

# 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 the Emergency Temporary Standards 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. Instead, they 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). Cal/OSHA encourages employers to engage with employees in the design, implementation and evolution of their CPP.

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](#)
  - The four [Additional Considerations](#) provided at the end of this program to see if they are applicable to your workplace.
- Additional guidance and resources are available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)



June 2021

# COVID-19 Prevention Program (CPP) for



## Sacred Heart School, Covina, CA 91723

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (COVID-19) that may occur in our workplace.

**Date: Monday, August 23, 2021**

### Authority and Responsibility

**Claudia Tice** 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 implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Document the vaccination status of our employees by using **Appendix E: Documentation of Employee COVID-19 Vaccination Status**, which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace. In line with the exposure management plan, SHS has a designated space in the health room for the isolation of case(s) following identification of persons exposed to cases at school. Exposed students and unvaccinated employees, will be instructed to stay home and quarantine. Vaccinated employees who are asymptomatic do not have to quarantine, but must self-monitor for symptoms for 14 days following exposure. All individuals are assured of access to testing within the school, regardless of vaccination status, as the basis for further control measures. DPH will be notified of all confirmed cases of COVID-19 disease among employees and children who had been at school at any point within 14 days prior to the illness onset date. All test results will be reported to the Department of Public Health.
- 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 and evaluate 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:

- all staff report directly to school and church offices using existing hardcopy memos
- all staff may email directly to our COVID Compliance Assistance Team (CAT), Mitchell Alvarado at:

shscat360@gmail.com or to school administration at: principal@sacredheartcovina.com

- School staff installs and update signs
- CAT team leadership and or the school principal, conduct walkthroughs to identify needs
- all staff report their needs for PPE and cleaning materials to school and church offices
- Custodial staff who carry out the sanitizing and disinfecting report directly to the director of maintenance

## Employee screening

We screen our employees and respond to those with COVID-19 symptoms by:

### 1. Online Daily Screening Requirements

All school staff must self-screen by responding to the following questions: before arrival, which includes the following questions:

- What is your temperature?
- Have you taken medication to reduce fever in the last 24 hours?
- Do you have respiratory symptoms (cough, shortness of breath, sore throat, congestion)??
- Do you have other symptoms, (fatigue, muscle aches, nausea, diarrhea)?
- Have you had contact with anyone with confirmed or suspected COVID-19 in the last 14 days
- Have you been diagnosed with COVID 19 in the last 14 days?

Upon arrival at school, each staff member must report to the school vice principal, Pat McMahon. Mrs. McMahon will take and record each staff member's temperature daily. In addition, the office Personnel will record their temperature daily.

### 2. Facial Covering Requirements:

All staff must wear face coverings at all times while on site, unless working in an office or classroom alone. Coverings must:

- be fitted properly over the nose and mouth
- be made of safe material to breathe through
- May be worn with a lanyard to ensure the covering is available to the individual at all times
- meet PPE standards

### 3. General Requirements

- Throughout the day if a staff member presents with symptoms, they are required to leave immediately
- All staff must maintain at least 6 feet distance from each other at all times
- All staff must wash hands throughout the day and have access to sinks, soap and hand towels, as well as hand sanitizers, those for personal use and are available in classrooms and in hallways throughout campus
- Staff temperature may be rechecked and the person re-screened at any time during the day, using a non-contact thermometer if there is any cause for concern. Non-contact thermometers are available in each classroom, and at the school and parish offices.

## Correction of COVID-19 Hazards

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

The severity of the hazard will be assessed and correction time frames assigned, accordingly. Individuals from maintenance crew and staff are identified as being responsible for timely correction. Follow-up measures are taken to ensure timely correction, such as walkthroughs and a record of the correction is kept on file as necessary by the director of maintenance.

## **Control of COVID-19 Hazards**

### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

All staff was issued with a supply of face masks and face shields, gloves, sanitizer wipes, and hand sanitizer. These will be replaced as needed on application at the school office. If an employee encounters an individual (non-employee) without a mask, they are to withdraw immediately to a safe location, and report the encounter to the school office. If the individual is a school family member, or is known to the school, the office will then follow up with the individual to ensure they are aware of the policy to wear masks at all times.

Employees required to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While eating or 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 feasible.
- Employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- 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. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

Any employee not wearing a required face covering or allowed non-restrictive alternative, will be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

### **Engineering controls**

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

- Air conditioners in all rooms are also equipped with a fan option to help circulate the air even when the air is not being used.
- Classroom doors and windows may be opened as needed to facilitate ventilation.
- The school buildings are owned and operated by the parish of Sacred Heart Church and Archdiocese of Los Angeles. The ventilation system is monitored and maintained by the school plant manager/custodian, who is responsible for checking and replacing all filters, and for employing appropriate contractors when more specialist repairs and maintenance are needed.
- All HVAC filters are changed every 4 months.
- Air purifiers are provided for each classroom (Winix True HEPA 4 Stage Air with Wi-Purifier Fi and Additional Filter)

## **Cleaning and Disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

SHS has a full-time custodian who works with our CAT team leadership. SHS uses disinfecting products approved for use against COVID-19 (EPA list). School (class based and office) staff assist with cleaning personal and commonly used surfaces.

We implement thorough cleaning and disinfection measures for frequently touched surfaces. Commonly touched surfaces, such as doorknobs and railings, are disinfected frequently throughout the day. All working surfaces and shared objects are sanitized after each use. In addition, maintenance and custodial staff do a thorough cleaning of every classroom daily. All cleaning supplies used are in compliance with the lists of approved disinfectants. Products carry an EPA registration number as approved for use against COVID-19, and have the appropriate Safety Data Sheet (SDS) showing that they comply with the requirements of the U.S. Federal Occupational Safety and Health Administration. (EPA registration numbers 1839-86-37265 and 1839-167-14994).

Each custodial staff member is responsible for the following:

- Cleaning of classrooms, offices, and common-use areas at the end of each use and at the conclusion of the day. Disinfection is done when students are not present.
- Cleaning handles and doorknobs and light switches periodically throughout the day. School staff will assist during the school day.
- Copy machines, printers, electronic devices at the conclusion of the day. After each use, the user will clean the devices as well.
- Student and adult restrooms are cleaned daily.
- Faucets/sinks cleaned daily.
- All classrooms and common areas are sprayed with disinfectant at the end of the day, after everyone has left.

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

- Using EPA approved disinfectant products, we will arrange for cleaning and disinfection of the classroom and primary spaces where the case spent significant time.
- Disinfection is done when students are not present.
- Properly trained custodial staff will be equipped with proper PPE, including gloves, eye protection, and other appropriate protective equipment.
- The classrooms and common areas will be disinfected and will be aired out overnight (12 hours) before students and staff are allowed to return.

If it is determined that a person with COVID-19 has been at school and poses a risk of exposure, the school may consider closing for further cleaning, disinfecting and quarantine.

## **Hand sanitizing**

To implement effective hand sanitizing procedures, SHS has the following in place:

- Hand sanitizer is available for use throughout campus in all hallways, classrooms, offices, and the staff workroom.
- Six new moveable hand sanitizing stations (on wheels) have been placed outside the school office, in the school auditorium and hot lunch area and throughout the halls.
- Restrooms have been equipped with touchless water faucets and hand towel stations. Signage/Caution tape has been placed on the doors and walls of the rest rooms to ensure that users stay separated by at least 4 feet.
- All employees have been provided with personal bottles of hand sanitizer, which will be replaced as needed. These do not contain methanol (methyl alcohol).
- Employees are encouraged and allowed to use handwashing facilities throughout the day, available in classrooms, restrooms, and workrooms. Signage indicates that they wash hands for at least 20 seconds each time.

- Staff and students are expected to wash/sanitize their hands:
  - before and after eating
  - after using the restroom
  - after outdoor play
  - before and after any group activity

### **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 section 3380, and provide and ensure use of such PPE as needed.

Upon request, we provide N95 respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors with more than one person.

We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

We also provide and ensure use of eye and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

### **Testing of symptomatic employees**

We make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

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

We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

We also ensure the following is implemented:

- Employees that had a close contact are offered COVID-19 testing at no cost during their working hours, excluding:
  - Employees who were fully vaccinated before the close contact and do not have symptoms.
  - COVID-19 cases who were allowed to return to work per our return-to-work criteria and have remained free of symptoms for 90 days after the initial onset of symptoms, or for cases that never developed symptoms, for 90 days after the first positive test.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to employees.
- Written notice within 1 day of your knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative), independent contractors and other employers at the worksite during the high-risk exposure period. These notifications must meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c), and in a form readily understandable by employees and can be anticipated to be received by the employee.]

## **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:
  - SCHOOL STAFF:** Claudia Tice - [principal@sacredheartcovina.com](mailto:principal@sacredheartcovina.com)  
Patricia McMahon- [pmcmahon@sacredheartcovina.com](mailto:pmcmahon@sacredheartcovina.com)
  - CAT Leadership:** Mitchell Alvarado - [shscat360@gmail.com](mailto:shscat360@gmail.com)  
Laura Caparas - [lauracaparas@gmail.com](mailto:lauracaparas@gmail.com)

- All employees can report symptoms and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations, by submitting a request in writing to Claudia Tice with appropriate supporting documentation from a licensed physician.
- Employees will have access to COVID-19 testing when testing is required. This is provided at no cost to the employee during working hours, including when the testing is in response to CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.
- Information about COVID-19 hazards that 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, are as follows:
  - Employees who are identified during work hours as a “COVID-19 hazard” are sent home immediately to isolate and quarantine, and/or seek medical help as needed
  - Employees who may have been exposed to a COVID 19 hazard at work will be informed by email immediately. This email will explain what is being done to control the hazard, our COVID-19 policies and procedures. The identity of the individual is to be held confidentially.
  - An email (and/or a text, and/or voice mail) with appropriate link and instructions will be sent to the school families and all employees to communicate the circumstances of any exposures with instructions as appropriate for isolating, quarantining and testing.

## Training and Instruction

We provide effective employee training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) 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 fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
  - How to properly wear them.
  - How to perform a seal check according to the manufacturer’s instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- 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. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
  - The conditions where face coverings must be worn at the workplace.
  - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
  - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

## **Exclusion of COVID-19 Cases and Employees who had a Close Contact** Where

we have a COVID-19 case or close contact in our workplace, we limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
  - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
  - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID 19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- Continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits for employees excluded from work. This will be accomplished by employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. Reference section 3205(c)(9(C) for exceptions].
- Providing employees at the time of exclusion with information on available benefits.  
<https://handbook.la-archdiocese.org/chapter-8/section-8-12/topic-8-12-2>

## **Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with 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.

## **Return-to-Work Criteria**

- **COVID-19 cases with symptoms** will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
    - COVID-19 symptoms have improved, and
    - At least 10 days have passed since COVID-19 symptoms first appeared.
- **COVID-19 cases that tested positive but never developed 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 once the requirements for "cases with symptoms" or "cases who tested positive but never developed symptoms" (above) have been met.
- Persons who had a close contact may return to work as follows:
  - Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
  - Close contact with symptoms: when the "cases with symptoms" criteria (above) have been met, unless the following are true:
    - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
    - At least 10 days have passed since the last known close contact, and
    - The person has been symptom-free for at least 24 hours, without using fever-reducing



medications.

- If an order to isolate, quarantine, or exclude 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.

Principal **Claudia Tice** Date \_\_\_\_\_

## Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, training, 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 stationary work.

Person conducting the evaluation:

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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


## Appendix B: COVID-19 Inspections

Before starting the inspection, review the information available at [www.dir.ca.gov/dosh/coronavirus/](http://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.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name(s) of person(s) conducting the inspection:

\_\_\_\_\_ Work location evaluated: Sacred Heart School,  
Covina

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Ventilation* (amount of fresh air and filtration maximized)			
Additional room air filtration*			
<b>Additional controls in SHS workplace is using (list here)</b>			
<b>Administrative</b>			
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>Additional controls SHS workplace is using (list here)</b>			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Additional controls SHS workplace is using (list here)]</b>			
<b>PPE</b> (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
<b>Additional controls SHS workplace is using (list here)</b>			

\*Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments and information specific to your industry, location, and operations. We maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

**Date:** [enter date COVID-19 case – suspected/confirmed - became known to the employer]

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

**Name of COVID-19 case (employee or non-employee\*) and contact information:** [enter

information] **Occupation (if non-employee\*, why they were in the workplace):** [enter information]

\*If we are made aware of a non-employee COVID-19 case in our workplace

**Names of employees/representatives involved in the investigation:** [enter

information] **Date investigation was initiated:** [enter information]

**Locations where the COVID-19 case was present in the workplace during the high-risk exposure period, and activities being performed:** [enter information]

**Date and time the COVID-19 case was last present and excluded from the workplace:** [enter information]

**Date of the positive or negative test and/or diagnosis:** [enter information]

**Date the case first had one or more COVID-19 symptoms, if any:** [enter information]

**Information received regarding COVID-19 test results and onset of symptoms (attach documentation):** [enter information]

**Summary determination of who may have had a close contact with the COVID-19 case during the high risk exposure period. Attach additional information, including:**

- The names of those found to be in close contact.
- Their vaccination status.
- When testing was offered, including the results and the names of those that were exempt from testing because.
  - They were fully vaccinated before the close contact and do not have symptoms.
  - They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.

- The names of those that were excluded per our Exclusion of COVID-19 Cases and Employees who had a Close Contact requirements.
- The names of those exempt from exclusion requirements because:
  - They were fully vaccinated before the close contact and did not develop COVID-19 symptoms.
  - They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.

**[enter 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:

1. All employees who were in close contact
2. Their authorized representatives (If applicable, the notice required by Labor Code section 6409.6(a) (2) and (c))

Names of employees that were notified:	Names of their authorized representatives:	Date

Independent contractors and other employers present at the workplace during the high-risk exposure period.

Names of individuals that were notified:	Date


What were the workplace conditions that could have contributed to the risk of COVID-19 exposure? **[enter information]**

What could be done to reduce exposure to COVID-19?  
**[enter information]**

Was local health department notified? Date?  
**[enter information]**

Date:      /      /     

**Appendix D: COVID-19 Training Roster**

Person(s) that conducted the training:

<b>Employee Name</b>	<b>Signature</b>


**Appendix E: Documentation of Employee COVID-19 Vaccination Status - **CONFIDENTIAL****

<b>Employee Name</b>	<b>Fully or Partially Vaccinated<sup>1</sup></b>	<b>Method of Documentation<sup>2</sup></b>


<sup>1</sup>Update, accordingly and maintain as confidential medical record

<sup>2</sup>Acceptable options include:

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.
- Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.
- Employees self-attest to vaccination status and employer maintains a record of who self-attests.

### **Additional Consideration #1**

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

**[This addendum will need to be added to your CPP if three or more employee COVID-19 cases within an exposed group visited the workplace during their high-risk exposure period at any time during a 14-day period. Reference section [3205.1](#) for details.]**

This addendum will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

#### **COVID-19 testing**

- We provide COVID-19 testing at no cost to all employees, during paid time, in our exposed group except for:
  - Employees who were not present during the relevant 14-day period.
  - Employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms.



- COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID 19 cases who never developed symptoms, 90 days after the first positive test.
- COVID-19 testing consists of the following:
  - All employees in our exposed group are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace, 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 provide additional testing when deemed necessary by Cal/OSHA.

We continue to comply with the applicable elements of our CPP, as well as the following:

1. Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply).
2. We give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
3. We evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

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

We 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 is documented and includes:

- 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 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 feasible.
  - Requiring respiratory protection in compliance with section 5144.

## **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, 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, if so, implement their use to the degree feasible. To this end, we have purchased 11 portable Winix True HEPA 4 Stage Air with Wi-Purifiers, one for each classroom.

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

**[This addendum will need to be added to your CPP should 20 or more employee COVID-19 cases in an exposed group visit your workplace during the high-risk exposure period within a 30-day period. Reference section [3205.2](#) for details.]**

This addendum will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

We continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

In addition to complying with our CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, we also:

- Provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible. **[Describe methods used, such as physical distancing that includes: telework or other remote work arrangements; 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; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.]**
- Install cleanable solid plexi-glass partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

## **Additional Consideration #3**

### **COVID-19 Prevention in Employer-Provided Housing (SHS priests only - not applicable to SHS School)**

**[This addendum will need to be added to your CPP if you have workers in employer-provided housing. Reference section [3205.3\(a\)](#) for details.]**

#### **Assignment of housing units**

We, to the extent feasible, reduce employee exposure to COVID-19 by assigning employee residents to distinct groups and ensure that each group remains separate from other such groups during transportation and work. Shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same workplace will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or workplace will be housed in the same housing unit only when no other housing alternatives are feasible.

#### **Ventilation**

We ensure maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units. If there is not a Minimum Efficiency Reporting Value (MERV) 13 or higher filter in use, portable or mounted HEPA filtration units are used, where feasible, in all sleeping areas in which there are two or more residents who are not fully vaccinated.

#### **Face coverings**

We provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

#### **Cleaning and disinfection**

We ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned to prevent the spread of COVID-19. Housing units, kitchens, bathrooms, and indoor common areas are cleaned and disinfected after a COVID-19 case was present during the high-risk exposure period, if another resident will be there within 24 hours of the COVID-19 case. **[Describe how this will be accomplished]**
- Cleaning and disinfecting is done in a manner that protects the privacy of residents. • Residents are instructed to not share unwashed dishes, drinking glasses, cups, eating utensils, and similar items.

#### **Screening**

We encourage residents to report COVID-19 symptoms to **[Enter name of individual, position, or office]**.

#### **COVID-19 testing**

We establish, implement, maintain and communicate to residents' effective policies and procedures for COVID-19 testing of residents who had a close contact or COVID-19 symptoms. **[Describe how this will be accomplished]**

## COVID-19 cases and close contacts

We:

- Effectively quarantine residents who have had a close contact from all other residents. Effective quarantine includes providing residents who had a close contact with a private bathroom and sleeping area, with the following exceptions:
  - Fully vaccinated residents who do not have symptoms.
  - COVID-19 cases who have met our return-to-work criteria and have remained asymptomatic, for 90 days after the initial onset of symptoms, or COVID-19 cases that never developed symptoms, for 90 days after the first positive test.
- Effectively isolate COVID-19 cases from all residents who are not COVID-19 cases. Effective isolation includes housing COVID-19 cases only with other COVID-19 cases and providing COVID-19 case residents with a sleeping area and bathroom that is not shared by non-COVID-19-case residents.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.

## Additional Consideration #4

### COVID-19 Prevention in Employer-Provided Transportation (SHS priests and Parish Staff)

[This addendum will need to be added to your CPP if there is employer-provided motor vehicle transportation, which is any transportation of an employee, during the course and scope of employment, including transportation to and from different workplaces, jobsites, delivery sites, buildings, stores, facilities, and agricultural fields provided, arranged for, or secured by an employer, regardless of the travel distance or duration involved. Reference section [3205.4](#) for details.]

This addendum does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members, or if the driver is alone in the vehicle.
- To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications and medical operations.
- To employees with occupational exposure as defined by section 5199.
- To vehicles in which all employees are fully vaccinated.
- To public transportation]

### Assignment of transportation

To the extent feasible, we reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation, during work activities, and in employer-provided housing. We prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit are transported in the same vehicle.
- Employees working in the same crew or workplace are transported in the same vehicle.
- Employees who do not share the same household, work crew or workplace are transported in the same vehicle only when no other transportation alternatives are feasible.

### Face coverings and respirators

We ensure that the:

- Face covering requirements of our CPP **Face Coverings** are followed for employees waiting for transportation, if applicable.
- All employees who are not fully vaccinated are provided with a face covering, which must be worn unless an exception under our CPP Face Coverings applies.

- Upon request, we provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees in the vehicle who are not fully vaccinated.

## **Screening**

We develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation, including temperature checks, questioning, and requiring masking for unvaccinated individuals.

## **Cleaning and disinfecting**

We ensure that:

- All high-contact surfaces (door handles, seat belt buckles, armrests, etc.) used by passengers are cleaned to prevent the spread of COVID-19 and are cleaned and disinfected if used by a COVID-19 case during the high-risk exposure period, when the surface will be used by another employee within 24 hours of the COVID-19 case. We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seat belt buckles, door handles and shifter are cleaned to prevent the spread of COVID-19 between different drivers and are disinfected after use by a COVID-19 case during the high-risk exposure period, if the surface will be used by another employee within 24 hours of the COVID-19 case. We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

## **Ventilation**

We ensure that vehicle windows are kept open, and the ventilation system is set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to employees.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees.
- Protection is needed from weather conditions; such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

## **Hand hygiene**

We provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

Updated 10/20/21