

## Model COVID-19 Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section [3205\(c\)](#)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CPP template. Employers can also create a written CPP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OSHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
  - [3205, COVID-19 Prevention](#)
  - [3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks](#)
  - [3205.2, Major COVID-19 Outbreaks](#)
  - [3205.3, Prevention in Employer-Provided Housing](#)
  - [3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work](#)
  - The four [Additional Considerations](#) provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)



- <https://k12playbook.ccee-ca.org/guidebook-old/school-safety-plans/#tab1>

November 2020



St. Paul of the Cross School 562.445.4542  
14030 Foster Road, La Mirada, CA 90638 [www.spocschool.org](http://www.spocschool.org)

COVID-19 Prevention Program (CPP) for  
St. Paul of the Cross School  
14030 Foster Road, La Mirada CA 90638

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

**Date: February 17, 2021**

#### Authority and Responsibility

**Sandra L. Hernandez, our school 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 **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.
  - **Assess temperature/ Evaluate each student, teacher, staff member as they enter the school campus for any symptoms of Covid-19.**

#### Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: **Employees will be taking temperatures/ evaluating students, teachers, and staff members upon arrival.**

#### Employee screening

We screen our employees by: **taking temperatures/evaluating teachers and staff members upon arrival.**

#### 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:

Refer to Appendix A

#### Control of COVID-19 Hazards

## Physical Distancing

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

- **Eliminating the need for teachers in grades 6-8 to be in the workplace – e.g., Zoom classes and/ or Google Classroom.**
- **In TK-8<sup>th</sup> grades, there will be the presence of distance markers within the classroom and through out the school campus. (Visual Cues)**
- **Staggered arrival, departure, work, and break times.**

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

## Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by teachers, staff, and students over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Our school received adequate amounts of face coverings and shields to be worn by our students on a daily basis. These will be provided if any students come to school without the proper protection. All students, teachers, and staff are required to wear protective masks.

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. (Face shields will be provided.)
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

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

## Engineering controls

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

- **Each student's desks are equipped with plastic barriers.**
- **Distance markers are also placed within the classroom to direct the flow of students.**
- **Hallways, school patio, lunch area, restrooms, and dismissal area have markers to direct the flow of individual (foot) traffic.**
- **All students and staff are required to wear face masks.**

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

- **Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke. Example: Days that are unusually smoggy, the classrooms will be closed to the outside with the proper air conditioning including working fans.**
- **Ventilation system will have proper HEPA filters installed. Working ceiling fans and/or additional fans will be used to minimize the effects of other hazards, such as heat and wildfire smoke.**
- **Open windows and doors will provide the necessary flow of air into and out of the classrooms and hallways.**
- **Ongoing maintenance of air and heat units as well as the addition of HEPA Purifiers units for each classroom.**

### Cleaning and disinfecting

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

- **Ensuring adequate supplies and adequate time for it to be done properly.**
- **Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.**
- **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.**
- **The school will use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved “N” list and train workers on appropriate use, safety guidelines and protocols.**
- **The School will provide proper PPE to custodial staff and other employees who clean and disinfect.**

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

**We will immediately begin disinfection of the affected areas, materials, and equipment used by a COVID-19 case during the high-risk exposure period. The school’s Exposure and Management Plan will be followed in all cases.**

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 **sanitizing/cleaning the tools, equipment after every use (this is done by the person using the tool, equipment, etc.)**

### Hand sanitizing

In order to implement effective hand sanitizing procedures, we are implementing site-specific procedures including:

- **Evaluating hand washing facilities.**
- **Determining the need for additional facilities.**
- **Encouraging and allowing time for employee hand washing.**
- **Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).**
- **Encouraging employees to wash their hands for at least 20 seconds each time.]**

### 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.

## 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:

- \* Quarantined for 14 days after being exposed to Covid-19.
- \* Recommended to visit Covid-19 testing facilities.
- \* Expected to provide a document with a negative result in order to return to work.

## 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:

- Employees should report COVID-19 symptoms and possible hazards without fear of reprisal to:
  - **The school principal through text message and phone call.**
- Testing will be required; employees can refer to Covid-19 testing websites or through their personal physician. **The purpose is to give employees the tools to get tested when they have symptoms to reduce the likelihood of bringing the virus to work.**
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards will be given to our school families (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- Implementing procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

## 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 facecoverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

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

## Exclusion of COVID-19 Cases

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 **referring to the signed and dated teacher contracts, adhering to sick leave protocol, and using the PPP (provided by the Federal Government)**.
- 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 that tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
  - A negative COVID-19 test will not be required for an employee to return to work.
  - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
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## Appendix A: Identification of COVID-19 Hazards

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

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

**Person conducting the evaluation: Principal: Sandra L. Hernandez/Teachers TK-8/Staff**

**Date: February 24, 2021**

**Name(s) of employee and authorized employee representative that participated:** Covid Task Committee: Sandra L. Hernandez, Lucia Alba, Esther Calleros, Janice Hannah, Veronica Hernandez, and Elaine Salazar.

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Bathrooms Patio	All bathrooms are cleaned after recess and lunch, and after school.	Students Teachers Staff	Doors open (ventilation) Stall doors Regulate number of students Social distancing and six feet distance markers Extra hand-washing stations (outside restrooms)
Lunch Area	Clean before school After recess/lunch	Students Teachers Staff	Outdoor seating: Sit students at every other table Staggered recess/ lunch times 6 feet distance markers
Classroom	Before school After recess After lunch Before Dismissal (wiping down desks)	Students Teachers Staff	Plastic shields A/C on (ventilation) Social distance markers Social distance seating Entrance/Exit markers Water station Hand sanitizer station
Faculty Room	Clean after each use	Teachers Staff	A/C on (ventilation) Hand sanitizer station
Office/Health Room	Clean after each use	Students Teachers Staff	A/C on Plastic shields Hand sanitizer station Social Distancing markers

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Hallways	Spray Lysol spray after recess, lunch, and after dismissal.	Teachers Staff Students	Social Distancing 6 feet distance markers

## Appendix B: COVID-19 Inspections

**Date: February 24, 2021**

**Name of person conducting the inspection:** Sandra L. Hernandez, Covid Task Committee: Lucia Alba, Esther Calleros, Janice Hannah, Veronica Hernandez, and Elaine Salazar.

**Work location evaluated:** St. Paul of the Cross Elementary School **14030 Foster Road La Mirada, CA 90638**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions	Active	Covid Task Committee	March 2020
Ventilation (amount of fresh air and filtration maximized)	Active/Windows opened Working and updated	Covid Task Committee	March 2020
Additional room air filtration	Ceiling Fans	Covid Task Committee	March 2020
<b>Administrative</b>			
Physical distancing	Social distance 6 feet markers	Covid Task Committee	March 2021
Surface cleaning and disinfection (frequently enough and adequate supplies)	Adequate supplies And scheduled cleaning.	Covid Task Committee	March 2021
Hand washing facilities (adequate numbers and supplies)	20 hand washing stations and adequate supplies	Covid Task Committee	March 2021
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Yes	Covid Task Committee	March 2021
<b>PPE (not shared, available and being worn)</b>	Available and being worn	Covid Task Committee	March 2020
Face coverings (cleaned sufficiently often)	Yes	Covid Task Committee	March 2020
Gloves	Yes	Covid Task Committee	March 2020
Face shields/goggles	Yes	Covid Task Committee	March 2020
Respiratory protection	No	Covid Task Committee	March 2020
<b>Additional controls:</b>	Desk Shields in classrooms and offices		March 2020

## 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: February 17, 2021**

**Name of person conducting the investigation: Sandra L. Hernandez, Elaine Salazar, Veronica Hernandez, Esther Calleros, Janice Hannah, and Lucia Alba.**

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

**Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):**

<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

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

**Appendix D: COVID-19 Training Roster**

**Date:** [enter date]

**Person that conducted the training:** [enter name(s)]

Employee Name	Signature

## Additional Consideration #1

### 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.

### 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.