

## ACCESSING KEENAN SAFESCHOOLS TRAININGS

**Trainings must be completed by September 16, 2020**

### HOW TO LOG ON TO KEENAN SAFESCHOOLS

1. Go to <http://psusd.keenan.safeschools.com/login>
2. Your username is your six-digit employee ID number
3. Once you enter your username the system will verify who you are. If it is correct, click the “Log Me In” button
4. Once you are logged in, scroll to the bottom of the home page, and click on “View Library”. From there, you can access the trainings by searching the name of the course on the search engine; or you can click on the respective course category folder to find each course:

Keenan SafeSchools Folder Location	Keenan SafeSchools Trainings
1. Health Folder	Coronavirus Awareness
2. Policy Folder	COVID-19 Healthy Workplace Practices Guide
3. Health Folder	Coronavirus: CDC Guidelines for Making and Using Cloth Face Coverings
4. Policy Folder	Cough and Sneeze from CDC (Video)
5. Health Folder	Coronavirus: Cleaning and Disinfecting Your Workplace
6. Policy Folder	Handwashing from CDC (Video)
7. Health Folder	Coronavirus: Managing Stress and Anxiety
8. Environmental Folder	Injury and Illness Prevention Training
9. Policy Folder	PSUSD Injury and Illness Prevention Plan
10. Policy Folder	Injury and Illness Prevention Plan COVID-19
11. Social and Behavioral Folder	Mandated Reporter: Child Abuse and Neglect
12. Health Folder	Bloodborne Pathogen Exposure Prevention
13. Policy Folder	Exposure Control Bloodborne Pathogens and Universal Precautions Plan
14. Policy Folder	Employee COVID-19 Identification, Steps and Process
15. Policy Folder	Safety and Health Procedure to Prevent the Spread of COVID-19 Employee Acknowledgment Form

5. Start a course by clicking on the course title. The courses have audio so be sure to turn up your speakers
6. You must complete each section and pass the quiz in order to pass each course.
7. Optional: Optional: Printing the Certification of completion after each course. The district would prefer to go paperless and will keep an electronic record of the courses you complete.
8. Optional: You also have access to take additional courses of interest to you through Keenan SafeSchools

### IF YOU ARE HAVING TROUBLE LOGGING IN

- You can find your Employee ID number on your paycheck stub.
- If you have a 5-digit Employee ID add a zero in front of your Employee ID number
- Make sure you are on the correct website <http://psusd.keenan.safeschools.com/login>

**If you are still having issues logging in, please contact Risk Management  
[riskmanagement@psusd.us](mailto:riskmanagement@psusd.us)**