

COVID-19 Prevention Program (CPP) for Visitation 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

The Visitation School Principal, Christopher Watson, 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: 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.
- **There will be daily checks for adherence to rules, policies, procedures and equipment meant to keep the workplace and learning environment safe from COVID-19 hazards.**
- **Cal/OSHA protocols will be sent out to all stakeholders and will be posted throughout the school as well as on the website.**

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: **All faculty and staff will be part of the communal task force in identifying and evaluating COVID-19 hazards. These will be reported in person or anonymously to the director of Human Resources, our plant manager and Principal for immediate action.**

Employee screening

We screen our employees by:

The following procedures must be completed before a teacher may proceed to their classroom or inside the school office each day.

- Teachers must fill out the teacher health screening questionnaire digitally via google forms.

- Teachers must temperature check themselves, and record their temperature reading on the google form (*must be below 99.5*).
- Sign-in on the faculty spreadsheet on the outside office ledge, indicating that both the health questionnaire and the temperature check have been completed.
- If a teacher is unable to pass the health questionnaire or the temperature check, they must notify the office and administration and return home.

Note: Staff and students will also be monitored throughout the day for signs of illness. Those that have a fever or show other symptoms will be sent home. The school has designated the school health room in the elementary building to isolate students and/or staff who display potential symptoms for COVID-19.

Face coverings are used during screening by both screeners and employees and, if temperatures are measured, non-contact thermometers are used.

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:

Any unsafe or unhealthy work conditions will be reported to the school principal, director of HR and plant manager for immediate rectification. Upon completion, we will make not in Appendix B: Covid-19 Inspection forms. If a priority status needs to be implemented, priority will always go to the most severe hazard first.

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:

Physical Plant Changes

- Classroom windows and doors will remain open while in use to increase ventilation, weather permitting.
- The 2nd story hallway will operate as a one-way only route to increase social distancing during the occasional transfer between classes by teachers and/or students.
- The school office has a plastic shield to protect the office staff.
- Signage is being placed around the school to remind students, staff, and visitors of proper social distancing guidelines, mask wearing, hand washing, and additional ways to help keep everyone safe.
- Floor decals are being used to help promote the proper flow of traffic and social distancing.
- All fabric common use chairs have been replaced with hard plastic chairs to allow for proper disinfecting.

Classroom Environment, Social Distancing & Cohorting

- Visitation has maximized space between seating and desks.
 - Teacher and other staff desks are at least six feet away from student desks.
 - Separation of students has been established through multiple means, including the removal of group seating and space between individual student desks maximized to the

extent possible, clear desk shields for all student desks, and markings on the floor to outline the separation.

- Desks will be arranged in a way that minimizes face-to-face contact (i.e., configuration of desks in a checkerboard style and/or facing the same direction)
- Clear desk shields have been purchased for every student/desk to increase safety between students.
- Grade levels will be their own individual cohort. This will help with contact tracing and minimize contact. As a result, Spanish, Music, and Computers will continue to be online.
- Teachers will implement distance procedures into classroom routines, including packing/unpacking for the day and the turning in of assignments.
- Whenever possible, teachers will rotate to the students rather than students switching classrooms.
 - Some curriculum has been transferred to digital usage to reduce the amount of books needed in backpacks.
- Until further notice, all school athletics and field trips have been canceled, and no outside ministries will be permitted to use the school buildings for classes or meetings.

Lunch/Recess Routines

- The school schedule has been revamped to have separate recesses and lunches for grade level bands.
 - Within each lunch period, half of the grades will be eating while the other half will be playing in separate grade-level groups away from each other to sustain the separate cohorts between grade-levels. At the twenty minute mark, those groups will switch.
 - i.e. the 5th & 6th grades will be playing while the 7th & 8th grades eat.
- Recess will have four groups outside and playing at a time.
- All hot lunch orders will be served in a completely pre-packaged a la carte system through Choice Lunch instead of the buffet style of side dish items.
- Students will eat at socially distanced tables (max four to a table).
 - At the switch point, the next eating group will use a different set of tables so the used tables can be disinfected between the different lunch periods.
- Lunch groups will have their own set of play equipment so they can be disinfected between the lunch period usages.
- Outside play routines will be restricted to minimize contact and maximize distancing (*i.e. students may shoot basketballs but not play a basketball game*)
- To minimize the flow of large students using restrooms once the bell rings at the end of recess/lunch, students will need to return to their classroom first and then the teacher will control the flow of traffic to the restroom.

Classroom Location Changes

- The Junior High Math Room will now temporarily become the 6th grade classroom.
- The Science Lab (former 6th grade homeroom) will only be used for Science Labs for 6th-8th grades. Labs will be on different days to ensure that it is properly cleaned and disinfected in between uses.
- In almost all cases, the enrichment teachers will be traveling to the classrooms to teach.
- The school library use will operate remotely and be closed to general student use.
 - Books turned in will be quarantined and cleaned before being restocked.
- The number of computers in the computer lab has been greatly reduced to allow for socially distanced work in there for some classes. Most computer/technology classes will be held in the homeroom classrooms.
- Attending Mass will take the form of being live streamed to the classrooms each Friday.

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.

Pursuant to recent changes, the Face Covering policy has been updated.

- Face coverings (masks or, in approved cases, face shields) will be required for all staff, visitors, and volunteers.
- The allowed number of visitors and volunteers will also be greatly reduced and restricted (as such, the *Family Volunteer Requirement* has been temporarily suspended until further notice).
 - All volunteers/visitors on campus will also be subject to health screenings and temperature checks.
- Face coverings are required, for **all** students (face masks should be labeled with names; keep extra in backpack)
 - Students must wear them when coming to and from school, switching classes, moving to other areas around campus, movement throughout the classroom, seated at their desks, and during minimal outside play.
 - Students may remove their face mask when eating.
 - It is recommended that students use a lanyard for ease of use and to prevent loss when they are able to remove it.
 - During times of phonemic instruction and assessment, students and staff may utilize a face shield instead of a face mask. This will be at the discretion of the individual teacher.
 - Student face shields used for phonemic instruction will be provided by the school and disinfected after each use.
 - Students will bring their own masks from home
 - Extras or replacements will be provided by the school
 - If students do not have masks, we will provide all necessary masks for them
 - Faculty and staff will have their own masks or ones provided by the school

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 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.

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:

Physical Plant Changes

- Classroom windows and doors will remain open while in use to increase ventilation, weather permitting.

- The 2nd story hallway hallway will operate as a one-way only route to increase social distancing during the occasional transfer between classes by teachers and/or students.
- The school office has a plastic shield to protect the office staff.
- Signage is being placed around the school to remind students, staff, and visitors of proper social distancing guidelines, mask wearing, hand washing, and additional ways to help keep everyone safe.
- Floor decals are being used to help promote the proper flow of traffic and social distancing.
- All fabric common use chairs have been replaced with hard plastic chairs to allow for proper disinfecting.

Classroom Environment, Social Distancing & Cohorting

- Visitation has maximized space between seating and desks.
 - Teacher and other staff desks are at least six feet away from student desks.
 - Separation of students has been established through multiple means, including the removal of group seating and space between individual student desks maximized to the extent possible, clear desk shields for all student desks, and markings on the floor to outline the separation.
 - Desks will be arranged in a way that minimizes face-to-face contact (i.e., configuration of desks in a checkerboard style and/or facing the same direction)
- Clear desk shields have been purchased for every student/desk to increase safety between students.
- Grade levels will be their own individual cohort. This will help with contact tracing and minimize contact. As a result, Spanish, Music, and Computers will continue to be online.
- Teachers will implement distance procedures into classroom routines, including packing/unpacking for the day and the turning in of assignments.
- Whenever possible, teachers will rotate to the students rather than students switching classrooms.
 - Some curriculum has been transferred to digital usage to reduce the amount of books needed in backpacks.
- Until further notice, all school athletics and field trips have been canceled, and no outside ministries will be permitted to use the school buildings for classes or meetings.

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

- All external windows and doors will stay open to allow for air to flow freely.
- Each room has been outfitted with a air purifier designed to meet the needs of particle purification according to the square footage of each room.
- In instances where outside air needs to be minimized due to other hazards such as heat and wildfire smoke, we will make accommodations to maximize proper ventilation by taking additional air purifiers from vacant classrooms to ensure air flow and quality is maximized.

Cleaning and disinfecting

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

Hygiene, Cleaning, & Disinfecting

- Teachers/staff will encourage proper handwashing.
- Free standing hand sanitizer stations have been installed throughout the campus.
- Time has been built into the school schedule to allow multiple opportunities for students and staff to wash their hands, including, but not limited to before and after eating, after using the restroom, after outdoor play, and before and after any group activity.

- Greatly limiting the sharing of supplies and play equipment.
 - Students will be required to have their own pencil box/case with all their school supplies in them.
- Drinking fountains will not be available for use. All students should bring a full water bottle, labeled with name.
- When shifting to another classroom, teachers must disinfect their work areas, including their desk, SMARTboard tools, and any other teaching devices.
- Disinfectant wipes will be placed at all common use devices (i.e. photocopy machines, faculty room phone, etc.). All teachers must disinfect common use devices after each use.
- Classroom desks and counter tops will be disinfected between grade-level use.
- The school will have a cleaning and disinfecting schedule for classrooms and work areas on a daily basis; as well as multiple times a day for high use items and areas, using EPA approved list "N" products.

Workspace (i.e., desks, chairs, classrooms, office)	At the end of each use and day
Appliances (i.e., refrigerators, microwaves)	Daily
Electronic Equipment (i.e., copy machines, shared computers/devices, printers, telephones)	At the end of each use and day
General Used Objects (i.e., handles, light switches)	At least 4 times a day
Student and Teacher Restrooms and Faucets	Twice a day
Common Areas (i.e., Cafeteria, Library, Conference Rooms)	At the end of each use and day
Playground Equipment and Other Supplies	At the end of each use and day

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

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

Procedures for Symptoms/Exposure/Positive Cases/Testing

The following represents the protocols and procedures recommended by the Department of Catholic Schools in regard to situations of potential exposures, positive test cases, and when staff or students exhibit potential symptoms of COVID-19. Attached to this page is a flow chart that illustrates these protocols in further detail.

Student or staff with: Action Communication		
COVID-19 Symptoms (e.g. fever, cough, loss of taste, smell, difficulty	<ul style="list-style-type: none"> • <input type="checkbox"/> Send home • <input type="checkbox"/> Recommend testing 	No Action Needed

breathing)	(if positive, see #3; if negative, see #4)	
	<ul style="list-style-type: none"> • <input type="checkbox"/> School/classroom remain open 	
Close contact* with a confirmed COVID-19 case	<ul style="list-style-type: none"> • <input type="checkbox"/> Send home • <input type="checkbox"/> Quarantine for 14 days from last exposure • <input type="checkbox"/> Recommend testing (but will not shorten 14-day quarantine) • <input type="checkbox"/> School/Classroom to remain open 	<p>Consider school community notification of known contact.</p> <p>Confidentiality will be maintained in this correspondence.</p>
Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • <input type="checkbox"/> Notify local public health department • <input type="checkbox"/> Isolate case and exclude from school for 10 days from symptom onset or test date • <input type="checkbox"/> Identify contacts, quarantine & exclude exposed contacts from school (likely entire cohort**) for 14 days after the last date the case was present at school while infectious • <input type="checkbox"/> Recommend testing of contacts, prioritize symptomatic contacts (but not shorten 14-day quarantine) • <input type="checkbox"/> Disinfection and cleaning of classroom and primary spaces where case spent significant time • <input type="checkbox"/> Must provide doctor's note stating ok to return BEFORE returning to school • <input type="checkbox"/> School remains open 	<p>School community notification of known case.</p> <p>Confidentiality will be maintained in this correspondence.</p>
Tests negative after symptoms	<ul style="list-style-type: none"> • <input type="checkbox"/> May return to school 3 days after symptoms resolve • <input type="checkbox"/> Must provide doctor's note stating ok to return BEFORE returning to school • <input type="checkbox"/> School/classroom remain open 	<p>Consider school community notification if prior awareness of testing.</p> <p>Confidentiality will be maintained in this correspondence.</p>

**A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.*

***A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.*

- Staff, students, or other adults on campus that display potential symptoms of COVID-19 will be isolated and sent home.
 - It is important to note that many of the COVID-19 symptoms are similar to other ailments.
 - Students, staff, and volunteers/visitors must be symptom free without medication for at least 48 hours.

- According to the CDC, the key symptoms to look for are a temperature of 99.5 degrees or higher, sore throat, new uncontrolled coughing that causes difficulty breathing, diarrhea, vomiting, abdominal pain, or a new onset of a severe headache, especially with a fever.
- If an individual displays symptoms outside of normal range, including chest pains, trouble breathing, or other more severe symptoms, the paramedics will be called.
- If a student or staff member has been exposed to someone who has tested positive for COVID-19, the student or staff member must quarantine at home for two weeks, shifting to distance learning during that time.
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 - It is expected that if a student or staff member has been exposed to someone who has tested positive for COVID-19, the administration must be informed immediately.
- If someone in the school (staff or student) tests positive for COVID-19, their entire cohort must quarantine at home for two weeks, shifting to a whole class distance learning plan.
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 - All guidelines for informing DCS and any health department officials will be followed.
 - LA County Public Health requires that each school designate a liaison to work with our Communicable Disease Program when there is a suspected or confirmed COVID-19 exposure within the school district. Notifications can be sent to principal@visitationschool.org or by calling the school at 310.645.6620.
 - Parents will receive a letter informing them that someone in their child's cohort has tested positive for COVID-19, however, due to HIPAA regulations, families will not be informed of the identity of that person.
 - If a cluster of three or more positive cases occur within fourteen days, the school will consult with DCS and DPH officials about whether the entire school should temporarily shift back to Distance Learning.
- Students and/or staff members who test positive for COVID-19 will not be able to return to school until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.

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 by **utilizing our maintenance crew to systematically clean and sanitize the areas of our school as needed according to the following schedule below.**

The school will have a cleaning and disinfecting schedule for classrooms and work areas on a daily basis; as well as multiple times a day for high use items and areas, using EPA approved list "N" products.

Workspace (i.e., desks, chairs, classrooms, office)	At the end of each use and day
Appliances (i.e., refrigerators, microwaves)	Daily
Electronic Equipment (i.e., copy machines, shared computers/devices, printers, telephones)	At the end of each use and day
General Used Objects (i.e., handles, light switches)	At least 4 times a day
Student and Teacher Restrooms and Faucets	Twice a day

Common Areas (i.e., Cafeteria, Library, Conference Rooms)	At the end of each use and day
Playground Equipment and Other Supplies	At the end of each use and day

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Teachers/staff will encourage proper handwashing.
- Free standing hand sanitizer stations have been installed throughout the campus.
- Time has been built into the school schedule to allow multiple opportunities for students and staff to wash their hands, including, but not limited to before and after eating, after using the restroom, after outdoor play, and before and after any group activity.
- Greatly limiting the sharing of supplies and play equipment.
 - Students will be required to have their own pencil box/case with all their school supplies in them.
- Drinking fountains will not be available for use. All students should bring a full water bottle, labeled with name.
- When shifting to another classroom, teachers must disinfect their work areas, including their desk, SMARTboard tools, and any other teaching devices.
- Disinfectant wipes will be placed at all common use devices (i.e. photocopy machines, faculty room phone, etc.). All teachers must disinfect common use devices after each use.
- Classroom desks and counter tops will be disinfected between grade-level use.
- The school will have a cleaning and disinfecting schedule for classrooms and work areas on a daily basis; as well as multiple times a day for high use items and areas, using EPA approved list "N" products.

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.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids. [Delete if not applicable to your workplace.]

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:

- **Offered COVID-19 testing at no cost during their working hours utilizing personal insurance or school reimbursement procedures.**
 - School employees and students who need testing should either go to their health care provider or a state-operated/community testing site. The state of California requires all health plans to pay for COVID-19 testing for all essential workers, including school staff

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:

Procedures for Communication of Symptoms/Exposure/Positive Cases/Testing

The following represents the protocols and procedures recommended by the Department of Catholic Schools in regard to situations of potential exposures, positive test cases, and when staff or students exhibit potential symptoms of COVID-19. Attached to this page is a flow chart that illustrates these protocols in further detail.

Student or staff with: Action Communication		
<p>COVID-19 Symptoms (e.g. fever, cough, loss of taste, smell, difficulty breathing)</p>	<ul style="list-style-type: none"> • <input type="checkbox"/> Send home • <input type="checkbox"/> Recommend testing <p style="text-align: center;">(if positive, see #3; if negative, see #4)</p> <ul style="list-style-type: none"> • <input type="checkbox"/> School/classroom remain open 	<p>No Action Needed</p>
<p>Close contact* with a confirmed COVID-19 case</p>	<ul style="list-style-type: none"> • <input type="checkbox"/> Send home • <input type="checkbox"/> Quarantine for 14 days from last exposure • <input type="checkbox"/> Recommend testing (but will not shorten 14-day quarantine) • <input type="checkbox"/> School/Classroom to remain open 	<p>Consider school community notification of known contact.</p> <p>Confidentiality will be maintained in this correspondence.</p>
<p>Confirmed COVID-19 case infection</p>	<ul style="list-style-type: none"> • <input type="checkbox"/> Notify local public health department • <input type="checkbox"/> Isolate case and exclude from school for 10 days from symptom onset or test date • <input type="checkbox"/> Identify contacts, quarantine & exclude exposed contacts from school (likely entire cohort**) for 14 days after the last date the case was present at school while infectious • <input type="checkbox"/> Recommend testing of contacts, prioritize symptomatic contacts (but not shorten 14-day quarantine) • <input type="checkbox"/> Disinfection and cleaning of classroom and primary spaces where case spent significant time • <input type="checkbox"/> Must provide doctor’s note stating ok to return BEFORE returning to school • <input type="checkbox"/> School remains open 	<p>School community notification of known case.</p> <p>Confidentiality will be maintained in this correspondence.</p>
<p>Tests negative after symptoms</p>	<ul style="list-style-type: none"> • <input type="checkbox"/> May return to school 3 days after symptoms resolve • <input type="checkbox"/> Must provide doctor’s note stating ok to return BEFORE returning to school • <input type="checkbox"/> School/classroom remain open 	<p>Consider school community notification if prior awareness of testing.</p> <p>Confidentiality will be maintained in this correspondence.</p>

**A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.*

***A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.*

- Staff, students, or other adults on campus that display potential symptoms of COVID-19 will be isolated and sent home.
 - It is important to note that many of the COVID-19 symptoms are similar to other ailments.
 - Students, staff, and volunteers/visitors must be symptom free without medication for at least 48 hours.
 - According to the CDC, the key symptoms to look for are a temperature of 99.5 degrees or higher, sore throat, new uncontrolled coughing that causes difficulty breathing, diarrhea, vomiting, abdominal pain, or a new onset of a severe headache, especially with a fever.
 - If an individual displays symptoms outside of normal range, including chest pains, trouble breathing, or other more severe symptoms, the paramedics will be called.
- If a student or staff member has been exposed to someone who has tested positive for COVID-19, the student or staff member must quarantine at home for two weeks, shifting to distance learning during that time.
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 - It is expected that if a student or staff member has been exposed to someone who has tested positive for COVID-19, the administration must be informed immediately.
- If someone in the school (staff or student) tests positive for COVID-19, their entire cohort must quarantine at home for two weeks, shifting to a whole class distance learning plan.
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 - All guidelines for informing DCS and any health department officials will be followed.
 - LA County Public Health requires that each school designate a liaison to work with our Communicable Disease Program when there is a suspected or confirmed COVID-19 exposure within the school district. Notifications can be sent to principal@visitationschool.org or by calling the school at 310.645.6620.
 - Parents will receive a letter informing them that someone in their child's cohort has tested positive for COVID-19, however, due to HIPAA regulations, families will not be informed of the identity of that person.
 - If a cluster of three or more positive cases occur within fourteen days, the school will consult with DCS and DPH officials about whether the entire school should temporarily shift back to Distance Learning.
- Students and/or staff members who test positive for COVID-19 will not be able to return to school until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.
- Testing of Staff and Students: To ensure the safety of students and staff, surveillance testing will be implemented.
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 - The school will facilitate staff testing periodically, as testing capacity permits and as practicable.
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 - All staff will be tested every two months, where 25% of the staff are tested every two weeks, or 50% every month to rotate testing of all staff over time.
 - When a student or staff exhibits COVID-19 symptoms, the student or staff member will be sent home and testing will be recommended.

- School employees and students who need testing should either go to their health care provider or a state-operated/community testing site. The state of California requires all health plans to pay for COVID-19 testing for all essential workers, including school staff.
- If a student does not have a primary care doctor or you feel will have difficulty accessing testing, please call LA County Help/Information at 2-1-1 or <http://www.publichealth.lacounty.gov/media/Coronavirus/vaccine/index.htm>.

Principal Christopher Watson, with support from his administrative team and the health office, is the COVID-19 point person who will be responsible for:

- Establishing and enforcing all COVID-19 safety protocols
- Ensuring the staff and students receive education about COVID-19
- Serving as liaison to the Department of Public Health in the event of an outbreak on campus

In an instance that Principal Watson is not available, please contact Sue Calsbeek in the health office with any COVID-19 related issues or concerns.

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.
- **All site specific mitigation procedures, policies, and protocols will be discussed and evaluated upon returning to campus with teachers, staff, students and parents.**

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

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 **utilizing employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.**
- Providing employees at the time of exclusion with information on available benefits.

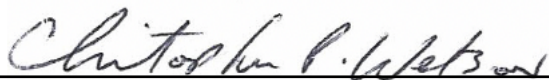
Reporting, Recordkeeping, and Access

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.

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.



Christopher P. Watson, Principal, Visitation School

January 25, 2021

Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection: Christopher Watson

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Other:			
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			
Other:			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Other:			

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:

Name of person conducting the investigation: Christopher Watson

COVID-19 Case Investigation Information

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

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):

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

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

Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training: Christopher Watson

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks (3+ cases)

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 COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. 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.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We 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

Major COVID-19 Outbreaks (20+ cases)

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.

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**.