

# COVID-19 Prevention Program (CPP) for St. Joseph High School, Santa Maria, Santa Barbara County.

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

**Date:** January 19, 2021

## Authority and Responsibility

The **Executive Leadership team of St. Joseph High School (Erinn Dougherty, Carmen Garcia, Ashley Guggia, Tom Mott, and Pepe Villasenor)** 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. This CPP references the "[Return to School Safer Plan](#)," which outlines all herein in greater detail.

## 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.
- No unauthorized persons in classrooms, no spectators at athletic practices
- We have entrance and exit protocols for each classroom (involving sanitizing desk, hands).
- We have protocols for building cleaning and sanitizing
- We have one-way hallways
- Facial coverings are worn at all times by all persons in all common areas.
- We have sneeze-guards on all student desks for student safety.

## Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: All students, faculty, and staff answer a health questionnaire daily in addition to a temperature screening before entering campus.

## Employee screening

We screen our employees by: all employees receive a text/email reminder each morning to complete their "True Care 24 WorkSafe" health questionnaire. This questionnaire consists of three questions and any question that is answered in the affirmative a notification is sent to the front office for further analysis. Once the health questionnaire is complete, all employees must check in physically in the front office for their temperature check utilizing the thermal scanner and to receive their dated "approval

sticker” which signifies they are cleared to be on campus for that date.

## 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: We have a WCEA safety committee on campus to address any changes that need to be made for safety. To this end, we are utilizing a non-toxic sanitizer (Buckeye Eco Neutral Disinfectant) for desk space sanitization. Any close contact to a positive case is reported to the St. Joseph High School community and to Santa Barbara County Public Health. Any positive case on campus is reported to the St. Joseph High School community and to Santa Barbara County Public Health. Classrooms are “fogged” using a High Frequency Touch Point Electrostatic Disinfectant every weekend to ensure that each week begins in the safest manner.

## Control of COVID-19 Hazards

### Physical Distancing

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

- One day a week and during distance learning closures, faculty and staff may telework or other remote work arrangements.
- Visitors are prohibited from classroom and student common areas during class-time on campus. Persons not enrolled at the school require an appointment to enter campus.
- We have a modified-block schedule to reduce the number of persons in an area at one time as well as reduce physical movement on campus.
- The traditional, morning nutrition break was deleted from the 2020-2021 daily schedule to reduce opportunity for student transmission while eating.
- The one-lunch schedule of the campus was adjusted this school year to allow for 2 lunches. This ensures that students can be at half-full tables for lunch.
  - Student tables are clearly marked with “sit spots” ensuring staggered and physically distanced seating.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel. All hallways are one-way.
- Staggered lunches, teacher prep times, and breaks have been implemented.
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

### Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when on campus, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Each faculty and staff member were provided three reusable cloth face coverings in addition to a face shield. Additional masks (cloth and disposable) are available at all times in the front office for faculty and staff. Any non-compliance with expectations or lack of facial covering is reported to the COVID-19 Liaison who will address the issue. The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a classroom or office.
- 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.

- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- 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.

### **Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals: We have a minimum of 4.5 feet between desks and there have been three-sided plexiglass partitions placed on each desk. Desks are disinfected Buckeye neutral disinfectant and wiped down with personal towels after each use.

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

- We do possess an HVAC system and keep all doors open for ventilation but under the circumstance that the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke then we would close school and go to a distant learning model until the quality of air has improved.
- The director of maintenance oversees that the ventilation system will be properly maintained and adjusted by regularly changing air filters and employing proper maintenance.

### **Cleaning and disinfecting**

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

- All classrooms and offices are stocked with a spray bottle of Buckeye Eco Neutral Disinfectant for cleaning and sanitizing. Employees are to notify the Director of Maintenance additional cleaner or related supplies are needed for cleaning their workspace.
- All frequently touched areas in classrooms are sprayed and wiped at the beginning and end of each class period. This includes any area (ie: desk, plexiglass shields, etc.) touched by a student.
- Employee restrooms are cleaned twice per day (midday and at night). Spray bottles of Buckeye Eco Neutral Disinfectant are provided in employee restrooms for use as desired.
- The school contracts with a professional cleaning company who sanitize each classroom, office, and building each day.
- Once per week (and as needed in the event of a positive case) each classroom, office, and building interior are “deep cleaned” utilizing a High Frequency Touch Point Electrostatic Disinfectant.
- Employees were notified verbally and in writing as to the details and frequency of on-site sanitization, policies, and protocol. Any related questions are directed to the COVID-19 Liaison.

Should we have a COVID-19 case in our workplace, we will implement the following procedures: The affected area(s) (if able to identify an isolated area) or entire worksite will be sanitized by the professional cleaning company. The worksite will be closed, if necessary, to accomplish proper sanitization prior to employees returning.

### **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 using Buckeye Eco Neutral, between uses by either the teacher (teacher workstation, computer, etc.) or the student (student desk area). All areas which are shared amongst the staff (staff room, copy room, chapel, etc. ) receive a scheduled cleaning at the end of each school day. Restrooms receive a cleaning mid-day and at the end of the school day. Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

## **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Evaluating handwashing facilities. Hand washing facilities are regularly cleaned through a professional cleaning company are used daily after each workday. Hand washing facilities are regularly checked to make sure that they are adequately stocked with necessary items such as hand washing soap, paper towels, etc...
- Determining the need for additional facilities. Thermal temperature scanners can be found throughout the campus as well as hand sanitizing stations throughout campus.
- Encouraging and allowing time for employee handwashing. Hand sanitizing stations have been placed in each classroom and teachers' lounge. Prep periods and extended hall passing encourage and allow time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol). Two hand sanitizing stations have been placed in each classroom and or building. Several hand sanitizing stations have been placed around all athletic facilities including the track, weight room, athletic training room and offices.
- Encouraging employees to wash their hands for at least 20 seconds each time. Employees have been repeatedly encouraged to wash their hands on a regular basis and for the recommended 20 second time frame.

## **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.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. Each employee was given three masks and a face shield for use while on campus and when teaching in the classroom. Teachers are also encouraged to use gloves if necessary. Additional face coverings are available in the front office as needed.

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

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

Employees who had potential COVID-19 exposure in our workplace will be:

- Notified of potential exposure in writing via the "Notice of Potential Exposure to COVID-19" form provided by the Archdiocese of Los Angeles. The notice is also placed in their employee file in accordance with legal requirements.
- Offered COVID-19 testing at no cost during their working hours by scheduling through LHI.care; all employees are on a schedule ensuring that 100% of all employees are tested within the 8-week full rotation.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, is provided and communicated to all employees.

## 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 is Ms. Ashley Guggia, Assistant Principal of Student Life. She is the school's COVID-19 liaison.
- Employees can report symptoms and hazards without fear of reprisal to Ms. Guggia.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness has been to offer zoom-attendance to meetings and retreats and to purchase a MicroClimate AIR (hepa-filtration helmet with built in air scrubber) for any employee who requested purchase.
- 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 an employee is required to test because of an employee exposure, Ms. Guggia will communicate the plan for how this will be accomplished 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. At this juncture, we have been utilizing the LHI system, however, we do have a local option for rapid testing should that be necessary.
- 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.
- The school's Return to School Safer Plan, which outlines all abbreviated within this document, is a living document that has been available since August of 2020 on the school's website in compliance with county mandates.

## 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.
- Best instructional practices to ensure student safety and compliance.
  - All documentation confirming employee training is in employee files.
- Student training was completed both in person on orientation and materials pick-up days as well as

through family training through email, videos, and use of social media channels and zoom for parent meetings.

## 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. This will be accomplished by through employer-provided employee sick leave benefits.
- Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all 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.
- Reporting all cases to the Archdiocese of Los Angeles in addition to consultation, cooperation, and communication with the Santa Barbara County Public Health Department.

## 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.
-

**Signed by the Administration of St. Joseph High School:**



---

Erinn Dougherty, Principal



---

Carmen Garcia, Assistant Principal of Admissions and Academics



---

Ashley Guggia, Assistant Principal of Student Life



---

Tom Mott, Assistant Principal of Athletics



---

Pepe Villasenor, Assistant Principal of Outreach and Community Engagement

## 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:** Erinn Dougherty

**Date:** January 12, 2021

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

<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>
Hallways	At all times on campus	Transmission, even masked, is possible, especially when moving/exerting one's self.	We have made all walkways and hallways on campus one way with clear signage and employee redirection of any student who does not clearly comply with one-way direction of any given hallway. The main hallway that connects the east and west of campus has a small fence erected in the center of the hallway to keep students going one way and limit possible transmission.
Restrooms	All restrooms on campus, twice daily	Restrooms are visited by students and employees on campus.	All students are required to sanitize prior to leaving class to attend a restroom and upon return. There are handwashing stations and sanitizer in all restrooms. All restrooms are cleaned twice a day by custodial staff. Additionally, an immunocompromised restroom has been designated in the main office with keys being given to employees with underlying medical conditions rendering them immunocompromised.
Lunch Tables	Located outside and physically distanced	Lunch tables outside are provided for faculty, staff, and students.	All lunch tables are outside, appropriately physically distanced, and have painted "sit spots." This mitigates transmission by providing physically distancing, eliminating any person directly across from another person, and all tables have café baskets with sanitizing spray and hand sanitizer placed upon them daily.
Senior lobby/Heritage lobby	Used only for morning check-in for students who are dropped off.	In years past, this was a senior lounge for seniors on free periods.	The heritage lobby, as it is an enclosed room with limited supervision, was not opened to seniors as a lounge this academic year. It is now only used for morning check-in.



## Appendix B: COVID-19 Inspections

Date: 1/19/2021

Name of person conducting the inspection: Erinn Dougherty and Tom Mott

Work location evaluated: St. Joseph High School Campus

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions	In place on every desk		
Ventilation (amount of fresh air and filtration maximized)	All doors open on campus in occupied classrooms		
Additional room air filtration	All doors open on campus in occupied classrooms		
Hallways	All hallways clearly marked as one way on campus		
<b>Administrative</b>			
Physical distancing	In all classrooms and offices on campus		
Surface cleaning and disinfection (frequently enough and adequate supplies)	At the beginning and end of each class and meeting		
Hand washing facilities (adequate numbers and supplies)	Sanitizers at the exit and entrance of all classrooms and in all offices on campus.		
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Checked daily by custodial staff and in the solutions room on campus.		
<b>PPE</b> (not shared, available and being worn)	Provided to all staff and students; also, additional PPE is available in the office.		
Face coverings (cleaned sufficiently often)	All students, staff, and employees have been provided 3 face coverings and have others available and free.		
Gloves	Located in office.		
Face shields/goggles	Available for all in addition to their cloth face coverings.		
Respiratory protection	MicroClimate AIR masks offered to all staff and faculty.		

## Appendix C: Investigating COVID-19 Cases

St. Joseph High School works closely with the Santa Barbara County of Health. We work closely with [Susan Klein-Rothschild](#) and the Archdiocese of Los Angeles. We report any case of a person on campus to the Archdiocese of Los Angeles, provide [documentation](#) to employees on campus (and retain a copy in their employee file), and consult Ms. Klein-Rothschild if there are 3 or more cases during a 2 week period in compliance with all county protocols. Additionally, we work with county disease control when referred by Ms. Klein-Rothschild or contacted directly. This office has most consistently worked with Theo's team.

The form below could be used in addition to the documentation required by the Archdiocese of Los Angeles and Santa Barbara County Department of Public Health.

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)]

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	

<b>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):</b>	
---	--

<b>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:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

## **Appendix D: COVID-19 Training Roster(s)**

**Date:** 01/19/2021

**Person(s) who conducted the training:** Erinn Dougherty, Carmen Garcia, Ashley Guggia, Tom Mott, and Pepe Villasenor

There were several, mandatory trainings in August of 2020 to ensure compliance with all state and county guidance and mandates to return to school safer. Human Resources has copies of all signed attendance forms. Contact [DAnderson@sjhsknights.com](mailto:DAnderson@sjhsknights.com) for copies showing both attendance at and acknowledgement of trainings.

## Additional Consideration #1

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

#### [Reference section 3205.1 ]

This section of CPP will stay in effect for a 14-day period of quarantine; the school will shift to distance learning during this time with no students on campus.

#### COVID-19 testing

- Within a 2 week period, if there are 3 cases of faculty, staff, or students (not from the same household) with confirmed COVID-19, the school will work with contact tracing and the Santa Barbara County Public Health to determine if transmission occurred on or off campus and follow all guidance from Santa Barbara County Public Health.
- Regardless of where transmission occurred, the school will comply with Santa Barbara County Public Health guidance, which is to close the campus for a 14-day quarantine if directed to do so by Santa Barbara County Public Health.
  - At this time, the school will shift to a distance learning modality for 2 weeks.
- **COVID-19 testing consists of the following:**
  - Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - Regularly scheduled COVID-19 tests, per the rotation schedule, will occur during this time; this will not discontinue regardless of quarantine.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

#### Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

#### Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

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

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will 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 will be documented and include:

- 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 will 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 possible.
- Respiratory protection.
- [describe other applicable controls].

#### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

**Additional Consideration #2- N/A. St. Joseph High School does not have a major outbreak; this will be instituted should a major outbreak occur.**

## **Major COVID-19 Outbreaks**

This section will be added to your CPP should the school experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.] This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### **COVID-19 testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours and is scheduled at LHI.care at various locations close to campus. The employee will schedule his/her own test.

### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

### **COVID-19 hazard correction**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In 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 with the ventilation system, 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 implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

### **Notifications to the local health department**

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

**Additional Consideration #3 N/A. St. Joseph High School does not provide housing to students and/or employees**

**Additional Consideration #4 – N/A. St. Joseph High School does not provide transportation to students and/or employees**