

COVID-19 Prevention Program (CPP)

COVID-19 Prevention Program (CPP) for St. Elizabeth Parish School - Altadena, CA

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: February 20, 2021

Authority and Responsibility:

Phyllis Cremer has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation:

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by addressing issues and concerns during regular faculty-staff meeting that will have a designated an agenda item to discuss COVID concerns.

Employee screening:

We screen our employees by: The faculty-staff report Monday-Friday, every morning via text between 7:00-7:30am their medical status according to the CDPH guidelines. This protocol is required for those teaching on site and remotely.

Correction of COVID-19 Hazards:

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows: Faculty and staff will document their on concerns on the Inspections form that will be displayed in the Main School Office with the Business Manager. The issue will be documented on the progress of the issue that was on the form. Failure to remedy the situation will in a timely fashion, could result in a compliant to the Pastor.

Control of COVID-19 Hazards

Physical Distancing:

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

The faculty is given the choice to teach their classes remotely or on-site. Out the 12 faculty, only four teach on-campus. To ensure that six feet distance is complied: faculty make appointments to prepare materials for their weekly/monthly instructional packets. Support staff have designated work areas, staggered work hours, and barriers when meeting with visitors. New signage will indicated distancing protocols when entering the Main School Office. All visitors must sign-in at the Main School Office. The visitor's sign-in sheet will request contact information (cell phone number and email address).

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings:

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. It is a school-wide policy that face masks will be worn at all times. The faculty/staff will have access to PPE masks and face shields. A cart will be stationed in their classroom that will have a supply of masks (paper, cloth and N95) and face shields. Faculty/staff breaks will be scheduled to allow for eating and drinking without their masks on.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering Controls:

We implement the following measures for situations where we cannot maintain at least six feet between individuals: Each class will have their own designated space and time to play, to have snack breaks, and to the use restrooms.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

The HVAC is serviced on a regular basis with a local vendor. It is a commercial graded system. Each room controls its own air controls. Each room has the option to utilize windows to increase air flow ventilation.

Cleaning and Disinfecting:

We implement the following cleaning and disinfection measures for frequently touched surfaces:

The school will have a day porter and a professional cleaning company to service the school, Monday-Friday. The tasks will be to clean and disinfect key areas on a daily schedule.

Should we have a COVID-19 case in our workplace, we will implement the following procedures: 1. The school purchased an electrostatic disinfecting sprayer that uses Bioesque Disinfectant Solution that is approved by the U.S. EPA. The sprayer was purchased to do after-hours disinfecting in each classroom/office, Monday-Friday. 2. The day porter has been trained on how to use the sprayer. We will follow Public Health guidelines if an outbreak takes place.

Shared tools, equipment and personal protective equipment (PPE):

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.

Where there must be sharing, the items will be disinfected between uses by either the day porter or a professional cleaning service. A checklist will be displayed to show when the high-touch areas/items have been disinfected. There will be disinfecting wipes by the phones and other areas to allow the user to clean surfaces on-demand.

Hand sanitizing:

In order to implement effective hand sanitizing procedures, we:

have hand washing stations in the classroom, staff lounge and an outdoor hand washing station to allow for on-demand sanitizing. There hand sanitizers with an alcohol level of 60% or above located at the stairwell landings, outside classroom doors, outside Main School office doors, and inside classroom/offices on PPE carts. We will offer handwashing classes conducted by parent volunteers who are in the medical field. One of the key components of the class is handwashing for 20 seconds.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19. We will supply on-demand PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

Investigating and Responding to COVID-19 Cases:

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be: an initial COVID-19 test will be required before classes begin, subsequent testing will be at the recommendation of medical advice. There will be no cost to the faculty/staff to get tested if exposed.

System for Communicating:

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how.

- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

The Principal will receive reports from faculty/staff regarding COVID symptoms and other related issues. The reports will be sent to the Principal by email in order to track progress and possible interventions. Also, this process will facilitate confidentiality and protect HIPPA rights.

We will contract with a local medical practice to assist the faculty/staff with testing needs at no cost to them.

The COVID testing and other related issues will be a regular agenda item during weekly faculty/staff meetings. There will be notices in the weekly Update emailed to the School Community

Training and Instruction:

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
 - The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
 - Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
 - The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.

- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases:

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by following the Human Resource guidelines established the Archdiocese of Los Angeles. They follow polices and procedures adopted by the COVID State and Federal guidelines.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Record-keeping, and Access:

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available

to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria:

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test will not be required for an employee to return to work.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

I formally approve of this program:

Phyllis Cremer

February 20, 2021

Phyllis Cremer, Principal

Date