



## ST. CYRIL OF JERUSALEM SCHOOL COVID-19 PREVENTION PROGRAM (CPP)

We reserve the right to update this document at any time as necessary.

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

**Date:** January 28, 2021

### Authority and Responsibility

Feather Gentry, Principal, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

### Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- We will continue to follow protocols outlined by the health department and our reopening plans.

### 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 regarding COVID-19 to administration.*

### Employee screening

*We screen our employees by: having them self-screen according to CDPH guidelines. Employees are asked not to come to work if they have any symptoms consistent with COVID-19 or have had direct exposure. Employees will report via a Google form. Additionally, non-contact thermometers are*

*available on-site for employees to check their temperature at any point in the day. All employees must wear face coverings during any screenings and when on campus. Twenty-five percent of employees on-campus are tested every two weeks for COVID-19. Employees may test more frequently if they choose.*

## **Correction of COVID-19 Hazards**

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

*If a hazard is identified it will be assessed by the principal, Ms. Gentry, or our front office attendant, Mrs. Kisar, and corrected in a timely manner 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:

- *Allowing remote work options when feasible.*
- *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 when practicable.*
- *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. Teacher and staff desks have been arranged to allow for 6 feet of distance whenever practicable. Social distancing signs and floor markings are in use to remind those on-site to maintain distance. Assigned lunch areas are in use to maximize distancing. All assemblies and large gatherings have been suspended at this time.*

### **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. *Employees have access to disposable face coverings in addition to being encouraged to regularly wash cloth face coverings if they are in use. If an employee should encounter another employee or non-employee not wearing a face covering they should report this information to administration immediately.*

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.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

### **Engineering controls**

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

*We are utilizing desk shields in the front health office and business office*

*Trifold desk shields are in use in classrooms*

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

- *Keeping windows and doors open as practicable*
- *We have installed 20 GPS auto-cleaning needlepoint bipolar ionization units were installed in the ventilation system throughout the classrooms and in the front office*
- *We have increased the frequency of which filters are changed and upgraded to the highest filter compatible with our existing ventilation system*

### **Cleaning and disinfecting**

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

- *We ensure adequate supplies and adequate time for cleaning and disinfection be done properly.*
- *We have informed the necessary employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.*

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

- *We will begin disinfection of all affected areas, materials, and equipment used by the case during the exposure period. Our custodian will follow up with all appropriate disinfection protocols.*

### **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

*Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by staff and sanitized by our custodial staff. All staff have access to necessary supplies for disinfecting between use such as gloves and sanitizing wipes.*

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- *Have added two temporary touchless handwashing stations and are working to add additional stations as available*
- *Have installed touchless hand sanitizer dispensers in each classroom, bathrooms, and front office hall*
- *Have installed touchless faucets where possible*
- *Encourage and allow time for employee handwashing*
- *Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).*
- *Encourage employees to wash their hands for at least 20 seconds each time*

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

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

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

## **Investigating and Responding to COVID-19 Cases**

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

Employees who had potential COVID-19 exposure in our workplace will be:

- *Offered COVID-19 testing at no cost during their working hours.*

- *The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.*
- *The appropriate reporting and contact tracing will be completed as outlined in guideline documents.*

## **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to either the principal, vice-principal, or front office attendant in person (hazards), by text, phone call, or email as appropriate.
- Employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, employees can access COVID-19 testing through local testing sites, their primary care provider, or through on-site testing during the work week at school. We are partnering with a lab to provide this service.
- 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.
- Visual reminders are in place throughout the campus to remind staff of COVID-19 symptoms and best practices regarding handwashing/hygiene and social distancing.
- A binder is available in our front office with our reopening plan, other COVID-19-related documentation and important forms.

## **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. (Available in the front office/through administration)
- 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.
- Visual reminders are in place across campus and in classrooms, bathrooms, and front office to provide additional reminders regarding COVID-19 safety measures

**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.

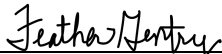
## Reporting, Recordkeeping, and Access

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 the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
    - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
    - COVID-19 symptoms have improved.
    - At least 10 days have passed since COVID-19 symptoms first appeared.
  - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
  - A negative COVID-19 test will not be required for an employee to return to work.
  - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
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Feather Gentry, Principal

1/29/2021  
January 29, 2021

