

Saint Hilary School



COVID-19 Prevention Program (CPP)

Revised: 2/18/2021

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COVID-19 Prevention Program (CPP) for Saint Hilary School.

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

Date: February 18, 2021

Authority and Responsibility

Principal Sedano 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 monitoring student health and reporting illnesses to the school office.

Employee screening

We screen our employees by conducting daily health screenings when entering campus. Non-contact thermometers will be used for the screenings.

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:

The campus will be monitored and cleaned daily to prevent COVID-19 related hazards. Upon the identification of a potential hazard, the principal will be immediately notified. A plan for correction will immediately begin and the appropriate agencies will be notified of any potential COVID-19 hazards.

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 limiting the number of persons on campus.

- Classrooms can safely maintain a distance of 6 feet between students due to the size of the classrooms and the number of students in each class.
- Student will remain in grade level cohorts that will stay together throughout the school day.
- Students will not mix or interact with students outside their own cohort.
- Signs and visual cues posted with clear instructions throughout school campus.
- Arrival, departure, and break times staged to allow greater distance between persons.
- Non-essential persons will not be allowed on campus at any time while school is in session.

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 coverings are available at the school office. Individuals without face coverings will not be permitted on the school campus.

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 wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- 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: Partitions are installed in the school office and classroom areas where less than six feet between individuals may occur.

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

- Maintaining newly installed systems (air purifiers) on at all times
- Keeping windows open whenever possible

Cleaning and disinfecting

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

- Schedules maintained throughout the school for regular cleaning of high touch areas within the school.
- Non-touch sanitation areas throughout the school.
- Signage indicating sanitation areas within the school.
- Regular replacement and maintenance of an adequate number of cleaning supplies throughout the school.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

1. Immediate isolation of suspected or actual Covid-19 individuals.
2. Provision of a temporary, secure (for as long as needed) space on campus for isolated individuals.
3. If the exposure happened in a classroom or within a school cohort, the entire cohorts considered exposed and will require quarantine.
4. Provision of information to isolated individuals or family members regarding the regulations governing self-isolation.
5. Identification of cases of persons exposed to cases at school.
6. Immediate quarantine of exposed employees and or students.
7. Assurance of access to testing for all exposed individuals within the school.
8. Reporting of Covid-19 exposures at the school to the Los Angeles County Department of Public Health.
9. Clusters of cases (3 or more within 14 days) will be immediately reported to the Department of Public Health.
10. Should the school require partial closure, those students/staff impacted will commence with Distance Learning.
11. Areas in contact with a Covid-19 case will be thoroughly cleaned and sanitized

Individuals who screen positive upon entry or while at the school site will need to provide evidence of a negative test before returning to school. Additionally, St. Hilary School will follow the “Decision Pathways for Symptomatic Persons and Contacts of a Potentially Infected Person at Educational Institutions,” provided through the *Los Angeles County Department of Public Health* (updated 10-14-2020)

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 faculty and staff members.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Installed non-touch sanitation stations throughout the campus
- Signs with both visual and written directions detailing how to properly wash hands
- Employees and students are encouraged to wash hands frequently throughout the 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.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

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:

- Employees who had potential COVID-19 exposure in our workplace will be referred for testing by the school.
- Employees will be given time during work hours to attend testing.
- Negative testing result will be required upon re-entry.
- Additional information regarding exclusion of cases will be provided.

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:

- Employees should report COVID-19 symptoms and possible hazards to the school office without fear of reprisal
- Information is communicated about accommodations to individuals for medical reasons
- Information is communicated about how individuals can access Covid-19 testing (when not required).
- 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.

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 working with the individual and human resources at the Archdiocese of Los Angeles.
- 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.

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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Alissa Sedano

Date: 02-18-2021

This program is formally approved by the school principal, Ms. Alissa Sedano on this 18th day of February 2021.