



**ST. PATRICK
ST. VINCENT
CATHOLIC HIGH SCHOOL**

***COVID-19 Safety Plan (CSP) and
COVID-19 Prevention Program (CPP)
St. Patrick-St. Vincent Catholic High School
1500 Benicia Road
Benicia, CA 94591***

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

February 1, 2021

2021 COVID-19 School Guidance Checklist	3
Mitigating Spread of COVID-19 Without All-School Cohorts	4
Entrance, Egress, and Movement Within the School	5
Face Coverings and Other Essential Protective Gear	5
Health Screenings for Students and Staff	6
Healthy Hygiene Practices	7
Identification and Tracing of Contacts	7
Physical Distancing	8
Physical Distancing in Classroom Settings	8
Physical Distancing Training	8
Testing of Staff	9
Testing of Students	9
Identification and Reporting of Cases, and Communication Plans	9
Consultation with Staff	9
COVID-19 PREVENTION PLAN	10
Authority and Responsibility	11
Identification and Evaluation of COVID-19 Hazards	11
Employee Participation	11
Employee Screening	12
Correction of COVID-19 Hazards	13
Physical Distancing	13
Social Distancing	13
Social Distancing in Classroom Settings	13
Designated Entrances and Exits	14
Student Meetings with Counselors or Other Administrative Meetings	14
Large Gatherings	14
Face Coverings	14
Engineering Controls	15
Cleaning and Disinfecting	15
Maintenance	16
SPSV's maintenance staff will disinfect fixtures at the following intervals:	16
Faculty and Staff	16
Students	16
Transportation	16
Disinfection and Sanitation Materials Used	17
Contact Tracing	17
When Staff Member Tests Positive for COVID-19	17
Close Contacts to People with COVID-19	17

Students and Staff Who Develop COVID-19 Symptoms During the School Day	18
Illness Other than COVID-19	18
Disinfection and Sanitation of Affected Areas	18
Shared Materials	18
Hand Sanitizing	19
Personal Protective Equipment (PPE) Used to Control Employees' Exposure to COVID-19	19
Investigating and Responding to COVID-19 Cases	19
Employees Who Had Potential COVID-19 Exposure on Campus	19
System for Communicating	20
Training and Instruction	20
Exclusion of COVID-19 Cases	21
Reporting, Recordkeeping, and Access	21
Return-to-Work Criteria	22
Appendix A: Identification of COVID-19 Hazards	23
Appendix B: COVID-19 Inspections	25
Appendix C: Investigating COVID-19 Cases	27

COVID-19 SAFETY PLAN

2021 COVID-19 School Guidance Checklist

Mitigating the Spread of COVID-19 Without All-School Cohorts

St. Patrick-St. Vincent High School has taken the following steps to reduce the spread of COVID-19 without placing students into cohorts:

- *Providing dual instruction.* Currently, more than 50% of our 360 students are engaged in distance learning off campus. In fall 2020, students and their families had to commit to either distance-learning or on-campus instruction for the entire semester. Families and students had to choose either mode at the beginning of third quarter (January 2021), and will be allowed to choose again for the beginning of fourth quarter (March 2021). Just as in fall 2020, students and their families can return to distance-learning at any time. However, they cannot return to on-campus instruction until the beginning of the fourth quarter. Students were tested for COVID-19 before returning to campus after winter break and a mandatory, campus-wide, two-week distance-learning period at the beginning of the third quarter. Off-campus learners may be asked to provide proof of a negative COVID-19 test before returning to on-campus learning in the fourth quarter.
- *Early departure days on Mondays and Wednesdays.* For the first time in its history, and after two years of planning and related professional development for teachers, SPSV began the 2020-2021 school years in a modified block schedule. Students leave campus on Mondays and Wednesdays after periods 1-3 at 1 p.m., and then return home for “innovation periods,” which allow for individual or small-group instruction, or participation in co-curricular or extracurricular activities.
- *Distance-Learning Fridays.* All classes meet for 35 minutes on Fridays, but online. Students with learning accommodations to complete assignments or assessments are allowed on campus until their work is completed. Also, some students that are underperforming, or students enrolled in AP courses, can be required to attend some on-campus instruction on Fridays. Otherwise, all students learn from home on Fridays.
- *Athletic conditioning cohorts.* All students and coaches participating in sports conditioning are placed into stable cohorts. Students and coaches cannot

change cohorts. All members of the cohorts complete temperature checks and symptom screenings before being allowed to condition.

- *Students cannot take part in a campus-based sports conditioning cohort and a club sport.*
- *Students, faculty and staff must comply with the State of California's current travel guidance that calls for travel of 120 miles from one's residence, unless essential. Students and faculty that fail to do so must quarantine for 14 days.*

Entrance, Egress, and Movement Within the School

- Campus entrance: Students can enter and exit campus through our main office entrance or at the entrance near our campus parking lot. Staff are allowed to use the entrance and exit near our residence/ development office.
- Cafeteria entrance: Door to the north, closest to the gymnasium foyer
- Cafeteria exit: Door to the south, closest to the main entrance
- Entrance to second floor of Old Building and library: Southern staircase closest to main office and water fountain
- Exit to first floor of Old Building and the library: stairwell next to science labs
- Gibson Building entrance: Doors to the west, near the new outdoor amphitheatre
- Gibson Building exits: Doors next to the counseling office or doors at the east end of the building, closer to the Senior Lair

Face Coverings and Other Essential Protective Gear

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. Most faculty, however, provide their own face coverings.

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

- When an employee is alone in a room.

- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area; if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Those 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.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Students that do not comply with our face covering guidelines can be placed removed from campus and placed in distance learning.

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

Failure to complete tasks intended to correct hazards can result in employee discipline, ranging from a formal notice of discipline to termination.

Health Screenings for Students and Staff

- Before heading to campus, it is the responsibility of students' parents to screen their children for [COVID-19 symptoms](#), including a temperature of 100.4 degrees Fahrenheit or higher. Other symptoms include:

Cough
Shortness of breath or difficulty breathing
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat
Congestion or runny nose
Nausea or vomiting
Diarrhea

- Students and staff are not allowed to attend school if they have **even one** COVID-19 symptom.
- Staff are expected to screen themselves for the same symptoms and temperatures before coming to campus. Staff must also sign in, take and document their temperatures, and indicate that they are free of symptoms.
- The principal will retain a record of employee temperatures in a locked cabinet for a minimum of 90 days.
- Students or staff that begin to present symptoms during the school day will be isolated from the rest of the school community and supervised while waiting for their ride home or to a medical center. Staff deemed healthy enough to drive home will leave immediately.
- If a student or staff member develops symptoms during the school day, a main office staff member will provide a temperature check and symptom screening. Staff will also contact the student's parents. Main office staff will use face shields, masks and gloves to conduct screenings.
- Solano Public Health (SPH)¹ recommends COVID-19 testing with primary care provider or state-operated community testing sites in Solano County.
- Reasonable exceptions for students and staff with symptoms can be allowed. For example, seasonal allergies can be the cause of a runny nose. Asthmatics often experience shortness of breath. Diabetics experience fatigue. All exceptions must be cleared by Mrs. Trina Santos, our certified contact tracer. She can be reached at health@spsv.org.

Healthy Hygiene Practices

All students and staff are expected to wash or sanitize their hands throughout the day. In addition to the sinks in our restrooms, SPSV has placed handwashing stations in the Senior Lair and near the playing fields. Hand sanitizing stations will be placed outside of each building. Each classroom and other learning spaces will have hand sanitizers. Students and staff can also bring their own hand sanitizer with them to school each day.

¹ Solano County of Education. *Frequently Asked Questions Regarding Reopening Schools During COVID-19*. Published August 28, 2020. Page 9. www.solanocoe.net/publications

Identification and Tracing of Contacts

Mrs. Trina Santos, SPSV's lead certified athletic trainer and one of our science teachers, is our certified contact tracer. Mrs. Santos manages all contact tracing and issues decisions to quarantine and return-to-campus dates. Mr. Miguel Delgado, SPSV's library manager and transportation director, is also a certified contact tracer. He manages all communications with faculty, staff, counselors, human resources, and those quarantined (or their parents) once Mrs. Santos has issued decisions to quarantine. Principal Coleen Martin and Dean Patrick Vogelpohl are responsible for communications with Solano Public Health.

Physical Distancing

- Students, faculty, staff, contractors and visitors will maintain a six-foot distance from each other while on campus—even while walking in the parking lot, and to class, and even when eating and drinking.
- Teachers must keep at least six feet away from students at all times.
- Members of the faculty and administrators will supervise all breaks and lunches to manage social distancing among students.
- Social distancing will even be mandatory in the school's main office, all other offices, as students enter and exit classrooms, and in the dining hall.

Physical Distancing in Classroom Settings

- Per SPH, schools should "(C)onsider ways to space desks and other workstations six feet apart from each other when possible²"
- SPSV's administration, faculty, and buildings and grounds have worked together to reduce the number of objects and maximize space between students in each classroom.
- To reduce risk of close contact with a community member with COVID-19, plexiglass barriers will be available for science labs and the art room.
- SPSV students will continue to wear masks even if they are stationed behind plexiglass
- Students cannot share sports equipment at this time, unless in an athletic conditioning cohort.
- All locker rooms are closed until further notice.

² Solano County Office of Education. *Considerations for Reopening Schools During COVID-19*. Published July 7, 2020. Page 6.

Physical Distancing Training

SPSV's administration provided training and assistance to all faculty and staff on requirements related to physical distancing before the beginning of the 2020-2021 school year through an all-staff Zoom meeting. Administrators regularly visit classrooms to check for proper distancing. Any increases in distancing are made as soon as an administrator notices diminished distancing.

Students attended all-class Zoom meetings at the beginning of the 2020-2021 year with Dean Vogelpohl to review the basics of, and causes for, distancing, proper masking and hand hygiene. Faculty and staff correct inadequate distancing as needed.

All policies related to physical distancing are also in our *Safe Return to Campus* documents. Students, staff and families are reminded of our distancing guidelines in emails from Principal Martin and Dean Vogelpohl.

Testing of Staff

Beginning in the second quarter of the 2020-2021 school year, SPSV began requiring staff to submit proof of negative COVID-19 tests once every two months. At the beginning of the third quarter, staff completed mandatory, on-campus testing the week before on-campus instruction began *and* the week after it began. All staff will now need to submit proof of negative COVID-19 tests every two weeks through March 21. On or before March 21, SPSV will determine and announce if the two week cadence will continue or change. Testing cadence may differ by tier.

Testing of Students

Any student identified as having symptoms of COVID-19 will be required to test for the virus and quarantine at a length of time determined by our lead contact tracer. Close contacts will also be quarantined and advised to test for COVID-19 by our lead contact tracer.

Identification and Reporting of Cases, and Communication Plans

All reporting will be in compliance with California Assembly Bill 685.

Consultation with Staff

St. Patrick-St. Vincent Catholic High School operates under the auspices of the Catholic Diocese of Sacramento. It is not a public school and has no ties to any union. Faculty and staff are expected to report any concerns or make suggestions directly to the administration.

COVID-19 PREVENTION PLAN

Authority and Responsibility

Principal Coleen Martin has overall authority and responsibility for implementing the provisions of this CPP at St. Patrick-St. Vincent Catholic High School (SPSV). 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.
- Update our school's *Safe Return to Campus* document as needed to ensure that all SPSV stakeholders (parents, faculty, staff, students and volunteers) are aware of policies related to COVID-19 risk mitigation.

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting any concerns related to COVID-19 directly to Principal Martin. Faculty and staff can contact Mrs. Martin 24 hours a day, seven days a week, by phone, text or email.

Employee Screening

Before coming to campus, it is the responsibility of all employees to screen themselves for [COVID-19 symptoms](#), including a temperature of 100.4 degrees Fahrenheit or higher. Other symptoms include:

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

- Staff are not allowed to attend school if they have **even one** COVID-19 symptom.
- Staff must also sign in, take and document their temperatures, and indicate that they are free of symptoms.
- The principal retains a record of employee temperatures in a locked cabinet for a minimum of 90 days.
- Staff that begin to present symptoms during the school day will be isolated from the rest of the school community and supervised while waiting for their ride home or to a medical center. Staff deemed healthy enough to drive home will leave immediately.
- If a staff member develops symptoms during the school day, a main office staff member will provide a temperature check and symptom screening. Staff will also contact the student's parents. Main office staff will use face shields, masks and gloves to conduct screenings.
- Solano Public Health (SPH)³ recommends COVID-19 testing with primary care

³ Solano County of Education. *Frequently Asked Questions Regarding Reopening Schools During COVID-19*. Published August 28, 2020. Page 9. www.solanocoe.net/publications

provider or state-operated community testing sites in Solano County.

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:

- The severity of the hazard will be assessed and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.
- Failure to complete tasks intended to correct hazards can result in employee discipline, ranging from a formal notice of discipline to termination.

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

Social Distancing

- Students, faculty, staff, contractors and visitors will maintain a six-foot distance from each other while on campus—even while walking in the parking lot, and to class, and even when eating and drinking.
- Teachers must keep at least six feet away from students at all times.
- Social distancing will even be mandatory in the school’s main office, all other offices, as students enter and exit classrooms, and in the dining hall.

Social Distancing in Classroom Settings

- Per SPH, schools should “(C)onsider ways to space desks and other workstations six feet apart from each other when possible⁴”
- SPSV’s administration, faculty, and buildings and grounds have worked together to reduce the number of objects and maximize space between students in each

⁴ Solano County Office of Education. *Considerations for Reopening Schools During COVID-19*. Published July 7, 2020. Page 6.

classroom.

- To reduce risk of close contact with a community member with COVID-19, plexiglass barriers will be available for science labs and the art room.
- SPSV students will continue to wear masks even if they are stationed behind plexiglass

Designated Entrances and Exits

Cafeteria entrance: Door to the north, closest to the gymnasium foyer

Cafeteria exit: Door to the south, closest to the main entrance

Entrance to second floor of Old Building and library: Southern staircase closest to main office and water fountain

Exit to first floor of Old Building and the library: stairwell next to science labs

Gibson Building entrance: Doors to the west, near the new outdoor amphitheatre

Gibson Building exits: Doors next to the counseling office or doors at the east end of the building, closer to the Senior Lair

Student Meetings with Counselors or Other Administrative Meetings

Faculty and staff may have one-on-one meetings with students in ventilated spaces while maintaining six feet of social distance. Since these spaces will be ventilated, doors may be closed.

Large Gatherings

All-school assemblies, rallies, and similar gatherings will be conducted as permitted by Solano Public Health.

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. However, most SPSV employees prefer to maintain their own supplies of PPE.

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area; if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Those 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.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

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

Failure to complete tasks intended to correct hazards can result in employee discipline, ranging from a formal notice of discipline to termination.

Engineering Controls

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

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical, for example; fans, or natural ventilation systems by keeping classroom doors open and windows open as much as possible. SPSV does not currently have a forced air system for heat or air therefore no additional safety measures are necessary to implement when it comes to ventilation.

Also, to help reduce student exposure to poor air quality, SPSV reviews air quality measurements from AirNow.gov. This site is powered by the EPA, as well as state and municipal health agencies. Based on this data and other relevant factors, SPSV, in conjunction with the Diocese of Sacramento, reserves the right to shelter-in-place, release students with respiratory conditions to their parents, or cancel school until air quality improves.

Cleaning and Disinfecting

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

Maintenance

SPSV's maintenance staff will disinfect fixtures at the following intervals:

- Handrails (each class period)
- Hydration station (each class period)
- Handwashing stations (each class period)
- Sink handles (each class period)
- Restroom surfaces (each class period)
- Cafeteria (after breaks and lunch)

Faculty and Staff

Teachers and staff will disinfect the following after every class, and after every break and lunch period in which students have gathered in their classrooms.

- Classroom door handles
- Personal workspace
- Their iPads, computers and other electronic devices
- Spaces and materials used in the faculty lounge
- Desks
- Tables or workstations used
- Chairs
- Plexiglass dividers
- Stationary computer screens and keyboards
- Other materials as necessary

Students

While teachers will make every effort to keep students socially distanced at all times, teachers can ask students to help sanitize their own workspaces, as well.

Disinfectant spray and paper towels will be provided by school.

Transportation

- SPSV vehicles will be equipped with hand sanitizer and an emergency supply of cloth face masks. All school transportation will be sanitized and disinfected after each use.
- All buses and vans will be disinfected and/or sanitized between uses.

Disinfection and Sanitation Materials Used

All materials used to disinfect and sanitize our campus will meet EPA guidelines found [here](#).

COVID-19 Management in the Workplace

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

Contact Tracing

Mrs. Trina Santos, an SPSV science teacher and our athletic trainer, is our school's certified contact tracer. SPSV will provide all information related to confirmed cases and confirmed direct contacts in our school with Solano Public Health via its mandated documents. SPH may follow up with the reported cases with their own contact tracing representative.

When Staff Member Tests Positive for COVID-19

- The staff member in question must immediately notify SPSV at health@spsv.org with the subject line "COVID POSITIVE." This email account is managed by SPSV's administration and Mrs. Santos.
- Per [CDPH](#), the staff member should immediately isolate 10 days from symptom onset. (See "Background")
- If an individual tests positive but does not have symptoms they will need to quarantine for 10 days from the test date. But if the individual becomes symptomatic during isolation then the 10 day isolation period restarts at the onset of symptoms.
- Individuals with severe symptoms or who are severely immunocompromised can be infectious longer. Those individuals may need an extended isolation period.
- Will be contacted by Human Resources to review related rights and benefits.

Close Contacts to People with COVID-19

Per CDPH, a close contact to someone with COVID-19: A person who is less than six feet from a COVID-19 positive person for an accumulated 15 minutes or more in a 24 hour period.

Any student or staff member with a confirmed close contact to someone with COVID-19:

- Must email health@spsv.org with the subject line "CLOSE CONTACT."
- Will be sent home immediately if on campus.
- Will be quarantined for 14 days from last exposure.
- Are recommended by SPH⁵ to complete COVID-19 testing.
- Will be contacted by Human Resources to review related rights and benefits.

Students and Staff Who Develop COVID-19 Symptoms During the School Day

- If a student or staff member develops symptoms during the school day, a main office staff member will provide a temperature check and symptom screening. Staff will also contact the student's parents. Staff that screen students and colleagues for COVID-19 symptoms will wear face shields, masks and gloves.
- SPH⁶ recommends COVID-19 testing with primary care provider or state operated community testing sites in Solano County.

Illness Other than COVID-19

SPSV strongly recommends that a staff member be tested for COVID-19. Upon receiving a negative COVID-19 test, the student or staff member may return to school when symptom-free and 24 hours without a fever without fever-reducing medications. Mrs. Santos, in conjunction with the administration, will determine the student or staff member's return-to-campus date.

Disinfection and Sanitation of Affected Areas

Our maintenance staff will disinfect and clean areas, materials, and equipment used by a COVID-positive employee during the high-risk exposure period as soon as possible, closing off rooms or sections of campus if necessary. All maintenance staff are trained to use all disinfectants and related materials.

⁵ Solano County of Education. *Frequently Asked Questions Regarding Reopening Schools During COVID-19*. Published August 28, 2020. Page 9. www.solanocoe.net/publications

⁶ Solano County of Education. *Frequently Asked Questions Regarding Reopening Schools During COVID-19*. Published August 28, 2020. Page 9. www.solanocoe.net/publications

Shared Materials

The sharing of materials among staff is either prohibited or discouraged, depending on the material in question.

Staff cannot share PPE.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by use of a EPA-approved disinfecting solution or sanitizing wipes.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we:

- Provide faculty with EPA-approved disinfectant and paper towels in all classrooms.
- Provided EPA-approved hand sanitizer in all classrooms.
- Have placed hand sanitizing stations across campus.
- Have placed two hand washing stations on campus.

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 on Campus

- Will be contacted by Mrs. Trina Santos, our contact tracer.

- If on campus, will be sent home immediately.
- Is expected to follow all guidance provided by Mrs. Santos.
- Will be contacted by Human Resources to review related rights and benefits.

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 to, and how.
- 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.
- How employees can access COVID-19 testing.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- As it has since March 2020, the administration will also communicate this information to all-staff via Zoom meetings, emails, and our school's frequently updated *Safe Return to Campus* document.

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.

- o COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
- o 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.
- Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

When we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by Human Resources working with the COVID-positive employee to review related rights and benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the Appendix C: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

- At least 10 days have passed since COVID-19 symptoms first appeared.
- 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 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 14 days have passed since the date of specimen collection of their first positive COVID-19 test.
- When our contact tracer has cleared the employee to return.
- 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

Authorized by



Coleen Martin
Principal
M.A., M.Ed

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, 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: [enter name(s)]

Date: [enter date]

Name(s) of employee and authorized employee representative that participated:
[enter name(s)]

Interaction, area, activity, work task, process, equipment and material that potentially exposes	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,
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employees to COVID-19 hazards			partitions and ventilation

Appendix B: COVID-19 Inspections

Date: **[enter date]**

Name of person conducting the inspection: **[enter names]**

Work location evaluated: **[enter information]**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			

Administrative			
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			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			

Respiratory protection			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: [enter date]

Name of person conducting the investigation: [enter name(s)]

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
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<p>Location where employee worked (or non-employee was present in the workplace):</p>		<p>Date investigation was initiated:</p>	
<p>Was COVID-19 test offered?</p>		<p>Name(s) of staff involved in the investigation:</p>	
<p>Date and time the COVID-19 case was last present in the workplace:</p>		<p>Date of the positive or negative test and/or diagnosis:</p>	
<p>Date the case first had one or more COVID-19 symptoms:</p>		<p>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</p>	
<p>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</p>			

