



2120 West Olive Avenue

Burbank, California

91506

COVID-19 Prevention Program (CPP) for Saint Finbar Parish School

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

Date: February 12, 2021

Authority and Responsibility

Mr. Michael Marasco 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.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: Reading and implementing the Reopening Protocols for Saint Finbar School.

Employee screening

We screen our employees by observing the following protocols:

At-home screenings and exposures. Staff members are required to perform at-home screenings before leaving to work on campus. Staff members must not report to work if they have any of the following symptoms:

- Fever of 100.4 F or above
- Vomiting or nausea
- Persistent cough
- Shortness of breath or chest pains
- Chills
- Repeated shaking with chills
- Fatigue
- Muscle pain
- Headache
- Sore throat

- Congestion or runny nose
- Diarrhea
- New loss of taste or smell

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:

The severity of the hazard will be assessed, and correction time frames assigned accordingly. Individuals are identified as being responsible for timely correction. Follow-up measures are taken to ensure timely correction.

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:

- Classrooms and shared indoor spaces will be optimized for physical distancing. Students will remain in a consistent cohort and in the same classroom space as practicable.
- Most importantly, students will remain at least 6 feet apart whenever possible, with staff monitoring adherence to distancing protocols.
- Classroom furniture will be set up to ensure 6 feet between students at their desks or tables, and between students and teachers. St. Finbar School has purchased clear plastic dividers for each student desk. Furniture designed for in-class group activities that bring students closer than 6 feet together have been reconfigured or removed from the classroom. Students may be at a table by themselves without a desk divider with a minimum of 6 feet distancing.
- Teacher workstations have also been positioned to be at least 6 feet from student desks and are also outfitted with clear plastic dividers.
- St. Finbar School has minimized contact with outside visitors and volunteers as much as possible. Visitors, other than parents of enrolled students, are limited to those who are essential to the operation of the school. Such essential visitors will be allowed on campus by appointment only and must be pre-registered in a visitor log.
- Movement of visitors through the school is limited to designated areas to the extent possible.
- Individuals will be kept as far apart as possible when there are situations where six feet of social distancing cannot be achieved.

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.

St. Finbar School has instituted the following protocols in order to limit the risk of infection on campus:

Face Coverings and other essential PPE.

Anyone entering the school property shall wear a protective mask or face covering while on campus.

Plastic face shields may be worn in addition to a protective mask or face covering, but not as a substitute.

A protective mask or face covering will be provided to anyone arriving at school without a protective mask or face covering.

Protective masks and face coverings should be washed or replaced daily.

Parents are instructed to ensure that students have clean face coverings.

Staff are instructed to wash or replace their face coverings daily as well.

Secondary or back-up face coverings should be brought to school daily in the event that initially worn face coverings become soiled during the school day.

Staff members have access to latex-style gloves, face coverings, protective gowns, and plastic face shields and may be used as necessary.

Any individual that does not have a face mask will be given a face mask to wear. If they refuse to wear a mask they will not enter the school building.

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:

Classroom furniture will be set up to ensure 6 feet between students at their desks or tables, and between students and teachers. St. Finbar School has purchased clear plastic dividers for each student desk. Furniture designed for in-class group activities that bring students closer than 6 feet together have been reconfigured or removed from the classroom. Students may be at a table by themselves without a desk divider with a minimum of 6 feet distancing. Teacher work stations have also been positioned to be at least 6 feet from student desks, and are also outfitted with clear plastic dividers.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by: there is only one internal hallway at Saint Finbar School, and each room has openable windows and two doors to maximize ventilation.

Cleaning and disinfecting

St. Finbar School has implemented the following protocols to allow for proper clearing, disinfecting of high-use areas, and ventilation of all campus facilities:

- The school is following CDC guidelines for disinfecting school facilities found here:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/Six-Stepsfor-Cleaning-Disinfecting-school.pdf> and <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/cleaning-disinfecting-school-classrooms.pdf>.

- Custodian has a scheduled rotation of cleaning multiple surfaces including lavatories at 6:30 am/10:30am and 1:00 pm.
- Classroom and restroom disinfecting between cohorts will happen before lunch and before dismissal. All classrooms and restrooms will be disinfected before class starts the following day.
- Adequate supplies of authorized cleaning supplies will be available.

Should we have a COVID-19 case in our workplace, we will implement the following procedures: school will be closed for 24 hours to allow our cleaning service to enter and clean the building.

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 the staff and students (age appropriate).

Hand sanitizing

In order to implement effective hand sanitizing procedures, we have plenty of places where staff can wash their hands and we have a good supply of hand sanitizers that are constantly replaced by the parents.

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:

- Offered COVID-19 testing at no cost during their working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

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: Mrs. Gjonaj and Mr. Marasco by phone or email.
- 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.
- Where testing is not required, how employees can access COVID-19 testing: they will be directed to their healthcare provider
- 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 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.

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.

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 employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test will not be required for an employee to return to work.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
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Mr. Michael Marasco – Saint Finbar School Principal

2/12/2021