

# COVID-19 Prevention Program (CPP) for: Our Lady of Guadalupe School

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

**Date: January 1, 2021**

## Authority and Responsibility

**Sister Janice Therese Wellington, O.P.** 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-2: 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 **speaking with their supervisor, i.e.: principal, pastor, Human Resources Office, or Superintendent of Schools.**

### Employee screening

We screen our employees by **following the COVID-19 School Reopening Plan previously distributed and attached as Appendix C.**

## 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.

## Control of COVID-19 Hazards

### Physical Distancing

**Employees will follow the COVID 19 School Reopening Plan (Appendix C)**

## Face Coverings

Face coverings are to be 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 **and in accordance with the procedures outlined in the COVID-19 School Reopening Plan (Appendix C).**

## Cleaning and disinfecting

We implement cleaning and disinfection measures for frequently touched surfaces **as recommended by County guidelines and as outlined in the COVID-19 School Reopening Plan (Appendix C).**

Should we have a COVID-19 case in our workplace, we will implement the procedures **as recommended by County guidelines and as outlined in the COVID-19 School Reopening Plan (Appendix C).**

## 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 **as outlined in the COVID-19 School Reopening Plan (Appendix C).**

## Hand sanitizing

In order to implement effective hand sanitizing procedures, we **follow the procedure as outlined in the COVID-19 School Reopening Plan (Appendix C).**

## 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 and outlined in the COVID-19 School Reopening Plan (Appendix C).**

## Investigating and Responding to COVID-19 Cases

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

Investigation of COVID-19 cases and exposure will be done by individual school site Administrator in conjunction with Human Resources Office and Superintendent of Schools.

Employees who had potential COVID-19 exposure in our workplace will be **notified, in writing, within one day of learning of positive case, per AB 685. The notification letters in Appendices G and H will be used for this purpose.**

## 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. **Employees should report symptoms of COVID-19 or possible hazards to their site Administrator.**
- 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.

- 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. **We will communicate with employees with close contacts or in the same workplace with a COVID-19 positive employee or visitor in writing using the notices in Appendices G and H, respectively.**

## 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.
- **We will use CDC resources as outlined in Appendix E and will document the training using Appendix F.**

## 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. **Wages will be continued if the employee has sick leave, vacation time or other paid time off, or if the person has filed a workers' compensation claim. If the latter, the amount of the salary continuation is determined by the workers' compensation system.**
- 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 D: 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.
- 
- 
-

## Appendix A-1: Risk Assessment

### COVID-19 RISK ASSESSMENT

#### For Employees:

- Does the workplace have personal protective equipment available? Including:
  - face masks
  - gloves
  - anti-bacterial soap
  - hand sanitizer.
- Is there someone trained to take temperature of employees arriving for work?
  - Is there a private place for this?
  - Does the workplace have sufficient no-contact thermometers?
- Is there sufficient space between the work areas to maintain safe distancing?
  - Private office?
  - Staggered work hours available?
  - Can employees continue to work at home?
- Does the workplace have disinfecting supplies that comply with the Cal-OSHA requirements?
  - Is your workplace following the EPA guidelines? <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
  - Are you cleaning often enough?
    - Daily for all surfaces?
    - After each use for frequently used surfaces (e.g. copy machines, phones, door knobs)
  - Does your workplace have enough equipment so that employees do not have to share:
    - Phones
    - Computers
    - Work area
- Are your employees implementing individual controls to stop the spread of COVID-19?
  - Take their temperatures at home
  - Stay home if sick
  - Stay home if you have had close contact with someone with COVID-19
- Does your workplace have common areas?
  - If so, can you limit the number of employees who use it at one time?
  - Can you stagger lunch and breaks?

For Visitors (if applicable in your county)

- Does the reception area have safe distancing protocols?
  - Does your workplace have cues to stay six feet apart? (e.g. tape markers or dividers)
  - Does your workplace have a barrier between the employee and visitor that is either a physical barrier (window system or similar) or a cue (stay behind line)?
  
- Does the workplace have the ability to provide services contact-free?
  - Can you limit the amount of cash that is exchanged?
  - Can you limit interaction between employee and visitors so that items are placed on a counter and the employee can move back while the visitor approaches and takes the items?
  
- Do you have protocols for visitors?
  - Is there signage that informs visitors of needed precautions (e.g. distancing)?
  - Require face covering
  - Self-certify that visitors do not have COVID-19 symptoms or recent exposure
  - Redirect visitors to use the telephone or email system to contact the office if possible?

## Appendix A-1: 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.

**Person conducting the evaluation: Sister Janice Therese Wellington, O.P.**

**Date: [enter date]**

**Name(s) of employee and authorized employee representative that participated: [enter name(s)]**

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
Hallway			Social distancing floor markings Face covering required
Staff Room			One person at a time allowed Copier cleaned after each use Face covering required
Vestibule			Temperature of visitors taken Self-certify health questions Face covering required Signage that informs visitors of needed precautions Hand sanitizer available
Office			Physical barrier between employee & visitor

## Appendix B: COVID-19 Inspections

Date: **[enter date]**

Name of person conducting the inspection: **Sister Janice Therese Wellington, O.P.**

Work location evaluated: **[enter information]**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

## Appendix C:

### COVID-19 SCHOOL REOPENING PLAN – EMPLOYEE (CSP)

In developing plans for the reopening of its schools, the Diocese of Oakland is required to implement the health and safety standards established by the State of California Department of Public Health and/or the county in which your student's school is located. If there exists a conflict, the Diocese of Oakland will follow the more stringent standard. Focusing on the county in which your school is located, please thoroughly read the applicable reopening guidelines.

Additional information can be found at each county health department's websites. Here are the hyperlinks for each county:

[Alameda County Schools: 2020 – 21 Reopening Guidelines](#)  
[Alameda County Public Health Department Website](#)

[Contra Costa County Schools: 2020 – 21 Reopening Guidelines](#)  
[Contra Costa Health Service Website](#)

This document is incorporated by reference into the Faculty-Staff Handbook at the school.

#### **Expectations for Parents/Guardians/Students/School Employees:**

Parents, guardians, students and school employees must work together to create a healthy school campus. Working together requires the following:

1. Anyone entering the school campus must comply with the applicable county COVID-19 requirements. Failure to comply is a violation of law. Unless specifically exempted by the applicable county health guideline, anyone entering the school campus must wear Personal Protective Equipment (PPE) covering his/her nose and mouth. The school will limit visitors to those visits essential for the school's operations and limit the duration of time a visitor shall be on campus.
2. No parent, guardian, student, employee or visitors shall enter the school premises if that person has: (a) received a positive test result for COVID-19; (b) has sought medical treatment for COVID-19 symptoms; (c) is quarantined or self-quarantined because of COVID-19, whether diagnosed or not; or (d) has a temperature of 100 or greater. In all such cases, the person shall not enter the campus without obtaining written medical clearance and providing it to the school principal.
3. All parents, guardians, students and employees must immediately notify the school principal if a student or employee has come into contact (through living arrangements or otherwise) with any person that has: (a) received a positive test result for COVID-19; (b) has sought medical treatment for COVID-19 symptoms; or (c) is quarantined or self-quarantined because of COVID-19, whether diagnosed or not. In any of these situations, the person will not be allowed on school property, until the minimum county isolation/quarantine requirements have been met.
4. During the 2020-2021 school year, the school will require parents, guardians, students and employees to answer basic health screening questions related to COVID-19 symptoms before coming to school. Further, once present at school, if an employee, student or visitor exhibits symptoms of COVID-19, the school may conduct health screening and isolate the person, consistent with county guidelines. (No medical testing, blood or saliva draw will be performed.)

With the above guiding principles, the following are general expectations moving forward to reopen our Catholic schools in 2020:

### **The School Will:**

1. Clean and disinfect the school building, including classrooms, using a commercial cleaning service before in-person instruction begins. Janitorial service will occur on school days after school hours.
2. Have an adequate supply of liquid soap and disinfecting supplies available for use by employees, students and janitors both in the classrooms and bathrooms.
3. Have a limited amount of surplus PPE for students should they lose, soil or misplace their own PPE while at school.
4. Wipe down and disinfect desks, chairs and tables during the school day. Students may be asked to participate by disinfecting their own desks, chairs, and personal property.
5. Determine when parents, guardians or visitors shall be permitted on campus, the duration of such visits, as well as what PPE they shall be required to wear on campus. These determinations will be posted at the building entrance(s) and on the school website. The school may restrict the number of visitors to the school building, both during and after school hours. The school may refuse entry to visitors who do not comply with the county's requirements, or the school's visitor requirements.
6. Communicate in writing with parents/guardians regarding protection measures for COVID-19, including changes in practices that start after the school begins in-person learning.

### **Principal Will:**

1. Prepare plans for the operation of the school (classrooms, bathrooms and common areas) that comply with county health guidelines for the county where the school is located. Such plans will take into consideration the physical layout of the school and campus and should be consistent with the [Diocese of Oakland guidelines for reopening parish offices](#), furnished by the Diocese of Oakland.
2. Supervise school teachers and staff responsible for overseeing compliance with county health guidelines.
3. Identify a location for isolation of anyone with symptoms of COVID-19. Follow the isolation procedures in the county guidelines. Promptly communicate with any parent or guardian whose student has been placed in isolation with COVID-19 symptoms.
4. Make arrangements for a commercial service to clean and disinfect the school building before in-person learning begins for the 2020-2021 school year. Make arrangements for the cleaning of HVAC systems before beginning in-person learning for the 2020-2021 school year.
5. Communicate to parents in writing regarding protection measures for COVID-19, including changes in practices that occur after the start of the school year.
6. Maintain an adequate supply of PPE and disinfectant supplies throughout the school. Anticipate needs in advance, as far as six months in advance, as shipment of these supplies may be delayed. Principals will be responsible for ordering these supplies directly from an approved list of vendors.

## **Teachers and Staff Will:**

1. Be available and participate in all training provided by the school regarding COVID-19. Be available and assist the principal in (a) monitoring and assessing students for COVID-19 symptoms; (b) monitoring students to maintain social distancing and wearing PPE, consistent with county health requirements; (c) cleaning and disinfecting high touch areas of the school premises, including classrooms, bathrooms and common areas.
2. Position desks and seating in the classroom to maintain the minimum required distance of your County Health Guidelines between all students, and between teachers/classroom aides and students, utilizing county health and safety guidelines. Put markings on floors to identify traffic flow in the classrooms/building as well as safe distances.
3. Require students to wear PPE while in the classroom, utilizing county health and safety guidelines.
4. Clean and disinfect desks, tables, and chairs in classrooms as necessary, utilizing county health and safety guidelines.
5. Maintain extra PPE and disinfectant supplies in the classroom and inform the principal in case of anticipated shortages.
6. Allow for adequate ventilation of classroom, including keeping windows and hallway doors open to allow air to circulate as feasible, while complying with any county fire regulations limiting open hallway doors.

## Appendix D: 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:** [enter date]

**Name of person conducting the investigation:** [enter name(s)]

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	

**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):**

<b>Notice 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:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

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

## Appendix E: Training Materials (English / Spanish)

- **Centers for Disease Control and Prevention**
  - **How to Protect yourself and others**
    - **ENGLISH - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>**
    - **SPANISH - <https://espanol.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>**
  
- **Alameda County Department of Public Health**
  - **COVID-19 Reopening In-Person Instruction Framework & Public Health Guidance K-12 School in California 2020-21 (Page 30)**
    - **[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated\\_Schools\\_Guidance.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf)**
  
- **Contra Costa County Department of Public Health**
  - **2020-2021 School Reopening**
    - **[https://www.cccoe.k12.ca.us/UserFiles/Servers/Server\\_1077313/File/CCCOE%202020-2021\\_School\\_Reopening%20824.pdf](https://www.cccoe.k12.ca.us/UserFiles/Servers/Server_1077313/File/CCCOE%202020-2021_School_Reopening%20824.pdf)**

## Appendix F: COVID-19 Training Roster

[See COVID-19 School Reopening Plan]

Date: [enter date]

Person that conducted the training: [enter name(s)]

Employee Name	Signature

## Additional Consideration #1

### Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section [3205.1](#) for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

#### Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

#### Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

#### COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and

review. We will consider:

- Moving indoor tasks outdoors or having them performed remotely.
- Increasing outdoor air supply when work is done indoors.
- Improving air filtration.
- Increasing physical distancing as much as possible.
- Respiratory protection.
- [describe other applicable controls].

#### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## Appendix G Notice to Employee of Close Contact

Date

Employee Name  
Employee Address or Email

Re: Notice of a Potential Exposure to COVID-19: California Labor Code 6409.6

Dear \_\_\_\_\_:

On date, St. \_\_\_\_\_ School received a notice that you were potentially exposed to COVID-19, at site name and address.

Within the infectious period of time, currently defined by the State Department of Public Health as the 48 hours (2 days) before the individual developed COVID-19 symptoms. If the COVID-19 positive employee is asymptomatic, the infectious period begins 48 hours before the COVID-19 test occurred. You were on the St. \_\_\_\_\_ School premises at the same worksite as an individual who has one of the following: [choose applicable bullet and delete others]

- A laboratory confirmed case of COVID-19,
- A positive COVID-19 diagnosis from a licensed health care provider
- Is subject to a COVID-19 related isolation order provided by a public health official, or
- Who has died due to COVID-19 within the infectious period of time.

We have determined you are someone whom he or she had “close contact” with, which is defined as a person who was within 6 feet of the COVID-19 positive employee for a cumulative period of 15 minutes during a 24 hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. The determination of a *close contact* is made regardless of whether the individuals were wearing a face covering or other personal protective equipment. Based on the information available to St. \_\_\_\_\_ School, your last “close contact” with this individual was on date.

Given your potential exposure to COVID-19, St. \_\_\_\_\_ School requests that you quarantine at home for 14 days after date of exposure before returning to work. Further, it is recommended that you contact your health care provider and local public health department for guidance and information about possible actions you should take based on your individual circumstances.

COVID-19 related benefits the Diocese of Oakland offers that you may be eligible for include:

- Supplemental Paid Sick Leave (extended through 3/31/2021)
- Accrued Paid Sick Leave
- Paid Vacation
- Workers’ Compensation
- Medical Disability Leave
- State Disability Leave

Additionally, St. \_\_\_\_\_ School will provide you work time to be tested for COVID-19. Once you receive your results, you are required to report them to Site Administrator. All medical information will be kept confidential.

The health and safety of employee, parishioners and community is of utmost importance to us. St. \_\_\_\_\_ School is investigating whether any workplace conditions contributed to this exposure and what

can be done going forward to reduce the risk of a COVID-19 exposure. Please see the attached Notice of Disinfection and Safety Plan (Appendix I).

Please contact \_\_\_\_\_ name of supervisor \_\_\_\_\_ with any questions you may have and for more information on available leave and benefits.

Sincerely,

Principal

Cc: Human Resources Department  
Insurance & Benefits Department

## Appendix H: Workplace Notice

To: All Employees at St. \_\_\_\_\_ School

From: Name of Site Administrator

Date:

Re: St. \_\_\_\_\_ School Notice of a Potential Exposure to COVID-19: California Labor Code 6409.6

On date, St. \_\_\_\_\_ School received a notice that employee(s) were potentially exposed to COVID-19 at this site name and address of school site.

You were on St. \_\_\_\_\_ School premises listed above at the same time as an individual who has [choose applicable bullet and delete others]

- A laboratory confirmed case of COVID-19,
- A positive COVID-19 diagnosis from a licensed health care provider
- Is subject to a COVID-19 related isolation order provided by a public health official, or
- Who has died due to COVID-19 within the infectious period of time.

Based on the information available to St. \_\_\_\_\_ School, you have not been identified as someone with whom the individual has “close contact with, which is defined as spending 15 minutes or more within 6 feet of an individual with COVID-19 at the time that he or she tested positive for COVID-19.

Under our policies and procedures, you do not have to quarantine because you were not a close contact of the person. However, if you wish, you may take worktime to get a COVID-19 test. If you choose to get a test, you are required to report the results of your COVID-19 test to Name of Site Administrator. All medical information will be kept confidential.

COVID-19 related benefits the Diocese of Oakland offers that you may be eligible for include:

- Accrued paid sick leave
- Workers' Compensation
- Leave under the Family Medical Leave Act and/or California Family Rights Act
- State Disability Leave

The health and safety of employees, parishioners, and community is of utmost importance to us. Please see the attached Notice of Disinfection and Safety Plan (Appendix I).

Please contact Name of Site Administrator with any questions you may have and for more information on available leave and benefits.

Cc Human Resources Department  
Insurance & Benefits Department

## Appendix I: Notice of Disinfection and Safety Plan

- Alameda County Department of Public Health
  - School Reopening Plan – Cleaning and Disinfection (pg. 25)
    - [https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated\\_Schools\\_Guidance.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf)