

Model COVID-19 Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section [3205\(c\)](#)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CPP template. Employers can also create a written CPP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OSHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
 - [3205, COVID-19 Prevention](#)
 - [3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks](#)
 - [3205.2, Major COVID-19 Outbreaks](#)
 - [3205.3, Prevention in Employer-Provided Housing](#)
 - [3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work](#)
 - The four [Additional Considerations](#) provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at www.dir.ca.gov/dosh/coronavirus/



November 2020

COVID-19 Prevention Program (CPP) for St. Vincent de Paul High School 849 Keokuk Street Petaluma, CA 94952 (707)763-1032

The purpose of the **St. Vincent de Paul High School COVID-19 CPP** is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. It will provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act.

Date: March 15, 2021

Authority and Responsibility

Reverend William P. Donahue, has overall authority and responsibility for implementing the provisions of this COVID-19 Protection Plan (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 St. Vincent de Paul High School (SVdPHS) employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

The SVdPHS Health/Safety Committee has inspected the campus, engaged in faculty/staff surveys and performed a Risk Assessment (Appendix A) in preparation for re-opening the school for in-person learning.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix B: 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. (**Appendix B: COVID-19 Hazards**)
- Conduct periodic inspections using the **Appendix C: 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 reporting any real or perceived conditions that appear hazardous to the health/safety of the SVdPHS community – students, faculty/staff or parents to the principal or designated personnel (COVID-19 Health/Safety Coordinator). SVdPHS has designated personnel that review COVID-19 hazards. SVdPHS will complete weekly COVID Inspections (Appendix B: COVID Inspection form)**

Employee screening

We screen our employees **daily** by: **SVdPHS has implemented the following daily health screening and symptom monitoring policies and protocols to mitigate the risk of exposure to COVID-19.**

In addition to any at-home screening required, all employees must conduct a self-screening that includes a questionnaire and temperature check at the main entrance of the SVdPHS campus.

The questionnaire (form) is confidential, and goes into a confidential database/spreadsheet for possible future tracing needs.

The following questions are asked:

1. Name (last, first)
2. List purpose of entrance (*options for Faculty/Staff; student grade level; Parent/Visitor; or Various Athletic Program*)
3. Have you or a family member been exposed to anyone with COVID-19 within the past 14 days? If answer in the affirmative, another question is prompted to indicate exposure level (immediate

- family member, extended family member, secondary exposure, community exposure, other)
4. Have you taken any medication or fever reducer?
 5. Temperature (listed)
 6. Are you feeling that you are in good health?
 7. Have you lost your sense of taste or smell?

Faculty and staff proceed to their office or classroom if there is no fever. Any faculty or staff with a fever should return to their home by the best available means and get tested as soon as possible. If a teacher or staff member would put the public at risk (bus, train, Uber, etc.) by going home then they must wait in a quarantine area while transportation is arranged.

Routine COVID-19 testing is available to all SVdPHS employees; employees are encouraged to participate in the regular testing process

Correction of COVID-19 Hazards

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

The SVdPHS administration will immediately assess the severity of any hazard and correction time frames assigned, accordingly.

Individuals are identified as being responsible for timely correction.

Follow-up measures are taken to ensure timely correction.

An investigation and review of each reported COVID-19 hazard will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Leave policies and practices and whether individuals are discouraged from remaining home when sick
 - COVID-19 testing policies
 - Insufficient outdoor air/insufficient air filtration
 - Lack of physical distancing
- Updating the review
 - Every thirty (30) days that the outbreak continues
 - In response to new information or to new or previously unrecognized COVID-19 hazards
 - 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
 - Respirator protection

Control of COVID-19 Hazards

Physical Distancing

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

- Signage indicating the directional flow of pedestrian traffic on campus
- Distance indicators in all naturally congregating areas (6 feet apart)
- Classrooms have been arranged with desks a minimum of 4 feet apart for students; assigned

seating, and instructors a minimum of six feet, protected by portable screens.

- Classroom doors will remain open and those classrooms with windows will maintain open windows during the school day to allow for cross ventilation.
- Classrooms with two doors will use one door as entry and the other door as an exit.
- Students will be dismissed in groups to control for congestion and positive flow.
- Students will be assigned areas for breaks/lunches, and will maintain physical distancing as indicated by signage and taped-off areas
- Restrooms have been demarcated to allow for safe usage and physical distancing.
- The front office has a clear, acrylic barrier wall that will protect office personnel and any entrants, while conducting school business
- The faculty lounge has been arranged for functional use only (employee mailboxes, refrigerator, microwave); not allowing for congregating. Cleaning supplies are available and required for self-sanitizing after each visit.
- Faculty/staff meetings, parent meetings, student assemblies will continue to occur virtually.
- Student lockers will not be available until further notice.
- Parents, volunteers, and visitors are not permitted on campus.

Face Coverings

SVdPHS requires all employees to use appropriate face coverings of their own choosing. All employees have been trained on all approved face coverings and proper instructions for proper fit, ensuring coverings 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.. Each employee has been provided face covering and an optional face shield to use during the school day.

We have available a surplus of clean, undamaged single-use face coverings for any employee, student, or scheduled visitor.

- Face shields will not replace required face masks.
- Any student or staff who arrives without a face covering will be supplied a single-use mask; if they refuse to use a mask, they may not remain on campus.
- Sharing of PPE is not permitted.

Employees/students/families have received information on approved types of face coverings:

- **Approved:** double layer, minimum of 2 ply, cloth masks and disposable 2-3 ply medical face masks only that fit snuggly and completely cover the nose and mouth.
- **Not Approved:** masks with valves, bandanas, gaiters, or single layer loose-fitting cloth masks

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

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

- Classroom windows will remain fully open at all times except when the U.S. Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows would cause a hazard to an employee (for example from excessive heat or cold).
- Classroom doors will remain open at all times
- SVdPHS will install portable medical grade HEPA air purifiers in key areas where natural ventilation is not an option. Regular monitoring of the purifiers will occur by facilities/maintenance personnel.
- Overhead fans will not be used.
- In the event of poor air quality, the school will transition to a distance learning model until air conditions are safe according to EPA index; at which time, students/employees may return to on site instruction.

SVdPHS implements the following measures for situations where the school cannot maintain at least six feet between individuals:

- Where a distance of six feet is not possible to maintain clearance for entry and exit, plexiglass partitions will be used to mitigate the risk of infection.

Cleaning and disinfecting

SVdPHS has implemented a regular cleaning and disinfection schedule throughout the campus. The school's janitorial service, Environmental Dynamics, has been trained in cleaning and disinfection to mitigate the spread of COVID-19. The contracted janitorial service will utilize proper equipment, EPA approved disinfectant, and PPE. Employees are trained on the hazards of the disinfectants, to use only in well ventilated areas, to use any PPE that is required, and to never mix chemicals. Employees will be notified of the janitorial cleaning scope of work and schedule.

- **General high-touch surfaces:** The school uses EPA approved cleaning products and has trained all staff in COVID-19 cleaning procedures and protocol for sanitizing and disinfection. In addition, the faculty and staff will disinfect school frequently touched surfaces throughout the day.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Workspaces, Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	At the end of each use
Electronic Equipment	Copy machine shared computer monitors, TV's, telephones, keyboards	At the end of each use/day and/or in between use
General Used Items	Handles, light switches, sinks, restrooms	Throughout the day and at the end of the day

- Employee workspaces in classrooms and offices will be disinfected at the end of each use and each day.
- Appliances such as refrigerators, microwaves, and coffee machines will be disinfected at the end of each use.

- Electronic equipment such as copy machines, computer monitors, TV's, telephones, and keyboards will be disinfected at the end of each use and the end of each day.
- Frequently touched surfaces such as handles, light switches, sinks, bathroom surfaces, equipment, controls, and handrails will be disinfected regularly throughout the day and at the end of the day.
- There will be limited access to workspaces to mitigate health risks.
- **Classrooms:** The contracted janitorial service will perform a comprehensive cleaning and disinfection daily of the classrooms. The contracted janitorial service will utilize proper equipment, EPA approved disinfectant, and PPE.
- **Bathrooms:** The contracted janitorial service will perform a comprehensive cleaning and disinfection daily of the classrooms. The contracted janitorial service will utilize proper equipment, EPA approved disinfectant, and PPE.
- **Cafeteria:** SVdPHS does not have a cafeteria. The vending machines have been removed, and the school kitchen has been closed and is not in use until further notice.
- **Playgrounds:** SVdPHS does not have a playground.
- **Offices:** The contracted janitorial service will perform a comprehensive cleaning and disinfection daily of the classrooms. The contracted janitorial service will utilize proper equipment, EPA approved disinfectant, and PPE.
- **Hallways:** The contracted janitorial service will perform a comprehensive cleaning and disinfection daily of the classrooms. The contracted janitorial service will utilize proper equipment, EPA approved disinfectant, and PPE.
- **Locker rooms:** SVdPHS locker rooms are currently closed and not available for use.
- **Gymnasiums:** The gymnasium has temporarily been modified for use as a classroom. Classroom cleaning by the janitorial service, as referenced under classrooms.
- **Other.** Auxiliary rooms - certain rooms will be closed until further notice. Signage indicating closure are posted

Shared tools, equipment and personal protective equipment (PPE)

SVdPHS has discontinued the use of all shared materials.

Classroom / Office supplies

- Students will maintain their individually labeled supplies in their personal backpack; no sharing will be permitted.
- Students in science lab classes will be supplied with their own personal goggles, gloves, aprons, and equipment which will be stored in a designated space.
- Employees are required to disinfect their own personal workspaces (teacher desk, phone, etc.) and classrooms throughout the day, giving special attention to commonly touched surfaces.

Toys / Play equipment

- SVdPHS does not have play equipment or toys. Athletic equipment will be disinfected as part of regular usage.

Electronics equipment

- All employees and students have their own technology devices. No sharing of devices is allowed.

- Student cell phones are to be turned off and remain in students' backpacks during the school day.
- Students are to abide by the cell phone policy as outlined in the 2020-21 Student-Parent Handbook.

Tools

- Employees will be trained in COVID-19 cleaning, disinfection, and sanitizing procedures for all shared tools and equipment.
- While sharing will be kept to a minimum, all shared equipment will be disinfected between each use and at the end of each day.
- SVdPHS will monitor the cleaning/sanitizing supplies and will maintain the inventory.

Other

- Activities where there is increased likelihood of transmission of contaminated exhaled droplets such as singing, yelling, chanting, blowing wind instruments are not permitted.
- The school's vending machines have been removed, and the kitchen has been closed until further notice.
- Sharing of food (including bake sales or birthday treats) is strictly prohibited.
- The school will provide PPE for all staff. Masks, face shields and gloves will be provided by the school and available to employees. The sharing of PPE is not permitted.

Hand sanitizing

SVdPHS has outfitted the campus with hand sanitizer stations and scheduled health and safety time into student schedules throughout the school day to promote "hand hygiene."

Plan to encourage healthy hygiene/hand washing routines:

- All persons on campus will be encouraged to wash hands frequently with soap and water for at least 20 seconds and utilize hand sanitizing stations. Students and employees will be provided with opportunities to wash hands throughout the school day, including before and after eating times. Students will hand-sanitize at entry to each classroom.
- Handwashing protocol signage is posted throughout the school.
- Proper hand washing techniques will be taught and reinforced.
- Families will be provided with guidance to teach and reinforce hand hygiene.
- Hand sanitizer stations will be monitored and refilled by office personnel.

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

SVdPHS evaluates the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provides such PPE as needed. When it comes to respiratory protection, the school evaluated the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. The school provides and ensures 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.

SVdPHS will provide PPE to all employees, including 2-ply face coverings, face shields, and gloves upon request. The SVdPHS screener/contact tracer personnel has been fit-tested with an N95 mask. Employees are trained when and why PPE is necessary, how to properly put on and take off PPE, and how to clean, maintain, and store reusable PPE.

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:

Please reference SVdPHS Protocols on the Onset of Symptoms Chart (Appendix E).

When a student is showing symptoms of an illness, they will be immediately placed in the isolation room. The student will be comfortably isolated while continuing to wear a face mask. The senior lounge

has been designated for use as the “isolation room.” There are windows for cross ventilation, and areas protected by portable screens within the room, in the event of multiple cases of symptomatic individuals. School personnel will escort the employee/student to the isolation room where further screening will take place.

School personnel screening the ill student will wear full PPE (disposable gloves, 2-ply face mask, face shield) provided by the school. A record of assessment and temperature will be maintained to document symptoms. The parent/guardian will be contacted immediately when a student reports any symptoms of COVID-19 and the student will be sent home with parents immediately.

The isolation room will be thoroughly disinfected immediately after the student leaves in accordance with Health Department guidelines. All areas where the student was prior to reporting symptoms will be cleared of students and staff and immediately and thoroughly disinfected. SVdPHS onset of symptoms will be followed.

We require families to consult with the student’s physician if a student experiences symptoms of COVID-19. The student may return to school with a physician’s note 3 days after fever and symptoms have resolved.

If an employee shows symptoms of an illness, they will be immediately placed in the isolation room. Disinfection of all areas they were (desk, surfaces, and areas) will occur in accordance with Health Department guidelines. Screening will take place in the isolation room. School personnel giving the screening will wear full PPE provided by the school. A record of assessment and temperature will be maintained to document symptoms. The staff member will be immediately sent home. The isolation room will be thoroughly disinfected immediately after the staff member leaves. SVdPHS for onset of symptoms will be followed. Staff members must consult with their physician if they experience symptoms of COVID-19 and the school requires a physician’s note to return to work.

COVID-19 testing will be provided to employees and students on an ongoing basis. SVdPHS will follow all reporting requirements and guidelines should there be a confirmed positive case of COVID-19 among students and/or employees.

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:

In the event that an individual at SVdPHS has a confirmed case of COVID-10, we will contact the Sonoma County Health Department using the hotline number for schools: (707) 565-4667. In consultation with the Sonoma County Health Department, school officials will decide if closure of a stable group/classroom or the entire school is required. In consultation with public health, we will consider closing a class if one or more students or staff members are confirmed to have COVID-19. In consultation with public health, we will close our entire school if multiple cohorts or classes have confirmed cases of COVID-19 or 5% of all students/staff have confirmed cases. We will reopen in consultation with public health, typically after 4 days have passed and:

- all classrooms have been cleaned and disinfected
- public health has conduct an investigation
- the Sonoma County Health Department has been conducted

The school will communicate in writing with parents/guardians and staff to notify of any exposure or confirmed case(s) of COVID-19, ensuring the confidentiality of that individual as required by the ADA, HIPPA, and FERPA. All employees may confidentially report, without fear of discrimination or retaliation, any symptoms, potential hazards, relating to COVID-19 at the workplace. Employees should make these reports to the school’s administration. All employees will be provided access to the school’s

COVID Prevention Plan and the COVID Safety Plan which has detailed information about all aspects of COVID prevention.

Accommodations employees with medical or other conditions that put them at increased risk of severe COVID-19 illness. The school's contract with PMH Laboratory will provide employees and students with asymptomatic COVID-19 testing at no cost. In the event we are required to provide testing because of a workplace exposure or outbreak, the school's contract with PMH Laboratory will provide employees and students with COVID-19 testing at no cost.

Training and Instruction

SVdPHS will provide effective training and instruction that includes:

- 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.

The school will train employees on the policies of the COVID-19 Safety Plan. **Appendix D: COVID-19 Training Roster** will be used to document this training. The Training Roster will be maintained by the school's administration.

Exclusion of COVID-19 Cases

Where SVdPHS has 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 providing employees at the time of exclusion with information on available benefits

Information on available benefits will be provided at the time of exclusion per diocesan policy.

Reporting, Recordkeeping, and Access

It is the SVdPHS 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. We will keep a record of and track all COVID-19 cases. These records include the employee's name, contact information, occupation, location where the employee worked, date of the last day at the workplace, date of positive COVID-19 test. All medical information will be kept confidential. The log of COVID-19 cases will be made available to employees, authorized employee representatives, or as otherwise required by law (with the names and contact 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: Risk Assessment

St. Vincent de Paul COVID-19 Risk Assessment

Personal protective equipment is available, including:

- ✓ Face masks
- ✓ Gloves
- ✓ Anti-bacterial soap
- ✓ Hand sanitizer

Faculty and staff are trained to take temperatures and proctor Daily Health Survey for anyone on SVdPHS campus:

- ✓ Health-check stations (5), at points of entry
- ✓ Working, no-contact thermometers at each station (with additional back-ups) available at each station

Sufficient space has been established for all work areas (offices, classrooms, overflow areas)

- ✓ Individual offices
- ✓ Staggered and modified work hours are available to staff, upon request
- ✓ Employees may work from home (set-up by tech support personnel), upon request

Disinfecting supplies/stations are set-up in each classroom, office, and “common areas”; with surplus available

Inventories are checked weekly (Office Manager), and procured, as needed

SVdPHS faculty, staff, and cleaning agency are following the EPA guidelines for maintaining sanitized environment

- ✓ Classroom/offices surfaces cleaned daily by faculty/staff and cleaning agency
- ✓ Frequently used surfaces are cleaned with each use (copy machines, phones, door knobs)
- ✓ Contracted cleaning company uses **Bioesque Botanical Disinfectant Solution, an EPA certified and listed on the CDC list of recommended disinfectants to be effective in killing the corona-virus that produces COVID-19*

Faculty/Staff do not share their computers, monitors, phones, office/electronic equipment; office personnel have their own printers.

- ✓ Shared photocopy machines are wiped down after each use
- ✓ Common area refrigerator is cleaned after each use

All SVdPHS employees are individually implementing controls to stop the spread of COVID-19

If sick, stay home

- ✓ Monitor temperature at home
- ✓ Self-quarantine if exposed to someone with COVID-19; communicate to SVdPHS COVID Safety Coordinator & Supervisor for direction

All common areas have been modified to maintain physical distancing and safety of faculty/staff and students

- ✓ Furnishings removed to eliminate close proximity
- ✓ Restrooms (faculty/staff and student use) have been modified to allow for physical distancing
- ✓ Signage and indicators are prominent throughout the campus to remind physical distancing (6 feet apart), wash hands frequently
- ✓ Faculty/staff in agreement to non-congregation
- ✓ All meetings are either conducted through “Zoom” or if in person adhere to physical distancing, mask-wearing, cross-ventilation (opening windows), and sanitization after use
- ✓ Barriers have been installed in the front office/reception area and classrooms to maintain safety for faculty/staff and students

Contact-free customer service is available to all students, families and visitors

- ✓ Monetary exchanges available electronically (cash-handling is limited at this time)
- ✓ All exchanges/interactions allow for physically distancing, if in person, or through email or other electronic modes.

Visitors adhere to same health/safety protocols as SVdPHS faculty/staff, students, and families

- ✓ Main entry point locked at all times, all entrants must be buzzed in (faculty/staff have a key but still adhere to daily health check routine)
- ✓ Sign-in/Daily Health Check
- ✓ Face coverings required (mask supply available if visitor does not come prepared with a mask)
- ✓ Physical distancing required for visitors

Appendix B: 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(s) conducting the evaluation:

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

Appendix C: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
Administrative			
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			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			

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)]

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

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:			
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 local health department notified?		Date:	

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

APPENDIX E: SVdPHS Protocols on the Onset of Symptoms, Potential Exposure and Contact Protocol

Potential Exposure to and/Close Contact* with an Individual Testing Positive for COVID-19 in a School Classroom/Stable Group Setting

Scenario	Action	Communication to Community
<p>1.</p> <p>Student/employee either exhibits COVID-19 Symptoms, answers yes to a health screening question, or has a temp of 100 or above prior to entering campus.</p>	<ul style="list-style-type: none"> • Student/Employee not cleared for admittance/sent home • Sibling(s) of student sent home • Request individual to contact healthcare provider/public health for testing • Reinforce health/safety protocols • Healthcare professional note or negative test result required for return to campus <p style="text-align: center;">STABLE GROUP OPEN</p>	<p>No Action Needed</p>
<p>2.</p> <p>Student/employee during the school day either exhibits COVID-19 symptoms, or has a temp of 100+</p>	<ul style="list-style-type: none"> • Student/employee isolated and parent/guardian contacted • Student/employee sent home • Sibling(s) of student sent home • health for testing • Reinforce health/safety protocols • Healthcare professional note or negative test result required for return to campus <p style="text-align: center;">STABLE GROUP OPEN</p>	<ul style="list-style-type: none"> • Suspected Case of COVID-19 • Employee letter sent to employee exhibiting symptoms • Suspected Case of COVID-19 Student Letter sent to parents of students exhibiting symptoms
<p>3.</p> <p>Family member or close contact with student/employee tests positive for COVID-19</p>	<ul style="list-style-type: none"> • Student/Employee not cleared for admittance/sent home • Student/Employee is reported to Contact tracer • Sent home for quarantine for 10 days • Healthcare professional note or negative test result required for return to campus (at least 10-12 days after last exposure) <p style="text-align: center;">STABLE GROUP OPEN</p>	<ul style="list-style-type: none"> • Exposure to COVID-19 Student letter • Exposure to COVID-19 School Employee • Consider Household member or contact with: Contact with COVID-19 Letter to stable group.
<p>4.</p> <p>Student/employee tests positive for COVID-19</p>	<ul style="list-style-type: none"> • Student/Employee is not cleared for admittance to campus with instructions to isolate for at least 10 days after first symptoms occurred and they have been fever-free for 24 hours without medications and symptoms have improved • Student/employee is reported to Contact Tracer • Student/employee of cohort are sent home and quarantined for 10 days from last exposure and recommend testing 8 days after the last exposure or sooner if symptoms develop • Contact healthcare provider/public health for testing • Clean and disinfect spaces where the person with COVID-19 spent significant time <p style="text-align: center;">STABLE GROUP CLOSED FOR 10 DAYS FROM LAST EXPOSURE</p> <p style="text-align: center;">POSSIBLE SCHOOL CLOSURE FOR 14 DAYS</p>	<ul style="list-style-type: none"> • Phone call to parent/guardian in cohort to pick up student immediately • Exposure to COVID-19 Student Letter to stable group • Exposure to COVID-19 Employee Letter sent to all employees • Confirmed case of COVID-19 Student Letter sent to parent of student, or • Confirmed Case of COVID-19 Employee Letter sent to staff member • Temporary school closure due to COVID-19 Employee Letter sent to all employees • Temporary Closure Due to COVID-19 Schoolwide Letter sent to entire school community

<p>5.</p> <p>Student/employee tests negative for COVID-19 after any of the reasons in scenarios 1, 2, or 3</p>	<p>A) If sent home due to symptoms:</p> <ul style="list-style-type: none"> • Student /employee may return (with a doctor's note) to cohort 3 days after symptoms resolve. STABLE GROUP OPEN <p>B) If sent home due to close contact with someone with COVID-19</p> <ul style="list-style-type: none"> • Must continue quarantine for 10 days from last exposure • At end of 10 day quarantine, student may return to cohort STABLE GROUP OPEN 	<ul style="list-style-type: none"> • "Negative test Cohort Member" Letter sent home to stable group families • Communication sent to employees
<p>*CDC Definition of Close Contact: Any individual within 6 feet of an infected person for at least 15 minutes of laboratory confirmed or probable COVID-19 patients. Factors to consider when defining close contact include proximity, duration of exposure (e.e., longer exposure time likely increases exposure risk), and whether the exposure was to a person with symptoms (e.g., coughing likely increases exposure risk).</p>		

Appendix F: COVID-19 Training Roster

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.

Additional Consideration #2

Major COVID-19 Outbreaks

[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section [3205.2](#) 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 twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections and COVID-19 Outbreaks- Notifications to the Local Health Department**.