

# COVID-19 Prevention Program (CPP)-St. Raymond School

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

**Date:** January 25, 2021

## Authority and Responsibility

Gregory Peterson, Principal of St. Raymond School, 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-2: 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.

## Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by **speaking with their supervisor, i.e.: principal, pastor, Human Resources Office, or Superintendent of Schools.**

## Employee screening

We screen our employees by **following the COVID-19 School Reopening Plan previously distributed and attached as Appendix C.**

## 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 **COVID 19 School Reopening Plan (Appendix C)**

### Face Coverings

Face coverings are to be 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 **and in accordance with the procedures outlined in the COVID-19 School Reopening Plan (Appendix C).**

### Cleaning and disinfecting

We implement cleaning and disinfection measures for frequently touched surfaces **as recommended by County guidelines and as outlined in the COVID-19 School Reopening Plan (Appendix C).**

Should we have a COVID-19 case in our workplace, we will implement the procedures **as recommended by County guidelines and as outlined in the COVID-19 School Reopening 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 disinfected between uses **as outlined in the COVID-19 School Reopening Plan (Appendix C).**

### Hand sanitizing

In order to implement effective hand sanitizing procedures, we **follow the procedure as outlined in the COVID-19 School Reopening Plan (Appendix C).**

### 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 and outlined in the COVID-19 School Reopening Plan (Appendix C).**

## Investigating and Responding to COVID-19 Cases

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

Investigation of COVID-19 cases and exposure will be done by individual school site Administrator in conjunction with Human Resources Office and Superintendent of Schools.

Employees who had potential COVID-19 exposure in our workplace will be **notified, in writing, within one day of learning of positive case, per AB 685.**The notification

letters in Appendices G and H will be used for this purpose.

## 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:

- Who employees should report COVID-19 symptoms and possible hazards.  
**Employees should report symptoms of COVID-19 or possible hazards to their site Administrator.**
- 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. **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 in Appendices G and H, respectively.**

## 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.
- 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.
- **We will use CDC resources as outlined in Appendix E and will document the training using Appendix F.**

## 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. **Wages will be continued if the employee has sick leave, vacation time or other paid time off, or if the person has filed a workers' 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, Record keeping, 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 D: 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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**Gloria Espinoza**  
**Associate Director, Human Resources**  
**January 25, 2021**

## Appendix A-1: Risk Assessment

### COVID-19 RISK ASSESSMENT

#### For Employees:

- Does the workplace have personal protective equipment available? Including:
  - face masks
  - gloves
  - anti-bacterial soap
  - hand sanitizer.
  
- Is there someone trained to take temperature of employees arriving for work?
  - 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 (if applicable in your county)

- 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 A-1: Identification of COVID-19 Hazards**

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation: Mr. Peterson, Miss. Dutrow**

**Date: January 25th, 2021**

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

Mr. Peterson, Miss Dutrow



<b>Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards</b>	<b>Places and times</b>	<b>Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers</b>	<b>Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation</b>
School Office/staff room	High touch surface areas, close contact areas, copier machines, refrigerator, coffee maker, toaster, microwave	Potential area	<p>School office limited to 2 people at a time, limited hours, doors lock to limit people. Plexiglass barrier put in place to protect office staff and those entering the office. Barrier chain to limit access to the office. Staff room closed for eating and gathering. Sanitizing hand wipes in place for all machines to be wiped down after use. Limiting members in staff room at one time.</p> <p>* See School's Reopening plan for further details</p>

<b>Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards</b>	<b>Places and times</b>	<b>Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers</b>	<b>Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation</b>
Classrooms (Elementary/ Middle)	High touch surface areas, close contact areas, sink, drinking fountain, paper towel dispenser, cubbies, walkways, physical distance	Potential area  * At this time, parents are not allowed to enter the facility for an extended period of time. Parents may enter the classroom during designated times to drop-off and pick up materials. At this time, drop-off and pick up of items has been done outside the classroom.	Classroom have been taped to physical distancing protocols of 6 ft. X 6ft. High touch surfaces are cleaned regularly and deep cleaned at night with our janitorial crew. Students and teacher wear face coverings and keep their physical distance of 6ft. Teachers also wear face shields while on campus with students. Students hand sanitize when enter the building and wash hands throughout their time on campus. Stable groups of students do not mix with other stable groups. Students cubbies will be spaced out and students will use cubbies independently. Walkways in the classroom are marked to keep a consistent flow of traffic.  * See School's Reopening plan for further details

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, including barriers, partitions and ventilation
Hallways/copier		Potential area	<p>Walkways in the hallways are marked to keep a consistent flow of traffic. The copier area is masked off following the 6ft guidance. One adult is allowed to use the machine at a time. Following use, the machine is sanitized using disinfecting wipes.</p> <p>* See School's Reopening plan for further details</p>
Staff and Student Bathrooms	High touch surface areas, close contact areas, sinks, soap dispensers, paper towel dispenser, walkway, door, window(screen)	Potential area	<p>Staff and student bathrooms are cleaned thoroughly each night. Students are individually sent to the bathroom. Soap dispensers and automated paper towel machines have been installed. Students are reminded to wash hands and sanitize before going back to their classroom. Bathroom windows are left open during the day for proper ventilation.</p> <p>* See School's Reopening plan for further details</p>

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, including barriers, partitions and ventilation
Entrance and Exits	High touch surface areas, defined walking space	Potential area	Doors and hallways are marked for direction.  * See School's Reopening plan for further details
Kids Klub	High touch surface areas, close contact areas, sink, drinking fountain, paper towel dispenser, walkways, no windows	Potential area  * At this time, parents are not allowed to enter the facility for an extended period of time.	Due to table size in Kids Klub, tables are placed 6 ft from each other. High touch surfaces are cleaned regularly and deep cleaned at night with our janitorial crew. Students and teacher wear face coverings and keep their physical distance of 6ft. Teachers also wear face shields while on campus with students. Students hand sanitize when enter the building and wash hands throughout their time on campus. Stable groups of students do not mix with other stable groups. Walkways in the classroom are marked to keep a consistent flow of traffic.  * See School's Reopening plan for further details

<b>Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards</b>	<b>Places and times</b>	<b>Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers</b>	<b>Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation</b>
Kindergarten and PreSchool Classrooms	High touch surface areas, close contact areas, sink, drinking fountain, paper towel dispenser, cubbies, walkways	Potential area  * At this time, parents are not allowed to enter the facility for an extended period of time. Parents may enter the classroom during designated times to drop-off and pick up materials. At this time, drop-off and pick up of items has been done outside the classroom.	Student tables are placed 6 ft from each other. Student are place at opposite ends sitting 6ft apart. High touch surfaces are cleaned regularly and deep cleaned at night with our janitorial crew. Students and teacher wear face coverings and keep their physical distance of 6ft. Teachers also wear face shields while on campus with students. Students hand sanitize when enter the building and wash hands throughout their time on campus. Stable groups of students do not mix with other stable groups. Walkways in the classroom are marked to keep a consistent flow of traffic.  * See School's Reopening plan for further details