool-down rest in a cool-down area when employees feel the need to do so to protect themselves from overheating.
    - a) An individual employee who takes a preventative cool-down rest:
      - (1) Shall be monitored and asked if they are experiencing symptoms of heat illness;
      - (2) Shall be encouraged to remain in the cool-down area; and
      - (3) Shall not be ordered back to work until any signs or symptoms of heat illness have abated, and in no event less than five minutes in addition to the time needed to access the cool-down area.
    - b) Preventative cool-down rest will be counted as hours worked, for which there will be no deduction from wages.
  - 3) If an employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest or during a preventative cool-down rest period, the District will provide appropriate first aid or emergency response according to section 9.
- c. High radiant heat area
- 1) Acclimatization procedures as outlined in section 8 will be followed.
- d. High heat due to Air Conditioning (AC) equipment malfunction
- 1) Site staff/teachers shall notify their site administrator and direct supervisor of the malfunction.
  - 2) Site administrators in cooperation with staff/teachers will evaluate the need to modify the activity in the room or relocate staff and students to a cooler area.
  - 3) Maintenance will evaluate the equipment malfunction and provide recommendations for temporary temperature control measures.

- 4) Precautions for heat illness as outlined in this plan will be taken including increased hydration and monitoring for symptoms of heat illness.

7. Indoor Temperatures or Heat Index exceeding 87 degrees Fahrenheit

a. The District will use the following control measures:

1) Engineering controls:

- a) Air conditioning – where feasible.
- b) Cooling fans.
- c) Natural ventilation where the outdoor temperature or heat index is lower than the indoor temperature or heat index.
- d) Local exhaust ventilation.
- e) Insulation of hot surfaces.

2) Administrative controls:

- a) Acclimatization.
  - (1) Acclimatization procedures are outlined in section 8.
- b) Rotating employees.
- c) Scheduling work earlier or later in the day, when it is cooler outdoors.
- d) Using work/rest schedules.
- e) Modifying work intensity or speed.

- b. The selection of control measures shall be based on the environmental risk factors for heat illness present in the work area.

8. Acclimatization

- a. Where no effective engineering controls are in use to control the effect of outdoor heat on indoor temperature, all affected employees shall be closely observed during periodic check-ins by a supervisor or designee during a heat wave.
- b. Intensity and duration of work activity will be gradually increased over a period of 4-14 days to give employees time to adapt and become accustomed to working in the heat.
- c. An employee who has been newly assigned to any of the following shall be closely observed by a supervisor or designee for the first 14 days of employment:
  - 1) In a work area where the temperature or heat index, whichever is greater, equals or exceeds 87 degrees Fahrenheit; or
  - 2) In a high radiant heat area where the temperature equals or exceeds 82 degrees Fahrenheit

9. Emergency Response

- a. Emergency medical services and/or first aid will be provided as quickly as possible if an employee suffers from heat illness.
  - b. Any employee is authorized to call for emergency medical services if heat stroke is suspected.
  - c. Supervisors will respond to signs and symptoms of possible heat illness, including but not limited to providing first aid measures and contacting emergency medical services
  - d. Emergency Medical Services
    - 1) Emergency Medical Services will be activated if any of the following symptoms of heat stroke are observed:
      - a) Hot, dry skin or profuse sweating
      - b) Very high body temperature
      - c) Confusion, altered mental status, slurred speech
      - d) Seizures
      - e) Loss of consciousness
  - e. First Aid will be provided for the following symptoms:
    - 1) Thirst
    - 2) Headache
    - 3) Nausea
    - 4) Dizziness
    - 5) Weakness
    - 6) Irritability
    - 7) Elevated body temperature
  - f. During and after provision of first aid, affected employees will not be left alone.
10. Training
- a. Employee training:
    - 1) Environmental and personal risk factors for heat illness, including:
      - a) Heat load on the body caused by exertion,
      - b) Clothing and wearing PPE,
      - c) Personal risk factors such as age, physical fitness, medical conditions/medications
    - 2) The LEA's Responsibilities, including:
      - a) Providing water,
      - b) Providing cool-down areas

- c) Permitting cool-down rest
      - d) Providing control measures
      - e) Providing access to first aid
    - 3) The importance of frequent consumption of small quantities of water,
    - 4) The concept, importance, and methods of acclimatization pursuant to the section 8 of this Plan.
    - 5) The different types of heat illness, the common signs and symptoms of heat illness, and appropriate first aid and/or emergency responses to the different types of heat illness.
    - 6) The importance of employees immediately reporting to the LEA, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers.
    - 7) The District's procedures for responding to signs or symptoms of possible heat illness, including how emergency medical services must be summoned should symptoms indicate serious heat illness.
  - b. Supervisor training will include:
    - 1) All aforementioned employee training information.
    - 2) The procedures the supervisor is to follow to implement the applicable provisions of this Plan.
    - 3) The procedures the supervisor is to follow when an employee exhibits signs or reports symptoms consistent with possible heat illness, including emergency response procedures.
    - 4) Where the work area is affected by outdoor temperatures, how to monitor weather reports and how to respond to hot weather advisories
  - c. This training may be combined with applicable training required by the Heat Illness Prevention Program for outdoor workers.
11. Recordkeeping
- a. Department managers, and supervisors will maintain heat and heat index records on file.
  - b. Records of temperature and heat index will be kept for the current year plus one full year.
  - c. Training records will be kept for three (3) years following the date of the training.



Appendix A

		Relative Humidity %																			
		5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
T e m p e r a t u r e  °F	80	77	78	78	79	79	79	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	81	78	79	79	79	79	80	80	81	81	82	82	83	84	85	86	86	87	88	90	91
	82	79	79	80	80	80	80	81	81	82	83	84	84	85	86	88	89	90	91	93	95
	83	79	80	80	81	81	81	82	82	83	84	85	86	87	88	90	91	93	95	97	99
	84	80	81	81	81	82	82	83	83	84	85	86	88	89	90	92	94	96	98	100	103
	85	81	81	82	82	82	83	84	84	85	86	88	89	91	93	95	97	99	102	104	107
	86	81	82	83	83	83	84	85	85	87	88	89	91	93	95	97	100	102	105	108	112
	87	82	83	83	84	84	85	86	87	88	89	91	93	95	98	100	103	106	109	113	116
	88	83	84	84	85	85	86	87	88	89	91	93	95	98	100	103	106	110	113	117	121
	89	84	84	85	85	86	87	88	89	91	93	95	97	100	103	106	110	113	117	122	
	90	84	85	86	86	87	88	89	91	92	95	97	100	103	106	109	113	117	122	127	
	91	85	86	87	87	88	89	90	92	94	97	99	102	105	109	113	117	122	126	132	
	92	86	87	88	88	89	90	92	94	96	99	101	105	108	112	116	121	126	131		
	93	87	88	89	89	90	92	93	95	98	101	104	107	111	116	120	125	130	136		
	94	87	89	90	90	91	93	95	97	100	103	106	110	114	119	124	129	135	141		
	95	88	89	91	91	93	94	96	99	102	105	109	113	118	123	128	134	140			
	96	89	90	92	93	94	96	98	101	104	108	112	116	121	126	132	138	145			
	97	90	91	93	94	95	97	100	103	106	110	114	119	125	130	136	143	150			
	98	91	92	94	95	97	99	102	105	109	113	117	123	128	134	141	148				
99	92	93	95	96	98	101	104	107	111	115	120	126	132	138	145	153					
100	93	94	96	97	100	102	106	109	114	118	124	129	136	143	150	158					
101	93	95	97	99	101	104	108	112	116	121	127	133	140	147	155						
102	94	96	98	100	103	106	110	114	119	124	130	137	144	152	160						
103	95	97	99	101	104	108	112	116	122	127	134	141	148	157	165						
104	96	98	100	103	106	110	114	119	124	131	137	145	153	161							
105	97	99	102	104	108	112	116	121	127	134	141	149	157	166							
106	98	100	103	106	109	114	119	124	130	137	145	153	162	172							
107	99	101	104	107	111	116	121	127	134	141	149	157	167								
108	100	102	105	109	113	118	123	130	137	144	153	162	172								