

# St. Mary of the Assumption School



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## COVID-19 Prevention Program (CPP)

# COVID-19 Prevention Program (CPP) for St. Mary of the Assumption School

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

**Date: February 19, 2021**

## Authority and Responsibility

**School administration** 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.
- Identify possible areas of transmission and implement a plan to reduce risk of transmission.
- Faculty and staff will participate in covid-19 training.

### Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by **identifying covid-19 hazards in their classrooms and screening daily.**

### Employee screening

We screen our employees daily by **utilizing a thermometer. Screeners and employees will be required to wear face coverings while screening. Employees who contract the coronavirus must show proof that they are covid-19 free when they return to work.**

## 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:

**Unsafe work conditions will be assessed by administration and the Leadership Team. They will determine the severity, time frame for correction, and will schedule a follow-up meeting**

to discuss if the problem was rectified. The team will also determine when it is the work conditions are so unsafe that classes must be cancelled.

## 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:

**Having no more than twelve (12) desks per classroom. Desks are at least 6 feet of distance from each other.**

- **Groups have no more than two (2) adults per 12 students.**
- **There is limited contact between students, teachers, and parents.**
- **Assemblies are held virtually, eliminating on-site gatherings.**
- **Signs are posted throughout the school, reminding students to maintain six feet of physical distancing.**
- **Physical distancing is enforced throughout the day.**
- **Students are dropped-off in the parking lot only (front door entrance no longer an option).**
- **Staggered start and end times.**
- **Staggered snack and lunch times.**
- **Delivering lunch to the classrooms.**
- **Floor markings indicating path of travel.**
- **Limiting students walking in the hallways.**
- **Limiting visitors on campus.**

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. **Face masks and face shields will be provided to all employees prior to returning to campus. Disposable face masks will also be available for teachers and students should they need one. Employees will be expected to wear a clean face covering every day and will be required to wash their material face masks. Employees who encounter non-employees not wearing face coverings will be required to inform them that all individuals on campus are required to wear a face coverings and will report this encounter to the office.**

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.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

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. **Where at least six feet between individuals cannot be maintained, vinyl dividers will be placed.**

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

- **Doors and windows will be opened in the classroom throughout the day.**
- **Replacing the filters in the heating and AC system.**
- **The ventilation system will be equipped with the highest level of filtration efficacy.**
- **Scheduling regular inspections of the ventilation system.**

### **Cleaning and disinfecting**

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

The school will be thoroughly disinfected prior to students returning to in-person instruction. We will take the necessary steps to reduce the risk of spread of infection. The specific measures that we will take include:

- **House adequate cleaning supplies to disinfect the school daily.**
- **Log the frequency of cleaning and disinfecting classrooms and restrooms.**
- **Disinfect classrooms, doorknobs, light switches, classroom desks, office, electronic devices, telephones, and counters daily.**
- **Playground equipment will be limited and disinfected after each use.**
- **The kitchen will be cleaned and disinfected daily.**
- **Student pencil boxes will be sent home daily to be cleaned.**
- **Manipulatives will be cleaned at the end of the day.**
- **Staff and students will be required to wash their hands with soap regularly.**

Should we have a COVID-19 case in our workplace, we will implement the following procedures: **The student or staff member will be immediately isolated in the infirmary. Designated trained staff will assist the isolated and will be required to wear a face mask, face shield, disposable gloves, and disposable gowns. The parents/legal guardians of the student will be contacted to pick the student up from school and the individuals in the employees will be sent home. The classroom and/or area where the student or staff member occupied will be thoroughly disinfected.**

### **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 the cleaning staff. They will disinfect items students may share in the classroom and equipment used in the playground. Classrooms will also house cleaning supplies should the teachers need to disinfect items such as sharpeners. Ensuring that all shared items are sanitized will be of top priority in our school.

## Hand sanitizing

In order to implement effective hand sanitizing procedures, we will make hand sanitizer available to students, faculty, staff, and visitors. They will be placed in the front office and in classrooms. Students and staff will also be required to wash their hands before and snack/lunch/recess.

- **Remind students to wash their hands with soap for at least 20 seconds.**
- **Provide classrooms with hand sanitizers.**
- **Allow time for students and employees to wash their hands.**
- **Signage throughout campus reminding students and staff to wash their hands.**
- **Soap dispensers will be refilled at the end of the school day.**

## Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

## 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 asked to quarantine for 14 days and will be required to get tested prior to returning to work.

- **The school will notify the Los Angeles Archdiocese and the county when cases are reported.**
- **Classrooms and areas that case individual worked in will be disinfected**
- **COVID-19 testing will be made available to the employees at no cost.**
- **Employees will be sent to get tested during their working hours.**

## 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:

- How employees should report COVID-19 symptoms and possible hazards to, and how: **Employees will report symptoms and hazards to school administration by email.**
- 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: **they will be referred to covid-19 testing websites.**
- Testing will be provided on-site for employees and students. When this is not possible, we will provide nearby locations to our employees to leave work and get tested.
- 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. Employees and the school community will be notified when there is an outbreak and will be asked to get tested at no cost to the employee. The school will incur the cost when there is a fee.
- 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.
- Employees and students who have been exposed to covid19 or identified to have been exposed will be notified through a letter or via email and phone call.

## 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.
- **Staff training on covid19 protocols.**

**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 allowing employees to use their sick days and informing them about their right to worker's compensation.**
- Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, 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.
- Make available the information to school parents without identifying the individuals.

#### 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.
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