

COVID-19 Prevention Program (CPP)

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

Date: March 29, 2021

Authority and Responsibility

Mrs. Alicia Camacho, the Principal, has overall authority and responsibility for implementing the CPP's provisions in our workplace. In addition, all administration personnel is 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 **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 rules.
- 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 ensure compliance with our COVID-19 policies and procedures.
- **Follow all health and guidelines outlined in the St. Lawrence of Brindisi School Reopening Handbook: Safe Return to Campus.**

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by **Reporting any concerns to the administration regarding COVID-19 Hazards. Employees will monitor student's symptoms/health during the day while in the classroom. If students show Covid-19 symptoms, they will be given a surgical mask and accompanied to a preselected isolation space (blue room in the literacy center). They will remain until they are picked up by an adult in their household. Students, visitors, and staff will have their**

temperatures taken with a no-touch thermometer and go through a symptom checklist before they may enter the school.

Employee screening

We screen our employees by **completing the St. Lawrence Check-in Form** prior to arriving on campus. Employees will be asked a list of questions that includes whether the employee has experienced a cough, shortness of breath, difficulty breathing, and fever, or chills and whether the employee has had contact with a person known to be infected with COVID-19 within the last 14 days. The staff and faculty will be scheduled to arrive before students, so their temperature can be checked by the principal and/or other staff members. The St. Lawrence staff will line up six feet apart for the staff check-in. The teaching staff will be placed in a socially distanced area in the yard to direct students to their classroom.

Employees are encouraged to stay home and seek the advice of their primary care practitioners if they are experiencing symptoms consistent with COVID-19 or have had direct exposure. The school has provided the staff with testing information provided with COVID-19 testing sites provided by local city and county agencies. The test results will be stored in confidential employee files. Access to this information is only available to appropriate authorities.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices, or procedures will be documented on **Appendix B: COVID-19 Inspections** form and corrected in a timely manner based on the severity of the hazards, as follows:

If a hazard is identified:

If any of the items are outlined in Appendix B, the school's COVID-19 Containment, Response, and Control Team will take immediate action. The severity of the hazard will be assessed and corrected immediately by the appropriate staff member.

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:

- **Reducing the number of employees that use common spaces.**
- **Reducing the number of persons in an area at one time, including visitors.**
- **Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.**
- **Staggered arrival, departure, work, and break times.**
- **Employees are to communicate with the office in order to check-in and have the approval to be on campus.**
- **Only necessary staff and personnel are allowed on campus to execute day-to-day operations.**
- **Specific exit and entrance areas have been designated to minimize grouping.**
- **Student desks placed six feet apart from each other.**
- **Reference section 3205(c)(6) for details**

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. **All employees will be given two cloth face coverings, and it is the employees' responsibility to wash their face covering. Any employee who works directly with a student suspected of having COVID-19 will be provided a medical-grade mask. Employees will speak to the principal if an additional face covering is needed. If an employee(s) encounters a non-employee(s) that are not wearing face coverings, they are to report the information to administration immediately via our staff communication app. We also highly recommend our employees wear two face coverings to provide a higher level of protection.**

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.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- **We have rearranged furniture and will install partitioners where needed**
- **Plexiglass barrier has been installed in the office to protect visitors and office staff.**

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

- **The school HVAC system is in excellent working condition**
- **Providing regular maintenance of our ventilation system. The school has recently changed the filters to MERV 10.**
- **Classrooms will have increased natural airflow with the opening of windows and doors.**

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched

surfaces:

- A cleaning and disinfecting schedule have been established.

Campus Maintenance Procedures	
Category	Frequency
Workspace (i.e., classrooms, office)	At the end of each use and day, In between recess, lunch.
Appliances (i.e., refrigerators, microwaves)	Daily
Electronic Equipment (i.e., copy machines, shared computers/devices, printers, telephones)	At the end of each use and day
General Used Objects (i.e., handles, light switches)	At least four times a day
Student and Teacher Rooms	Twice a day
Faucet	Three times per day
Common Areas (i.e., computer/learning labs, teacher lounges, copy room,	At the end of each use and day

- **Classrooms, desks, and doorknobs will be cleaned by maintenance personnel as students exit for their scheduled breaks, recess, lunch, or PE. Students, staff, and faculty will have opportunities to wash their hands before re-entry to classrooms, before and after meals, or restroom breaks.**
 - **Use of shared objects is eliminated wherever possible; for example, water fountains are shut down, touchless water fountains have been installed, and students are encouraged to bring reusable water bottles. If the students do not bring their own water bottles, they will be provided with single-use cups for water.**
 - **Every student will use their own art supplies.**
 - **Cleaning products that are effective against COVID-19 are used according to product instructions.**

- **Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions, Cal OSHA requirements for safe use, and as required by the Healthy Schools Act, as applicable.**
- **All cleaning products are kept out of children's reach and stored in a space with restricted access.**
- **Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, use the setting that brings in the fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.**
- **Enhanced cleaning of school premises is done when students are not at school with adequate time to let spaces air out before the start of the school day.**

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

The principal and pastor will follow all county public health procedures and will complete the ADLA Covid 19 Report Form & Instructions to report to the Archdiocese. The school will fully support the Los Angeles County Department of Public Health with contact tracing of anyone exposed. After the proper authorities have been notified, the principal, in collaboration with the pastor and Archdiocese, will communicate with the exposed school community members through School Speak & Class Dojo, the school's parent communication app.

The area (s) that was visited by the patient will be closed off to all school staff, faculty, or students for a minimum of 24 hrs before proper cleaning protocols can be established.

Electrostatic Sprayer

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 contacts 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 employees with appropriate disinfecting supplies.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Switching water fountains to handwashing stations
- Sanitizing stations have been installed around campus.

- Encourage and allow time for employee handwashing.
- Providing employees with an effective hand sanitizer and prohibiting hand sanitizers that contain methanol (i.e. methyl alcohol).
- Signage encouraging employees to wash their hands for at least 20 seconds each time.
- Teachers will teach and remind students of the proper protocol for hand washing.
- Informational posters will be posted in restrooms and around campus.

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. See section 3205(c)(E) for details on required respiratory protection use.

Investigating and Responding to COVID-19 Cases

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

- Employees and students with a fever of 100 degrees or higher or higher or with symptoms such as coughing, fatigue, or shortness of breath, or who display other COVID-19 symptoms will be sent home. They will be immediately be isolated in the blue room of the convent picked up to be transported to a healthcare facility or place of residence as soon as possible.
- Employees who exhibit signs of COVID-19 will be required to quarantine for at least ten days and provided evidence of a negative test result prior to returning to work.
- Upon notification of school officials that a member of the school community has tested positive for or has symptoms consistent with COVID-19,
 - If the case is on-site, the person will be isolated in the blue room in the literacy center and supervised by the liaison to DPH. If it is a student, the parents or guardians will be called, and a member of the student's household will pick up the student immediately.
 - If the case is off-site, the person will be instructed to stay home and self-quarantine.
 - In either case, the school will provide the affected person or family with a fact sheet with information concerning self-isolation and links to additional information.
 - Initiate the School Exposure Management Plan
 - Identify a person exposed to COVID-19.

- Quarantine of exposed personnel and students
- Disinfect all areas used by an individual as well as common areas, when necessary

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 or if an employee tests positive to the Principal by phone call, text, or by email.
- Employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions put them at increased risk of severe COVID-19 illness.
- **The school has provided employees with the COVID-19 testing sites provided by the local city and county agencies. They will be provided with information on where to access a test site if the need arises.**
- 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:
 - o COVID-19 is an infectious disease that can be spread through the air.
 - o COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - o 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 handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing 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 all laws regarding employee rights including, but not limited to employer-provided employee sick leave benefits.
- 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 **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:
 - o At least 24 hours have passed since a fever of 100.4, or higher has resolved without the use of fever-reducing medications.
 - o COVID-19 symptoms have improved.
 - o At least ten days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases that tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days has 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 ten days from the time the order to isolate was effective or 14 days from the time the order to quarantine was effective.

Mrs. Alicia Camacho –

Principal March 9, 2021

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example, meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

The person conducting the evaluation: Alicia Camacho

Date: March 9, 2021

Name(s) of employee and authorized employee representative that participated: Alicia Camacho

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Students and employees in person on campus (Classrooms)	Monday-Friday during school hours	Close contact between individuals	Physically distanced (6ft apart) desks, doors to remain open, sanitation station supplies in every classroom, disinfecting of high touch surfaces multiple times a day.
Common areas where multiple people congregate	Front office, teachers lounge	Close contact between individuals	Plexiglass installed in the office, physical distancing signs displayed in the front office, strategic places on campus, doors, and windows

			to remain open, sanitation supplies and stations, hand washing stations, daily disinfecting.
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Appendix B: COVID-19 Inspections

Date: **March 10, 2021**

Name of person conducting the inspection: Alicia Camacho

Work location evaluated: **St. Lawrence of Brindisi School.**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Office Barrier	Installed	Alicia Camacho	August 2020
Ventilation (amount of fresh air and filtration maximized)	Doors and windows open	Alicia Camacho,Lizette Salazar	Ongoing
Additional room air filtration	Installed (MERV 10 filters)	Teresa Perez	March 2021
Administrative			
Physical distancing	Complete	Marc Maye	March 2021
Surface cleaning and disinfection (frequently enough and adequate supplies)	Ongoing-daily	Xochitl Sanchez Martin Marquez	Ongoing
Handwashing facilities (adequate numbers and supplies)	Complete	Alicia Camacho	November 2020
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Ongoing	Xochitl Sanchez Martin Marquez	March 2021
PPE (not shared, available, and being worn)	Ongoing	Alicia Camacho	Ongoing
Face coverings (cleaned sufficiently often)	Ongoing	All Staff	Ongoing

Gloves	Ongoing	Xochitl Sanchez	Ongoing
Face shields/goggles	Ongoing	Xochitl Sanchez	Ongoing
Respiratory protection	N/A		

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees’ medical records will also be kept confidential and not disclosed or reported without the employee’s express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Name of person conducting the investigation:

Employee (or non employee*) name:		Occupation (if non employee, why they were in the workplace):	
Location where the employee worked (, or non-employee was present in the workplace):		Date investigation was initiated:	
Was the COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was the last present in the workplace:		Date of the positive or negative test and/or diagnosis:	

The date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
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Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period and who may have been exposed (attach additional information):	
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Notice is given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:		
All employees who may have had COVID 19 exposure and their authorized representatives.	Date:	
	Names of employees that were notified:	
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:	
	Names of individuals that were notified:	

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was the local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date: April 6, 2021

The person that will be conducting the training: Alicia Camacho, Marc Maye, Lizette Salazar

Employee Name	Signature
Sandra Salazar	
Jorgina Perez	
Sonia Gurrola	
Yarida Siordia	
Yadira Tamayo	
Nieves Ixcamey	
Susan Nava	
Lizette Salazar	
Marc Maye	
Antonio Figueroa	
Jonathan Cebreros	
Maria Zavala	

Oreana Brown	
Sandra Carrillo	
Xochitl Sanchez	
Martin Marquez	
Martha Rodriguez	
Tionne Tisdale	
Emily Mejia	
Alejandra Rodriguez	