DATE: September 1, 2022   **HR-06**

TO: All Employees

FROM: Christina Villegas, Director
Human Resource Services

Keyshun Marshall, Director
Risk Management & Employee Benefits Department

SUBJECT: Hour-Zero Online Training Resource   - Reminder

In efforts to continue to provide our employees with an at-your-fingertips easy online training resource, the District is continuing to work with Schools Insurance Authority (SIA) to provide the online system called Hour-Zero. Hour-Zero provides online training in line with mandated requirements to help Districts stay in compliance. As employees who work in an education setting, we must take the necessary steps required by law on being mandated trained as well as provide for the safety of the students, families, and staff we serve.

In order to complete the online training go to http://www.hour-zero.com/ and follow step-by-step instructions attached.

SCUSD Training Mandates:

COVID-19 - Online Training Requirements:
In California, workplace safety and health regulations require employers take steps to protect workers exposed to infectious diseases like the Novel Coronavirus (COVID-19), which is widespread in the community. Cal/OSHA has posted guidance to help employers comply with these requirements and to provide workers information on how to protect themselves and prevent the spread of the disease. All Staff must complete the SIA COVID-19 training. It's recommended designated site staff also complete the Pandemic for Administrators and Pandemic for Teachers.

Child Abuse Reporting—Online Training Requirements:
In California, certain individuals are mandated by law to report known or suspected child abuse. These mandated reporters are listed in the Child Abuse and Neglect Reporting Act (CANRA); of the over 40 categories listed, teachers are listed first, as well as, classified employees who work closely with students. In accordance with the State of California Child Abuse and Neglect Reporting Act (Penal Code Section 11166, et seq.) and Assembly Bill 1432 Mandated child abuse reporting, school employees must be trained annually on this topic. It is imperative that employees know how to respond, that employees understand their rights and responsibilities as a mandated

reporter, and that employees are familiar with District's policies and reporting procedures. All employees of the school district must be trained and must report known or suspected child abuse.

Healthy Schools Act - Integrated Pest Management - Online Training Requirements:

In California, when pesticides are used at schools and childcare centers the Healthy Schools Act defines requirements for school and childcare center staff, pest management professionals, and the Department of Pesticide Regulation. The California Legislature originally passed the law in 2000. The Healthy Schools Act also encourages schools and child care centers - collectively referred to as school sites-to adopt effective, low-risk pest management practices, also known as integrated pest management or IPM.

Sexual Harassment Prevention—Online Training Requirements:

The Governing Board prohibits unlawful discrimination, intimidation, bullying against and/or harassment of District employees, job applicants, and District programs & activities on the basis of actual or perceived race, color, national origin, nationality, ancestry, ethnicity, ethnic group identification, religious creed, religion, age, marital status, pregnancy, physical or mental disability, disability, medical condition, veteran status, gender, gender identity, gender expression, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics at any District site and/or activity (BP/AR 4030, 4119.11 (a) and 5145.7 (a)). The Board also prohibits retaliation against any District employee or job applicant who complains, testifies, or in any way participates in the District's complaint procedures instituted pursuant to this policy.

Any District employee who engages in or permits unlawful discrimination or harassment shall be subject to disciplinary action up to and including dismissal. A District employee shall be deemed to have permitted unlawful discrimination or harassment if he/she fails to report an observed incident of discrimination and/or harassment, whether or not the victim complains.

District Compliance Coordinators are noted below and may be reached through the following contact information:

Sexual Harassment Prevention Student Related Issues (Title IX):
> Stephan Brown, Director II, Student Services/Alternative Education, (916) 643-9425

Sexual Harassment Prevention Employee Related Issues (Title VII):
> Cancy McArn, Chief Human Resources Officer, (916) 643-9050

Healthy Schools Act IPM Coordinator:
> Keyshun Marshall, Director II, Risk & Disability Management, Employee Benefits (916) 643-9421

Staff members are required to complete all of the online trainings assigned to them through Hour-Zero. The process is simple, and yet incredibly important. It is anticipated that online trainings should take approximately 30 to 60 minutes to complete depending on the duration requirement for each training.

For questions regarding the above online training information, employees may reach out to Christina Villegas, Human Resources Director, at 916-643-7496 and/or Keyshun Marshall, Risk Management & Employee Benefits Director, at 916-643-9421.

As a reminder, in order to complete the online training go to http://www.hour-zero.com/ and follow step-by-step instructions attached.

Welcome!

Welcome to HZ Online, part of the Hour-Zero School Emergency Program! HZ Online is a web-based emergency management system, designed specifically for K-12 schools.

HZ Online serves as your gateway to the compulsory **Mandated Reporter** course. In addition to completing the online course, you are encouraged to check out the Mandated Reporter Game, a quiz-show style game that you can play to enrich group discussions surrounding training or play on your own. *Play it and learn along the way!*

Remember – emergency preparedness starts with you! We hope you find the training to be informative and enjoyable. Let's get started.

Step-by-Step Instructions

1) **Login**

   To begin your Mandatory Reporter training, login to HZ Online.

   a) **Click on the web link** in the password email, sent to you by Hour-Zero Web-Application Admin.

      i) If you did not receive an email containing your password, contact your district Program Coordinator. You need the password to login.

      ii) Alternatively, you may type hour-zero.com into your web browser and click on **CLIENT LOGIN** (upper right corner of screen).

   b) Once you reach the **LOGIN** screen, do the following:

      i) **Enter your Username.**

         Your Username is your **full** district email address – it must have your district domain in it (e.g., email-name@your-district.org).

      ii) **Enter your temporary password.**

         Your temporary password is contained in the email with the subject line *New Password* sent by *Hour-Zero Web-Application Admin*.

         - Passwords are case sensitive.
         - If copying and pasting the password, be careful not to grab an extra character space. The temp passwords are 10 characters long. *Tip: Count the dots on your screen to be sure you have the correct number of characters.*
         - Once logged in, you will be asked to create a new password.

2) Click Training.

Once you've entered the HZ Online system, **click Training**, located under the Staff menu on the left side of the screen.

3) Navigate to Mandated Reporter 901.1

Within the list of courses, navigate to Mandated Reporter 901.1.

4) Click Start.

To launch, click the "Start" button associated with the respective course.

5) Take the course and exam.

And that's it.

Once you've successfully finished the course, your date of completion and score will appear next to the course name. This provides a record of your course completion for your district.

You are not required to complete the other staff information screens or to take any other training in the system at this time.

Congratulations! You've successfully finished your Mandated Reporter training and elevated your school's level of preparedness. Thanks for doing your part to create a safer school for your students and fellow staff!