

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 CCP template. Employers can also create a written CCP 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/



November 2020

COVID-19 Prevention Program (CPP) for Holy Family High School

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

Date: March 8, 2021

Authority and Responsibility

The COVID Campus Safety Committee for Holy Family High School (Jeff Terashima, Robert Bringas Jr., Therese Peters, and Kimberly Jones), 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.
- **No unauthorized persons in classrooms.**
- **No spectators at athletic practices.**
- **Protocols for entrance and exit for each classroom (sanitizing of desks and hands).**
- **Protocols for building cleaning and sanitizing**
- **One way hallways and staircases**
- **Facial coverings are worn at all times by all persons in all common areas.**
- **Personal sneeze-guards on all student desks are provided for added safety.**

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: **All students, faculty, and staff will participate in a COVID-19 hazards workshop, which will educate all individuals of the signs and hazards of the virus prior to a return back to campus. The workshop will also discuss the policies, procedures, and protocols that have been set in place by the school to provide a safe environment for all.**

Employee screening

We screen our employees by: **Prior to entering the school facility, all employees will self-check for any COVID-19-like symptoms using the FACTS COVID-19 screening app. Upon confirmation for safe entry, employees will check-in with the main office and present screening results and confirm the proper use of a facial mask. A non-touch thermal scan maybe used should added safety precautions be required.**

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:

[Describe how the following will be accomplished:

The COVID Campus Safety Committee will work in conjunction the Archdiocese of Los Angeles (ADLA) and the Los Angeles Department of Public Health (LADPH) to ensure all concerns are corrected in a timely manner according to the severity of the hazard.

The high school facility manager, Jeff Terashima, will work with the COVID Campus Safety Committee to insure that all identified hazards are recorded and corrected in a timely manner.

Upon receipt of a hazardous assessment, the Head of School, Jeff Terashima, will notify the members of the COVID Campus Safety Committee for analysis and planning. The committee will be used as an added layer of compliance to ensure corrections are completed according to the allotted time. Any and all confirmed positive case(s) will be reported to the Holy Family High School Community, the ADLA, and LADPH.

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:

- **During distance learning closures, teachers and staff may work remotely or arrange to telework.**
- **Visitors are prohibited from classroom and common areas during class-time on campus. Persons not enrolled at the school are required to have an appointment to enter campus.**
- **The school utilizes a modified-block schedule to reduce the amount of classes held during a school day. Thus, reducing the amount of physical movement on campus.**
- **The school operates using a single stable group cohort. This cohort consists of a maximum of 90 students and 20 adults.**
- **Classroom seats are physically distance between 4.5 and 6 feet apart.**
- **Sneeze guards are provided to each individual for added safety.**
- **Use of lockers is prohibited.**
- **Weather permitting, student breaks are held outdoors in designated areas all the while practicing physical distancing protocols.**
- **Weather permitting, student lunches are held outdoors in designated areas all the while practicing physical distancing protocols.**
- **Visual cues such as signs and floor markings are used to identify proper spacing of individuals to promote physical distancing and provide direction and path of travel throughout the campus facility.**
- **Employee breaks are arranged on case by case basis to ensure proper supervision coverage, and physical distancing.**

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

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when 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. **Each faculty and staff member were provided three usable cloth face masks in addition to a face shield. Additional masks (cloth and disposable) are available at all times in the front office for faculty and staff. Any non-compliance with expectations or lack of facial covering is reported to a member of the COVID Campus Safety Committee who will address the issue.**

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

- When an employee is alone in a 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: **We have a minimum of 4.5 feet between desks and have three-sided partitions place on each student's and teacher's desk. Desk are disinfected and wiped down with personal towels before and after each use.**

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

- **Each classroom possesses an HVAC system that may be used to heat, cool, or ventilate the space.**
- **All doors and windows will remain open for added ventilation in the classroom.**
- **In the case of extreme heat, cold, smoke, and/or rain, the campus facility will close and move to the distance learning model until the quality of air and weather has improved.**
- **School maintenance and an assigned outside HVAC vendor oversees that the ventilation system is properly maintained with regular filter changes and operational maintenance.**

Cleaning and disinfecting

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

- **All classrooms and work areas are stocked with a spray bottle of CDC approved disinfectant spray for cleaning and sanitizing. Employees are to notify the main office additional cleaner or related supplies are needed for cleaning their work area.**
- **All frequently touched areas of the classroom are sprayed and wiped at the beginning of each class and end of each school day.**
- **Employee and student restrooms are cleaned twice per day (midday and at night). Disinfectant spray bottles are provided in employee restrooms for use as desired.**
- **The school contracts with a professional cleaning company who cleans and sanitizes each classroom, office, and building each day.**
- **Once per week (and as needed in the event of a positive case) each classroom, office, and building interior are "deep cleaned" utilizing an electrostatic disinfectant spray.**
- **Employees and students were notified verbally and in writing as to the details and**

frequency of on-site sanitization, policies, and protocols. Any related questions are directed to any member of the COVID Campus Safety Committee.

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

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected **using approved disinfectant solutions** between uses by **either the teacher (at teacher's workstation, computer, etc.) or the student (student desk area).** **All areas which are shared amongst staff (faculty lounge, chapel, etc.) receive a scheduled cleaning at the end of each school day. Restrooms receive a cleaning mid-day and at the end of the school day.** Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- **Evaluate handwashing/sanitizing facilities**
- **Handwashing facilities are cleaned daily by a professional cleaning company.**
- **Professional cleaning company and school officials check handwashing facilities are adequately stocked with necessary items such as hand washing soap and paper towels.**
- **Handwashing station facilities can be found throughout the campus' interior and exterior. Hand sanitizing stations are strategically place throughout the interior buildings and in each classroom, office, and common areas. Passing periods and breaks from instruction allow time for employees to wash/sanitize hands.**
- **Alcohol based hand sanitizers are provided for the use of all individuals.**
- **Students and employees are encouraged to wash their hands regularly throughout the day 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. **Each employee is provided with 3 reusable cloth masks and a face shield for use while on campus and while teaching in the classroom. Teachers are provided gloves if requested. Additional face coverings and gloves are available upon request in the main office.**

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:

- **Notified of potential exposure in writing via the “Notice of Potential Exposure to COVID-19” form provided by the ADLA. The notices will be placed in the specific employee’s personnel file in accordance with legal requirements.**
- **Offered COVID-19 testing at no cost to the employee during their work hours and students and family members can be scheduled through their primary healthcare provider. If access to a primary healthcare provider is not available, employees and students may schedule an appointment through one of the free testing sites provided by the LADPH at www.curative.com All employees will be required to be tested on a minimum 8-week rotation.**
- **The information on benefits described in Training and Instruction, and Exclusion of COVID-19 cases, is provided and communicated to all employees.**

System for Communicating

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

- Who employees should report COVID-19 symptoms and possible hazards to, and how **is Mr. Jeff Terashima, Head of School. He is designated the school’s COVID-19 liaison.**
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with **physician identified** medical or other conditions that put them at increased risk of severe COVID-19 illness **has been offered remote-attendance for class, faculty meetings, and other work-related activities for the safety of the individual.**
- Where testing is not required, how employees can access COVID-19 testing: **Offered COVID-19 testing at no cost to the employee during their work hours and students and family members can be scheduled through their primary healthcare provider. If access to a primary healthcare provider is not available, employees and students may schedule an appointment through one of the free testing sites provided by the LADPH at www.curative.com**
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. **If an employee is required to test because an exposure or outbreak at the worksite, Mr. Terashima will communicate the procedure for available testing at no cost to the employee during working hours, including when the testing is in response to CCR Title 8 section [3205.1](#), Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section [3205.2](#), Major COVID-19 Outbreaks. Employees who have been exposed to a confirmed virus case will be required to quarantine for 14 days. All exposed employees will be required to take a test upon notice and once again one week later. Individuals will continue to quarantine regardless of test results for the full 14 days. Employees, who were not exposed and remain at the worksite, are require to test weekly (or more frequently) for a period designed a County Public Health Official. In the case of a major outbreak (20 or more positive case during a 30 day period), it will be at the discretion of school officials or an authorized public health official to discontinue operation and move to remote distance learning for a minimum of 14 days, after the last reported new infected case, to clean and sanitize the facility. Employees and students will continue to utilize their personal healthcare physician or the local free COVID-19 testing sites as options for testing.**
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures. Upon the discovery of a hazard, a plan will be constructed by the COVID-19 Campus Safety Committee, which will provide the correction parameters and expected time allowed to complete the correction. Members of the committee will follow-up with the COVID-19 liaison regarding the status of completion.
- **The school’s Return to School Safer Plan, which outline all abbreviated with this document, is a living document, which provides added information to safety expectations, policies,**

procedures, and protocols.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- **Best instructional practices to ensure student safety and compliance.**
- **Student training both in-person and virtual family training through email, videos, and meeting workshop presentations.**

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 **employer-provided sick leave benefits.**
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).

- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- **Reporting all positive cases to the ADLA in addition to consultation, cooperation, and communication with the LADPH.**

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.
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Signed by the Administration of Holy Family High School:



Jeff Terashima, Head of School



Robert Bringas, Jr., Assistant Head of School for Advancement



Therese Peters, Assistant Principal/Director of Enrollment Management



Kimberly Jones, Director of Professional Growth & Database Management

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: Jeff Terashima

Date: March 8, 2021

Name(s) of employee and authorized employee representative that participated: Robert Bringas, Jr., Therese Peters, Kimberly Jones

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
Main Building Entrance	At all times during operation hours	Potential exposure between employees, vendors, visitors, and students when entering and exiting the main building	Access in and out of the main building through the main entrance will be restricted to authorized personnel, vendors, and visitors once classes are in session. Doors will remain locked and monitored by camera.
Main Office Service Window	At all times during operation hours	Potential exposure between employees, vendors, visitors, and students when services are needed.	All persons requesting service at the Main Office Service Window must remain 6 feet from the service counter. A window and partitions separates the person and front office attendant.
Hallways and staircases	Before school, during passing period between class and lunch, after school dismissal	Potential exposure between employees and students during transition and movement of individuals.	Indoor hallways and staircases are travelled and designed as one-way to limit face-to-face passing of individuals. Directional arrows have been placed throughout the campus as a visual guide. Outdoor walkways function in the same way with directional arrows to aid in the flow of movement of individuals. Employees will assist with student compliance.
Restrooms	To be used during class time only.	Potential exposure between employees and students.	Only employees and students will be allowed the use of campus restrooms. No more than two students will be

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
			<p>allowed in the restroom at one time. Every other sink and towel will be used for added distance between users. All students will be required to sanitize prior to leaving their classroom to use room and upon their return. There are handwashing stations in all restrooms. All restrooms are cleaned twice a day (Mid-day and at night) Employee restrooms will be stocked with disinfectant cleaners for employee use for added safety.</p>
Lunch Tables	Located outside and used during lunch time only	Potential exposure between students and employees when passing.	<p>Areas and lunch tables are designated for individual stable group cohorts. Students and employees are prohibited from intermingling with others outside of their cohort. Seating of persons is to be a minimum of 6 feet from one another. Outdoor handwashing stations and hand sanitizer is provided for added safety.</p>
Lockers, Library, Fitness Center, Kitchen, and Chapel	No Access	All students and employees are prohibited from use of these items and areas.	Access to these items and areas are prohibited and will remain locked during times of operation.

Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: **February 19, 2021**

Name of person conducting the inspection: **Jeff Terashima and COVID-19 Campus Safety Committee**

Work location evaluated: **Holy Family High School**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions	Per student and Main Office		
Ventilation (amount of fresh air and filtration maximized)	All classroom doors are open when occupied with students and teacher. Windows will remain open should weather permit.		
Additional room air filtration	HVAC system can be used for added ventilation.		
Drinking water fountains	Prohibited use		
Outdoor Handwashing Stations	5 portable handwashing stations		
Administrative			
Physical distancing	In all classroom and offices on campus		
Surface cleaning and disinfection (frequently enough and adequate supplies)	At the beginning and end of each class and meeting		
Hand washing facilities (adequate numbers and supplies)	Sanitizing stations in the hallways near entrances and exits and in all classrooms and offices.		
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Stock monitored by liaison and in compliance with CDC requirements		
PPE (not shared, available and being worn)	(Hand Sanitizers, Disinfectant Sprays, Wipes, and cleaning solution, cloth		

	masks, gloves, touch free thermometers.		
Face coverings (cleaned sufficiently often)	3 Cloth masks provided to employees		
Gloves	Available in the main office.		
Face shields/goggles	Available in the main office for employees		
Respiratory protection	Quarterly replacement of HVAC filters		

Appendix C: Investigating COVID-19 Cases

Holy Family High School works with the Los Angeles County of Health and the Archdiocese of Los Angeles. We report any case of a person on campus to the ADLA, provide documentation to employees on campus (and retain a copy in their employee file), and consult with LADPH if there are 3 or more cases during a 14 day period in compliance with all county protocols. Additionally, we work with the county disease control when referred by the LADPH.

The form below could be used in addition to the documentation required by the ADLA and LADPH.

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>		
<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 D: COVID-19 Training Roster

Date: **March 10, 2021 Employee Training**

Person that conducted the training: **Jeff Terashima, Robert Bringas, Jr., Therese Peters, Kim Jones**

Employee Name	Signature

Appendix D: COVID-19 Training Roster

Date: March 17, 2021 Student/Family Training

Person that conducted the training: Jeff Terashima, Robert Bringas, Jr., Therese Peters, Kim Jones

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section [3205.1](#) for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide 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

[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section [3205.2](#) for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illnesses

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

COVID-19 hazard correction

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

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

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

Additional Consideration #3

COVID-19 Prevention in Employer-Provided Housing

Holy Family High School does not offer Employer-Provided Housing

Additional Consideration #4

COVID-19 Prevention in Employer-Provided Transportation to and from Work

Holy Family High School does not offer Employer-Provided Transportation to and from work.