

CPP

COVID-19 PREVENTION PROGRAM



Saint Francis Solano School

www.saintfrancissolano.org

342 West Napa Street

Sonoma, CA 95476

707-996-4994

February 1, 2021

COVID-19 Prevention Program (CPP) for Saint Francis Solano School

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

Date: February 1, 2021

Authority and Responsibility

Debbie Picard (Principal) has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

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

Employee participation

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

Employee screening

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

Correction of COVID-19 Hazards

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

Site supervisor will facilitate bi-monthly inspections with the assistance of the school's contact tracer and facilities manager. Unhealthy or unsafe conditions will be documented and corrected. Inspections will automatically be performed if an unsafe condition is reported.

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:

- Allowing remote schedules and Zoom meetings
- Reducing the number of persons in an area at one time
- Visual cues, signage and floor markings
- Staggered arrival, break and departure times

Employees will follow the **COVID-19 Worksite Plan: Appendix C**.

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. As needed, we are able to provide clean, disposable face masks for employees, students or visitors. Boxes of sterile face masks for adults and children are located at all entrances. Should an employee have a concern about someone not in compliance with the face covering policy, they may notify the school office and the administrative secretary or principal will immediately address the situation.

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.

Employees will follow State Guidelines as outlined in the **COVID-19 Worksite Plan: Appendix C**.

Engineering Controls

We are able to maintain at least six feet between individuals at all times by reducing the number of persons on our campus with a hybrid and remote schedule. Desks are placed six feet apart and windows and doors remain open to allow for natural ventilation. In the event of unhealthy air due to wildfire smoke, remote learning is possible for all students. Mechanical ventilation and filtration is maintained to the highest possible standard for the existing system. Plastic barrier is mounted at reception.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces: as outlined in the **COVID-19 Worksite Plan: Appendix C** and **Notice of Disinfection and Safety Plan: Appendix D**.

Daily cleaning and disinfection of offices, hallways, classrooms, bathrooms and frequently touched surfaces

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

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.

Students do not share supplies or toys at school. Playground equipment is closed.

Where there must be sharing, the items will be disinfected between uses by outlined in **COVID-19 Worksite Plan: Appendix C**.

Hand sanitizing

We have installed touchless soap dispensers and paper towel dispensers for handwashing. Sufficient supplies of hand sanitizers are located at every entrance, in every office and classroom. Janitorial team replenishes supplies nightly.

In order to implement effective hand sanitizing procedures, we follow the procedure outlined in **COVID-19 Worksite Plan: Appendix C**.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed outlined in the **COVID-19 Worksite Plan: Appendix C**.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using **COVID-19 POSITIVE (OR TREATED AS POSITIVE) EMPLOYEES/STUDENTS: Appendix E CDC Guidance and Appendix F Investigation Form .**

All investigations will be done by the School's Contact Tracer. Please call Perrin Cutting at 707-996-4994 ext. 101 if you become aware of any COVID-19 exposure, positive test, or symptoms of COVID-19.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a manner they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to the school's certified contact tracer or principal.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. If this were to happen, we will communicate with employees with close contacts or in the same workplace with a COVID-19 positive employee, student or visitor in writing using the attached notices: **Appendices G and H, respectively.**
- School's contact tracer will be available at all faculty meetings to answer questions and provide updates

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. We will provide this information if there is an exposure in the workplace.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- We will invite medical personnel to train employees on face coverings, hand sanitizing, distancing and other safety measures.
- **We will use CDC resources attached as Appendix I and will document the training using Appendix J**

Handling Exposures at School

- Staff watches for symptoms during school day
- Remove ill student from cohort and place in well-ventilated isolation room
- PPE available to staff assisting student
- Students and teacher will be relocated to library with desks at 6-foot distancing
- Call parent for immediate pick up of student
- Instruct parent to follow-up with physician and guidance
- Instruct parent to follow-up with physician and guidance will be provided
- Support for distance learning will be provided
- Ill staff members will be sent home immediately and allowed to Zoom, if able or substitute can cover class
- Instruct staff to follow-up with physician and guidance will be provided

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

Reporting, 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).

- Keep records of staff and student exposures in Student Management System
- Make our written COVID-19 Prevention Program available via website and school bulletin
- Make our written COVID-19 Prevention Program available at the workplace to employees, and to representatives of Cal/OSHA immediately upon request.
- Use a log maintained by the Human Resources Department to keep a record of and track all COVID-19 cases. The information will be made available as required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 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.

Debbie Picard, Principal February 1, 2021

Appendix A: Risk Assessment

COVID-19 RISK ASSESSMENT

For Employees:

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

- For Visitors (if applicable in your county)
 - Does the reception area have safe distancing protocols?
 - Does your workplace have cues to stay six feet apart? (e.g. tape markers or dividers)
 - Does your workplace have a barrier between the employee and visitor that is either a physical barrier (window system or similar) or a cue (stay behind line)?

 - Does the workplace have the ability to provide services contact-free?
 - Can you limit the amount of cash that is exchanged?
 - Can you limit interaction between employee and visitors so that items are placed on a counter and the employee can move back while the visitor approaches and takes the items?

 - Do you have protocols for visitors?
 - Is there signage that informs visitors of needed precautions (e.g. distancing)?
 - Require face covering
 - Self-certify that visitors do not have COVID-19 symptoms or recent exposure
 - Redirect visitors to use the telephone or email system to contact the office if possible?

Appendix B: COVID-19 Inspections

Date: **[enter date]**

Name of persons 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: Covid-19 Worksite Plan

COVID-19 Worksite Plan

Name of Worksite: Saint Francis Solano School

Address of Worksite: 342 West Napa Street, Sonoma, CA 95476

Name of Site Supervisor: Debbie Picard

Date: February 1, 2021

Contact Information for the Sonoma County Public Health Department:

- Work Phone: (707) 565-4700
- Work CA Relay: 711

Health Services Administration
1450 Neotomas Avenue, Suite 200
Santa Rosa, CA 95405

For Employees:

1. Employees will self-screen at home before coming to work:
 - a. If they have respiratory symptoms, they will stay home and inform their supervisor.
 - b. If they have any of the following symptoms, they will stay home and inform their supervisor:
 - i. Cough
 - ii. Shortness of breath or difficulty breathing
 - iii. Fever
 - iv. Chills
 - v. Muscle pain
 - vi. Sore throat
 - vii. New loss of taste or smell

Refer to this link for more information:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- c. If they feel at all sick or have any of the above symptoms, they will stay home and inform their supervisor.
- d. They will stay home if they have been exposed to someone with COVID-19 and inform their supervisor.
- e. If the employee gets a COVID-19 positive test, he/she will immediately inform the site supervisor and not return to work until cleared by the doctor.

2. They will wash their hands frequently using the CDC protocol found at this link:
<https://www.cdc.gov/handwashing/index.html>
3. As employees arrive for work, each one will be evaluated for COVID-19 symptoms:
 - a. He/she will be asked the following questions:
 - i. Do you have a fever?
 - ii. Do you have any respiratory symptoms: cough or shortness of breath?
 - iii. Have you been exposed to someone with COVID-19?
 - b. Temperature will be taken. If temperature is elevated (100.4 °F), the employee will be asked to go home and report to her/his doctor. Ideally, the temperature would be taken by another employee. Both employees would need to be wearing facemasks during the procedure. If it is not possible or practical to have another person take the temperature, the employee him/herself will do and sanitize the thermometer afterwards. If the employee has a temperature of 100.4 °F he or she will go home and he/she will inform his/her supervisor.
4. Safe Distancing will be practiced and Face Masks must be worn:
 - a. Those with private offices will work in them. When leaving for any reason, they will wear a face covering. Before returning to their office, the employee will wash his/her hands or use hand sanitizer.
 - b. Any time an employee is not in his/her private office, he/she will wear a face covering.
 - c. For those without private offices, work hours will be staggered so that employees are not working in close proximity to each other (e.g. separated at a minimum of 6 ft).
 - d. When walking through common workspaces such as the copy room, restroom, all employees and visitors will wear masks.
 - e. Employees who can work from home will continue to do so and minimize time in the office.
5. Employees will wear protective equipment when meeting the public
 - a. Visitors are required to wear face coverings
 - b. Employees are required to wear face coverings
 - c. Employees are required to wear gloves
6. Employees should not share office equipment such as computers, phones and workspaces. If they must use shared equipment such as copiers, scanners and postage meter, the equipment will be disinfected after each use.
7. Employees will use EPA approved disinfectants to clean their work areas after each shift. Employees will leave enough time at the end of their shifts to complete the cleaning process. All such time is considered work time. When using shared equipment such as copiers, disinfect after each use. This link provides more guidance:
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

For Visitors

1. Place signs instructing visitors to observe the visual cues to stay 6 feet apart and 6 feet from employees as well as other requirements;
 - a. Must wear a facemask
 - b. Must not visit if have any symptoms (as outlined above)
 - c. Must call office upon arrival and be greeted outside for screening
2. Place visual cues for visitors: tape lines, windows and similar cues to keep the six-foot distance between people.
3. Place hand sanitizer at the entrances to the offices and require visitors to sanitize their hands before entering.

Consider changing traffic patterns so that there is one way in the office and one way out. At the same time, limit the number of visitors who come into the office at one time.

For Cleaning Personnel

1. Clean the work site thoroughly every day using approved disinfectants. Refer to the link above for EPA approved disinfectants.
2. Pay special attention to common areas (used by more than one person), reception areas, conference rooms, stairwells and doorknobs.
3. Ensure that there are disposable paper towels in the bathrooms and kitchenettes and that there is anti-bacterial hand soap available near every sink.
4. Wear PPE while cleaning

For the Site Supervisor:

1. He or she will train employees in the above protocols.
2. Train employees in how to prevent COVID-19 from spreading and which underlying health conditions may make individuals more susceptible to contracting the virus.
3. He or she will complete a weekly evaluation to ensure the protocols are being implemented. Concerns identified should be pursued to identify areas of improvement and a plan to implement these.
4. He or she will ensure that there are adequate supplies including:
 - a. Face coverings
 - b. Gloves
 - c. Disinfectant
 - d. Hand sanitizer
 - e. Hand soap
5. He/she will ensure that the disinfection protocols discussed in this plan are implemented.
6. He/she will place hand sanitizer throughout the workplace to encourage good hand sanitation.
7. If an employee tests positive for COVID-19, the site supervisor will investigate and determine if any workplace factors could have contributed to the risk of infection. If so, he/she will update this plan. Please notify HR of any incidences of positive COVID-19 cases.
8. Ensure that safe distancing protocols are in place
 - a. Close or limit access to common areas. If used, make sure they are cleaned and disinfected at the end of the use.
 - b. Ensure that visitors follow the safe distancing rules above.
 - c. Install a plastic shield to protect the receptionist's workspace.
 - d. Ensure ventilation of the work areas is adequate.

9. Consider changing the traffic flow for employees. (e.g. only one person on an elevator at a time, one-way traffic patterns around the office.)
10. Ensure that employees do not congregate in kitchenettes, bathrooms or common areas.
11. Establish no contact protocols for working with visitors.
12. Remind employees, volunteers, visitors and others that following this protocol is mandatory.
13. Post the required certification at the workplace. See this link for more information:
<https://covid19.ca.gov/pdf/checklist-office-workspaces.pdf>

Appendix D: Disinfection and Safety Plan

Saint Francis Solano School Notice of Disinfection and Safety Plan

California Labor Code 6409.6

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

1. Routine Cleaning: Employees will use EPA approved disinfectants to clean their work areas after each shift. Employees will leave enough time at the end of their shifts to complete the cleaning process. All such time is considered work time. When using shared equipment such as copiers, disinfect after each use. This link provides more guidance:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

2. When an employee or visitor gets sick at work, Cleaning and disinfecting requirements include:

- Close any areas used by the person for a prolonged period of time (i.e. 15 minutes).
- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
- During the waiting period, open doors and windows.
- Use protocols that meet the EPA criteria see this <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html> and this <https://www.epa.gov/newsreleases/epa-cdc-release-guidance-cleaning-and-disinfecting-spaces-where-americans-live-work> :

The person cleaning must wear gloves, facemask and gown.

3. If a person states that he/she was in your building and later tests positive or has symptoms, take the following steps:

- If it has been fewer than 7 days since the sick person used the facility, clean and disinfect all areas used by the sick person.
- If it has been 7 days or more since the sick employee used the facilities, additional cleaning is not necessary.

4. In other situations where the person tests positive but does not have any symptoms or has only a close contact with someone who is positive for COVID-19: Regular cleaning protocols can resume unless the person develops symptoms or becomes COVID-19 positive. In that case, follow applicable guidance above

Appendix E: Summary of CDC Guidance

FREQUENTLY ASKED QUESTIONS

1. How do I determine if an employee/student has a COVID-19 symptom that requires him/her to be treated as COVID-19 positive?

To determine if an employee is subject to these guidelines, please use the CDC self-assessment tool found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html> and on our website under “human resources.” (<https://dioceseofmonterey.org/human-resources>).

If the self-assessment tool indicates that the person may have COVID-19, please use these rules to determine how to handle the situation.

2. If my employee/student either tests positive for COVID-19 (with symptoms) or is otherwise treated as COVID-19 positive because he/she has COVID-19 symptoms,^[1] when can the person return to work or school? And what should I do?

- a. The person may return to activities with others when
 - i. the person was not hospitalized:
 - 24 hours have elapsed without a fever of 100.4 F or higher and without taking a fever-reducing medication
 - The symptoms have improved; and,
 - 10 days have elapsed since the symptoms first appeared
 - ii. If the person was hospitalized: There are additional steps to be considered and the diocean HR representative will be notified.
- b. Cleaning and disinfecting requirements include:
 - Close any areas used by the person for a prolonged period of time (i.e. 15 minutes).
 - Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
 - During the waiting period, open doors and windows.
 - Use protocols that meet the EPA criteria see this [link](#): and this [link](#):
 - The person cleaning must wear gloves, facemask and gown.

3. What if my employee or student was exposed to someone who has tested positive for COVID-19 or is treated as COVID-19 positive, (and does not have any symptoms) what does that person have to do?

For this section to apply, the person must not have any COVID-19 symptoms. If he/she does have Symptoms, refer to number 1 and 2 above.

- b. Only those who have a “close contact” must take precautions.
 - i. Those with a “close contact” are those who BOTH
 1. Were within 6 feet of the COVID-19 positive (or treated as positive) person
AND
 2. For 15 minutes or more (cumulatively over a 24-hour period).

[1] Symptoms include fever or chills, cough, shortness of breath or difficulty breathing, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, vomiting, diarrhea.

- c. If the person is a “close contact” then he/she must:
 - i. Stay home and quarantine for 10 days from the date of last exposure
 - ii. Taking a test will not end the quarantine earlier. A person can become sick with COVID-19 anytime within the 14-day incubation period which is the reason for the added precautions outline in section iii (below)
 - iii. If the person does return to work after only the 10-day quarantine, he/she must:
 - 1. Strictly adhere to wearing a face cover at all times. During work time he/she must specifically wear a surgical mask and at other times may wear a face covering until 14 days have elapsed since the date of last exposure;
 - 2. Maintain 6 feet of distance between him/herself and others until the 14 days Since last exposure have elapsed; and,
 - 3. Self-monitor for COVID-19 symptoms through day 14 from the date of the last exposure. If symptoms appear, he/she must immediately contact either the County Health Department or his/her doctor for testing.
 - d. Cleaning: Regular cleaning protocols can resume unless the person develops symptoms or becomes COVID-19 positive. In that case, follow applicable guidance above
- 4. What if an employee or student has COVID-19 symptoms and was hospitalized?**
There are additional steps we must take in this situation. Contact diocesan HR representative.
- 5. What if an employee or student tests positive for COVID-19 but has no symptoms? When can the person return to work?**
- a. The person may continue or return to activities when 10 days have elapsed since the test.
BUT
 - b. If the person subsequently develops symptoms, follow FAQs #2 and #4 (if applicable) above
- 6. What if I find out several days later after an employee or student were at school and that they tested positive for COVID-19 or is otherwise treated as COVID-19 positive?**
- a. The person may return to activities as outlined above in FAQ #2, #3 or #4 depending on whether he/she has symptoms.
 - b. Cleaning
 - If it has been fewer than 7 days since the sick person used the facility, clean and disinfect all areas used by the sick person.
 - If it has been 7 days or more since the sick employee used the facilities, additional cleaning is not necessary.
 - c. Exposure to others
 - Without disclosing the identity of the sick person, let others who may be close contacts know of the potential exposure.
 - If the person had a contact with someone who has COVID-19 or tested positive for COVID-19, the person should stay home and self-quarantine for 14 days.

7. What if my employee or student comes to school showing signs of COVID-19 or gets sick at School? What do I do?

- a. The sick person should be immediately isolated and sent home.
- b. The person may return to activities with others as outlined in this summary.
- c. Cleaning and disinfecting requirements include:
 - Close any areas used by the person for a prolonged period of time (i.e. 15 minutes).
 - Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets
 - During the waiting period, open doors and windows.
 - Use protocols that meet the EPA criteria see this [link](#): and this [link](#):
 - The person cleaning must wear gloves, facemask and gown.

8. Is it considered a “close contact” if the person with COVID-19 or COVID-19 positive test Was wearing a facemask?

Yes, “close contact” is defined by proximity and time only. Therefore, such an exposure should be treated as outlined in FAQ #3 if the proximity and time criteria are met.

9. What if the employee or student has symptoms of COVID-19 but suffers from asthma, hay fever, allergies or other known condition? How do I handle that situation?

If the person has a fever, please ask the person not to enter the school. Fever is a sign of an infection which could be spread to others. If the person does not have fever and has a history of asthma, hay fever, allergies or similar condition, he/she may continue to participate in school activities unless the symptoms are different or more severe than normal. In this case, the employee/student should be sent home and should consult with his/her doctor to determine if he/she has COVID-19.

10. How much information do I communicate to others in the workplace or school about someone who is COVID-19 positive?

- a. Only disclose to close contacts that a person in the workplace tested positive or is treated as testing positive for COVID-19.
- b. If the person gives permission, we may communicate the information more broadly.
- c. If the person is sick at work, you may communicate to the other employees that the person was sent home and how you are handling the case. However, do not disclose more information than needed.

Appendix F: Investigating COVID-19 Cases Form

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):	
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):	

<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>	
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<p>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:</p>		
<p>All employees who may have had COVID-19 exposure and their authorized representatives.</p>	<p>Date:</p>	
	<p>Names of employees that were notified:</p>	
<p>Independent contractors and other employers present at the workplace during the high-risk exposure period.</p>	<p>Date:</p>	
	<p>Names of individuals that were notified:</p>	

<p>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</p>		<p>What could be done to reduce exposure to COVID-19?</p>	
<p>Was local health department notified?</p>		<p>Date:</p>	

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

Appendix G Notice to Employee of Close Contact

[Date]

[name of employee]

[address or email]

RE: Saint Francis Solano School Notice of a Potential Exposure To COVID-19: California Labor Code 6409.6

Dear [name of employee]

On [applicable date], Saint Francis Solano School received a notice that you were potentially exposed to COVID-19, at [name and address of the workplace]

Within the infectious period of time, currently defined by the State Department of Public Health as the 48 hours (2 days) before the individual developed COVID-19 symptoms. If the COVID-19 positive employee is asymptomatic, the infectious period begins 48 hours before the COVID-19 test occurred. You were on the Saint Francis Solano School premises at the same worksite as an individual who has one of the following: [choose applicable bullet, delete others]

- A laboratory confirmed case of COVID-19,
- A positive COVID-19 diagnosis from a licensed healthcare provider,
- Is subject to a COVID-19 related isolation order provided by a public health official, or
- Who has died due to COVID-19 within the infectious period of time.

We have determined you are someone whom he or she had “close contact” with, which is defined as a person who was within 6 feet of the COVID-19 positive employee for a cumulative period of 15 minutes during a 24 hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. The determination of a *close contact* is made regardless of whether the individuals were wearing a face covering or other personal protective equipment. Based on the information available to the Saint Francis Solano School, your last “close contact” with this individual was on [insert date].

Given your potential exposure to COVID-19, Saint Francis Solano School requests that you quarantine at home for 14 days after [date of exposure] before returning to work. Further, it is recommended that you contact your healthcare provider and local public health department for guidance and information about possible actions you should take based on your individual circumstances.

COVID-19 related benefits the Santa Rosa Diocese offers that you may be eligible for include:

- Families First Coronavirus Response Act Emergency Paid Sick Leave (until 12/31/2020)
- Santa Rosa Diocese paid sick leave

- Paid vacation
- Workers' Compensationl período de tiempo infeccioso.

Hemos determinado que usted es alguien con quien tuvo un "contacto cercano", lo que se define como una persona que estuvo a aproximadamente a 6 pies de distancia del empleado que resultó positivo del COVID-19 por un período acumulativo de al menos 15 minutos. Este contacto tuvo lugar durante un período de 24 horas marcado a partir de dos días antes del inicio de los síntomas de la enfermedad de esa persona (o, para pacientes asintomáticos, ocurrió dos días antes de que fue colectada la muestra de prueba de laboratorio) hasta el momento en que fue aislado el paciente. La determinación de un contacto cercano se realiza independientemente de si las personas llevaban una cubierta facial (mascarilla) u otro equipo de protección personal. Según la información disponible para la La Escuela de St. Francis Solano, su último "contacto cercano" con esta persona fue el [índique la fecha de exposición].

Dada su posible exposición al COVID-19, La Escuela de St. Francis Solano le solicita que se ponga en cuarentena en su casa durante 14 días contados a partir de [fecha de exposición], antes de regresar al trabajo. Además, se le recomienda que se comunique con su proveedor de atención

médica y el departamento de salud pública local para obtener orientación e información adicional sobre las posibles acciones que debe usted tomar en función de sus circunstancias individuales.

Los beneficios o prestaciones relacionadas con el COVID-19 que ofrece la La Escuela de St. Francis Solano para los que pue

- Medical Disability leave
- State disability

Additionally, Saint Francis Solano School will give you work time to be tested for COVID-19. Once you receive your results, you are required to report to them to [name of site supervisor]. All medical information will be kept confidential.

The health and safety of employees, parishioners, and community is of utmost importance to us. Saint Francis Solano School is investigating whether any workplace conditions contributed to this exposure and what can be done going forward to reduce the risk of a COVID-19 exposure. Please see the attached Notice of Disinfection and Safety Plan.

Please contact Lori Norcia at the Santa Rosa Diocese with any questions you may have and for more information on available leave and benefits.

Very truly yours,

Debbie Picard
Principal

Apéndice G

Aviso al Empleado -Contacto Cercano

[Fecha]

[nombre del empleado]

[dirección o correo electrónico]

RE: Aviso de la La Escuela de St. Francis Solano de una posible exposición al COVID-19: Código Laboral de California 6409.6

Estimado(a) [nombre del empleado]

El [fecha aplicable], la La Escuela de St. Francis Solano recibió un aviso de que usted estuvo potencialmente expuesto al virus COVID-19, en [nombre y dirección del lugar de trabajo] dentro del período de tiempo infeccioso, actualmente definido por el Departamento de Salud Pública del Estado como 48 horas (2 días) antes de que el individuo desarrollara síntomas de COVID-19. Si el empleado positivo al COVID-19 está asintomático, el período infeccioso comienza 48 horas antes de que ocurra la prueba de COVID-19. Usted estuvo en las instalaciones de La Escuela de St. Francis Solano en el mismo lugar de trabajo que una persona que: [elija la descripción correspondiente, elimine las otras]

- Tiene un caso confirmado por prueba de laboratorio para el COVID-19,
- Tiene un diagnóstico positivo del COVID-19 de un proveedor de atención médica autorizado,
- Está sujeto(a) a una orden de aislamiento relacionada con COVID-19 proporcionada por un funcionario de salud pública, o
- Haya fallecido debido al COVID-19 dentro deden ser elegibles incluyen:
 - Prestación o permiso pagado por enfermedad de emergencia de la Ley de Respuesta al Coronavirus de para Familias (vigente hasta el 31/12/2020)
 - Licencia o prestación pagada por enfermedad de La Escuela de St. Francis Solano
 - Vacaciones pagadas
 - Compensación para trabajadores
 - Licencia por discapacidad médica
 - Discapacidad estatal

Algunos empleados pueden ser elegibles a ser otorgados una adaptación razonable en relación con estas normas. Los empleados deben hablar con su supervisor sobre cómo pueden solicitar una adaptación.

Además, la Escuela de St. Francis Solano le dará tiempo durante horas de trabajo para hacerse la prueba de COVID-19. Una vez que reciba sus resultados, debe informarle a [nombre del supervisor del sitio]. Toda la información médica se mantendrá confidencial.

La salud y seguridad de los empleados, de los feligreses y de la comunidad es de suma importancia para nosotros. La Escuela de St. Francis Solano está investigando si las condiciones del lugar de trabajo contribuyeron a esta exposición al virus que usted tuvo y determinar qué se puede hacer en el futuro para reducir el riesgo de exposición al COVID-19. Consulte el Aviso de Desinfección y Plan de Seguridad adjunto.

Comuníquese con [nombre del supervisor del sitio] si tiene alguna pregunta y para obtener más información sobre los beneficios o prestaciones disponibles.

Muy atentamente,

Debbie Picard

Appendix H: Workplace Notice

TO: All Employees at [name of affected location]

FROM: Debbie Picard, Principal

DATE: [date of notice]

RE: Saint Francis Solano Notice of a Potential Exposure To COVID-19: California Labor Code 6409.6

On [date], the Saint Francis Solano School received a notice that employee(s) were potentially exposed to COVID-19, [name and address of location]

You were on Saint Francis Solano School premises listed above at the same time as an individual who has [choose applicable bullet and delete others]

- A laboratory confirmed case of COVID-19,
- A positive COVID-19 diagnosis from a licensed healthcare provider,
- Is subject to a COVID-19 related isolation order provided by a public health official, or
- Who has died due to COVID-19 within the infectious period of time

Based on the information available to the Saint Francis Solano School, you have not been identified as someone with whom the individual had “close contact” with, which is defined as spending 15 minutes or more within 6 feet of an individual with COVID-19 at the time that he or she tested positive for COVID-19.

Under our policies and procedures, you do not have to quarantine because you were not a close contact of the person. However, if you wish, you may take work time to get a COVID-19 test. If you choose to get a test, you are required to report the results of your COVID-19 test to [Debbie Picard]. All medical information will be kept confidential.

COVID-19 related benefits the Saint Francis Solano School offers that you may be eligible for include:

- Saint Francis Solano School provided paid sick leave
- Workers’ Compensation
- Leave under the Family Medical Leave Act and/or California Family Rights Act
- State disability

The health and safety of employees, students, and community is of utmost importance to us. Please see the attached Notice of Disinfection and Safety Plan.

Please contact Lori Norcia with any questions you may have and for more information on available leave and benefits.

Apéndice H: Aviso al Lugar de Trabajo

PARA: Todos los empleados de [nombre de la ubicación afectada]

DE: Debbie Picard

FECHA: [fecha de notificación]

RE: Aviso de la La Escuela de St. Francis de una posible exposición al COVID-19: Código Laboral de California 6409.6

El [fecha], la La Escuela de St. Francis recibió un aviso de que los empleados de [nombre y dirección de la ubicación] fueron potencialmente expuestos al COVID-19,

Ustedes estuvieron en las instalaciones de la La Escuela de St. Francis mencionadas anteriormente al mismo tiempo que una persona quien [elija la opción correspondiente y elimine las otras]

- Es un caso confirmado del COVID-19 por prueba de laboratorio,
- Recibió un diagnóstico positivo del COVID-19 dado por un proveedor de atención médica autorizado,
- Está sujeto(a) a una orden de aislamiento relacionada con COVID-19 proporcionada por un funcionario de salud pública, o
- Ha fallecido debido al COVID-19 dentro del período de tiempo infeccioso

Con base en la información disponible para la La Escuela de St. Francis, usted no ha sido identificado como alguien con quien la persona tuvo "contacto cercano". El "contacto cercano" es definido por el pasar un período de tiempo de 15 minutos o más, a una distancia de 6 pies o menos, de una persona con COVID-19 en el momento en que fue determinada esa persona el ser positiva al COVID-19.

Según nuestras políticas y procedimientos, usted no tiene que ponerse en cuarentena porque no tuvo un contacto cercano a esa persona. Sin embargo, si lo desea, puede tomar tiempo durante horas de trabajo para hacerse una prueba de COVID-19. Si elige hacerse una prueba, debe informar los resultados de su prueba del COVID-19 a [nombre del supervisor del sitio]. Toda la información médica se mantendrá confidencial.

Los beneficios o prestaciones relacionadas con el COVID-19 que ofrece la La Escuela de St. Francis para los que puede ser elegible incluyen:

- Tiempo por enfermedad pagado por la La Escuela de St. Francis
- Compensación para trabajadores
- Licencia bajo la Ley de Licencia Médica Familiar y / o la Ley de Derechos Familiares de California
- Discapacidad estatal

La salud y seguridad de los empleados, de los feligreses y de la comunidad son de suma importancia para nosotros. Consulte el Aviso de Desinfección y Plan de Seguridad adjunto. Comuníquese con [nombre del supervisor del sitio] si tiene alguna pregunta y para obtener más información sobre los beneficios disponibles.

Appendix I: Training Materials (English & Spanish)

English:

<https://drive.google.com/file/d/1jnWSBxKLPWmxEHqLZBLWscnFslWHblXz/view?usp=sharing>

Spanish:

<https://drive.google.com/file/d/1f6-N00Qu2HArkCBIXvRjpsnzi3nnSPyX/view?usp=sharing>

