



# **COVID-19 Safety Plan (CSP)**

**February 1, 2021**

## Overview

On January 14, 2021, the California Department of Public Health (CDPH) issued the *COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year*:

[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated\\_Schools\\_Guidance.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf).

The consolidated framework states that schools that have already reopened for in-person instruction must, by February 1, 2021, complete and post a COVID-19 Safety Plan (CSP) to their website homepage. The COVID-19 Safety plan (CSP) consists of two parts which are included in this document:

- (1) the [Cal/OSHA COVID-19 Prevention Program \(CPP\)](#) and
- (2) the [COVID-19 School Guidance Checklist](#).

This document also includes a link to the School Reopening Plan ([www.sjcschool.org](http://www.sjcschool.org)), which provides detailed information describing how the school will meet the requirements outlined in the COVID-19 Safety Plan (CSP).

Questions regarding a school's COVID-19 Safety Plan (CSP) should be directed to the school principal.

## **COVID-19 Prevention Program (CPP) for Diocese of San Jose**

### **Saint Joseph of Cupertino School**

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

**Date:** February 1, 2021

#### **Authority and Responsibility**

Michael Lee 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 Risk Assessment form previously distributed and Attached as **Appendix A**.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

#### **Employee participation**

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by speaking with their direct supervisor or principal or, if not comfortable doing so, with their pastor, Director of Human Resources, or Superintendent of Schools.

## **Employee screening**

We screen our employees by following the **School Reopening Plan** previously distributed and accessible at the following link: [www.sjcschool.org](http://www.sjcschool.org)

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

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

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

### **Physical Distancing**

Employees will follow the **School Reopening Plan**: ([www.sjcschool.org](http://www.sjcschool.org)).

### **Face Coverings**

Employees will follow the **School Reopening Plan**: ([www.sjcschool.org](http://www.sjcschool.org)).

### **Cleaning and disinfecting**

We implement the cleaning and disinfection measures as outlined in the **School Reopening Plan**: ([www.sjcschool.org](http://www.sjcschool.org)) and **Notice of Disinfection and Safety Plan: Appendix C**.

If there is a case of COVID-19 in the workplace, we will follow the cleaning requirements as outlined in the **Notice of Disinfection and Safety Plan: Appendix C**.

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

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

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be cleaned between uses as outlined in the **School Reopening Plan**: ([www.sjcschool.org](http://www.sjcschool.org)).

### **Hand cleaning/sanitizing**

In order to implement effective hand cleaning/sanitizing procedures, we follow the procedure outlined in the **School Reopening Plan**: ([www.sjcschool.org](http://www.sjcschool.org)).

### **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 outlined in the **School Reopening Plan**: ([www.sjcschool.org](http://www.sjcschool.org)).

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

This will be accomplished by using the protocols outlined by the Santa Clara County Public Health Department, detailed in the County [COVID-19 Designee Toolkit](#) and included in the School Reopening Plan.

All cases related to schools in the Diocese of San Jose are to be reported to the Department of Catholic Schools Operations Coordinator. Please call Joanne Miley at 408-983-0185 if you become aware of any COVID-19 exposure, positive test, or symptoms of COVID-19.

### **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:

- That employees should report COVID-19 symptoms and possible hazards to your supervisor or principal.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. If this were to happen, we will communicate with employees with close contacts or in the same workplace with a COVID-19 positive employee or visitor in writing using the notices required by the Santa Clara County Public Health Department. The template for these notices can be accessed through the County [COVID-19 Designee Toolkit](#).

### **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. We will provide this information if there is an exposure in the workplace.
- 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 facecoverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- We will use the CDC resources attached as Appendix D and will document the training using Appendix E.

### **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 10 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 it is demonstrated that the COVID-19 exposure is work related. Wages will be continued if the employee has sick leave, vacation time or other paid time off or if the person has filed a worker's compensation claim. If the latter, the amount of the salary continuation is determined by the workers compensation system.
- Providing employees at the time of exclusion with information on available benefits.

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

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place

of employment or in connection with any employment.

- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, and to representatives of Cal/OSHA immediately upon request.
- Use a log maintained by the school to keep a record of and track all COVID-19 cases. The information will be made available as 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 100.0 or higher has resolved without the use of fever-reducing medications.
    - COVID-19 symptoms have improved.
    - At least 10 days have passed since the date of specimen collection of their positive COVID-19 test.
  - 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 or quarantine was effective.
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## Appendix A: Risk Assessment

### COVID-19 RISK ASSESSMENT

#### For Employees:

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



For Visitors:

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

## Appendix B: COVID-19 Inspections (Template)

Date:

Name of person conducting the inspection:

Work location evaluated:

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

**Diocese of San Jose Notice of Disinfection and Safety Plan**

**California Labor Code 6409.6**

In response to the COVID-19 pandemic the Diocese of San Jose adopted and implemented a disinfection and safety plan per the guidelines of the federal Centers for Disease Control. Now, in response to a potential COVID-19 exposure, we are providing the following information on the Diocese of San Jose's current disinfection and safety plan and new measures we are implementing.

1. Routine Cleaning: Employees will use EPA approved disinfectants to clean their work areas after each shift. Employees will leave enough time at the end of their shifts to complete the cleaning process. All such time is considered work time. When using shared equipment such as copiers, disinfect after each use. This link provides more guidance: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
2. When an employee, student or visitor gets sick at work, Cleaning and disinfecting requirements include:
  - Close any areas used by the person for a prolonged period of time (i.e. 15 minutes).
  - Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
  - During the waiting period, open doors and windows.
  - Use protocols that meet the EPA criteria see this <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html> and this <https://www.epa.gov/newsreleases/epa-cdc-release-guidance-cleaning-and-disinfecting-spaces-where-americans-live-work> :  
The person cleaning must wear gloves, facemask and gown.
3. If a person states that he/she was in your building and later tests positive or has symptoms, take the following steps:
  - If it has been fewer than 7 days since the sick person used the facility, clean and disinfect all areas used by the sick person.
  - If it has been 7 days or more since the sick employee used the facilities, additional cleaning is not necessary.
4. In other situations where the person tests positive but does not have any symptoms or has only a close contact with someone who is positive for COVID-19: Regular cleaning protocols can resume unless the person develops symptoms or becomes COVID-19 positive. In that case, follow applicable guidance above

## Appendix D: Training Materials

1. Social Distancing Protocol (PDF) | [English](#) | [Chinese](#) | [Spanish](#) | [Vietnamese](#) |
2. Prevent the Spread of COVID-19 Poster (PDF): | [English](#) | [Chinese](#) | [Spanish](#) | [Vietnamese](#) |
3. Safe Breaks at Work (PDF): [English](#) | [Chinese](#) | [Spanish](#) | [Vietnamese](#) | [Tagalog](#) |
4. Do You Have These Symptoms? (PDF): [English](#) | [Chinese](#) | [Spanish](#) | [Vietnamese](#) |
5. To Enter This Building, You Must... (PDF): [English](#) | [Chinese](#) | [Spanish](#) | [Vietnamese](#) | [Tagalog](#) |
6. Traveler Quarantine Notice 8.5 x 11 (PDF) [English](#) | [Chinese](#) | [Spanish](#) | [Vietnamese](#) | [Tagalog](#) |

**Appendix E: COVID-19 Training Roster (Template)**

**Date:**

**Title/Topic of Training:**

**Person that conducted the Training:**

Employee Name	Signature

## **COVID-19 School Guidance Checklist**

**Saint Joseph of Cupertino School**

The COVID-19 School Guidance Checklist accessible at the following link: [www.sjcschool.org](http://www.sjcschool.org)