

COVID-19 Prevention Program (CPP) for Sacred Heart High School

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

Date: August 23, 2021

Authority and Responsibility

The School President and Principal, under the direction and supervision of the Department of Catholic Schools of the Archdiocese of Los Angeles, have 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.
- Conduct routine inspections of campus classrooms, restrooms, and offices to ensure physical conditions remain in place to maintain all distancing, cleanliness and safety measures associated with COVID-19 prevention/control standards.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting any observed COVID-19 hazards in classrooms, offices, other campus facilities (both indoor and outdoor). Faculty and staff are encouraged to report concerns or hazards directly to the Principal and/or any member of the school's administrative team.

Employee screening

We screen our employees by implementing a daily process for all administrators, faculty and staff as follows:

Upon arrival to campus, all faculty members must report immediately to the campus Faculty Room wherein they must sign-in. Employees complete a COVID-19 pre-clearance utilizing an electronic screening app (Campus Screen by Edverum). Non-exempt staff follow the same

protocol by reporting to the front office of the school. Facemasks which completely cover the nose and mouth MUST be worn at all times by all members of the school community while indoors (with the exception of when working alone in a campus office or when remaining in a seated position while consuming food or drink).

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:

Frequent inspections of campus facilities will take place by members of the COVID-19 Response Team (administrator, staff member, maintenance team member), utilizing the Appendix B document as a template. As unsafe/unhealthy work conditions, practices or procedures are observed, the Appendix B form will be completed and referred to the Principal for a response. The Principal will ensure that the observed conditions as documented on the Appendix B form are addressed appropriately by the conclusion of the following work day or immediately, depending upon the severity of the unsafe/unhealthy condition.

Control of COVID-19 Hazards

Physical Distancing

Where possible, students are seated with a distance of three feet between adjacent desks/tables. While class sizes may prevent a three-foot distance from being maintained, this remains a best practice and should be strived for whenever possible.

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 less than six feet away from another person. This requirement includes non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Students, faculty and staff are required to wear a clean, undamaged facemask indoors at all times while on campus (with the exception of the situations listed below). Access to PPE (masks and face shields) is provided to all employees (administrators, faculty and staff, although employees are welcome to wear their own face coverings provided they meet the standards previously described (cover face completely). When an employee encounters a nonemployee (or colleague) not wearing a mask while indoors, he/she is expected to politely remind the individual to put on a mask. If any resistance is encountered, the employee is directed to notify a member of the administrative team immediately who will then address the situation.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room or office uninterrupted for an extended period.
- While eating and drinking when seated indoors. Whenever possible, faculty and staff are encouraged to eat outdoors in designated areas. Communal meals will not occur in indoor settings.
- 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, provided appropriate documentation is forwarded from an authorized physician.

Engineering controls

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

- Installation and availability of plexiglass partitions in high-traffic, public areas (ie: front office) as well as in offices in which a six-foot distance cannot be maintained.

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

- Opening all classroom and office windows and doors to maintain natural ventilation
- Operate ceiling or floor fans to increase air circulation in classrooms

Cleaning and disinfecting

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

- Utilization of multiple electrostatic mist sprayers to enable speedy yet comprehensive cleaning of school facilities.
- Establishment of a published routine schedule to disinfect all classrooms and campus restrooms twice daily and as needed by our school's maintenance team.
- Frequent cleaning of high-traffic areas such as countertops, door knobs/handles, etc.
- Frequent inventorying of cleaning supplies to ensure sufficient stock is always on hand.

Should a positive COVID-19 case be identified in the workplace, we will implement the following additional procedures:

- Arrange for the services of a professional cleaning company to disinfect all known or suspected locations in which COVID-19 exposure occurred — regardless of its location on campus.

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 not be shared, to the extent feasible. All administrators, office staff and attendance clerks have assigned telephones and computers to prevent the need for sharing of these high-touch items. Classroom telephones, when used, are to be wiped clean immediately with a disinfecting wipe as provided in every classroom for use by the teacher for such purposes.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we have installed hand sanitizing stations at the entrance and exit of every campus building. Sufficient PPE has been procured for the placement of hand sanitizer on every office desk and counter. Additionally, portable hand sanitizing stations are located in multiple areas on campus. Restrooms are equipped with hand sanitizer stations as is every classroom on campus. Upon entering a classroom, hand sanitizer will be available for students to use a good practice. All hand sanitizer dispensers contain ethyl alcohol mixtures — not methanol. Signage has been installed throughout campus to remind all members of the school community to wash their hands regularly and for a sufficient amount of 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.

Regarding 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:

- Notified immediately — including specifics with regard to date/time/location if known.
- Provided with the opportunity to be COVID-19 tested offsite during work hours.
- Supported by reassigning work-related responsibilities in the event completion of such responsibilities is not feasible during a quarantine situation.

System for Communicating

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

- All school employees and students will be requested to provide verification of COVID-19 vaccination. Those who decline to provide verification will be considered unvaccinated.
- All school employees are expected to self-screen for COVID-19 symptoms prior to coming to work each day. Likewise, all students are expected to do the same prior to leaving their homes to come to campus. Parents are advised to err on the side of caution and NOT send their student to school if he/she displays any symptoms that could be remotely associated with a COVID-19 infection.
- All school employees should report COVID-19 symptoms immediately to the Principal and/or a member of the administrative team, upon which the employee (faculty or staff member) will be excused from campus immediately. Employees are encouraged to report the development of COVID-19 symptoms and/or the observance of COVID-19 hazards without any fear of negative consequences or reprisal. Students who report the development of COVID-19 symptoms while on campus will be directed immediately to the location designated for housing a student in this circumstance wherein appropriate PPE (gown, respirator, face shield, gloves) will be issued. The student will remain in this location until his/her parents or emergency contact are able to transport him/her from campus. Students who drive themselves to campus will be excused from campus immediately upon notification/communication with parents.
- Faculty and staff members with medical or other conditions that put them at increased risk of severe COVID-19 illness are encouraged to communicate directly with the Principal regarding their concerns. Whenever feasible, the Principal will work with the faculty/staff member to support him/her in conducting his/her job responsibilities in a manner that reduces the risk of COVID-19 infection.
- Faculty and staff members who report COVID-19 symptoms will be instructed to obtain a COVID-19 diagnostic test. Faculty/staff members who report symptoms are supported in their seeking out testing services through their health insurance plan or community testing locations.

- 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.
- Provide information about COVID-19 hazards to employees (including other employers and individuals in contact with our workplace) to which they may be exposed; additionally, information regarding what is being done to control those hazards and our COVID-19 policies and procedures will be shared.
- Weekly COVID-19 testing will be conducted from campus for all students and coaches involved in athletic practices or competitions. Additionally, a plan is being prepared to conduct weekly oncampus testing for unvaccinated employees and students with the option to conduct random testing on vaccinated individuals on campus as well as a further precautionary measure.

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.
 - 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/school if the employee/student has COVID-19 symptoms.
 - The importance of being vaccinated against COVID-19 whenever possible.

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.
- Following all updated COVID-19 quarantine and testing guidance and timelines prior to allowing an employee or student back to campus after exposure to, or having tested positively to a COVID-19 infection.
- Acknowledging and abiding by the guidance specific to vaccinated individuals compared to those who are unvaccinated.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever it has been demonstrated that the COVID-19 exposure is work-related.

- 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 COVID19 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. o A release to return to work has been obtained by a physician.
- 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.



Mr. Raymond Saborto
Principal
Sacred Heart High School