



# **Saint Brendan School**

**238 S. Manhattan Place**

**Los Angeles, CA 90004**

## **COVID-19 Prevention Program (CPP)**

**2020-2021**

# COVID-19 Prevention Program (CPP) for St. Brendan School

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

**Date:** 2/16/2021

## Authority and Responsibility

Collette Young and Lois Anne Linenberger have 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.
- Follow protocols by CA Department of Health.

## Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: reporting any concerns to the administration in a timely manner. The COVID-19 Compliance Team consists of the principal, school secretary, and staff members. The COVID-19 Compliance Team is responsible for establishing and enforcing all COVID-19 safety protocols, ensuring the staff and students receive education about COVID-19. The Compliance Team serve as a liaison to the Department of Public Health in the event of an outbreak on campus.

## Employee screening

We screen our employees by:

- Staff members are responsible for screening themselves at home for symptoms of COVID-19, including fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell.
- Anyone with symptoms consistent with COVID-19 should remain at home in isolation for a minimum of 10 days, including at least 72 hours without a fever and improvement of other symptoms.
- Staff members with a fever of 100.4 degrees Fahrenheit or above, who show coughing, fatigue or shortness of breath, or who display other COVID-19 symptoms will be asked to leave the premise immediately. If they cannot and need to wait for transportation, there is an isolation room for them to wait.

- Staff members must notify school if they or any other household member tests positive for COVID-19. In such a situation, they may not return to school until they are allowed to exit self-isolation or self-quarantine under the County Health Orders.
- At school, staff members will be asked the same health questions, as well as given a temperature check. Furthermore, staff will be tested monthly.

## 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: Staff must abide by health and safety guidelines. If they do not abide by social distancing, mask-wearing, and other health and safety guidelines to reduce the spread of COVID-19, disciplinary actions will be taken (i.e. asked to leave the premises).

## Control of COVID-19 Hazards

### Physical Distancing

#### SPECIFIC CHANGES AT THE SCHOOL LEVEL

- Physical Distancing Outside the Classroom:
  - Floor markings are in the yard for pick up and drop off.
  - Floor markings are outside the front offices if a person needs to speak with the secretary and/or principal.
  - Teachers and staff will ensure that students are maintaining social distance when outside during recess and inside in the hallway in line.
  - Outside benches are labeled so students are sitting six feet apart.
- Closed Campus: NO non-essential people on campus. Use of school facilities for non-school purposes is not permitted.
- Cohorts: Students will be kept in classroom cohorts.
- Specific communal spaces on campus will remain closed. *Only office staff can enter if something is needed so we can track areas that people have been in, in case of a possible outbreak. Office staff must disinfect all appliances that he/she touched.*

#### SPECIFIC CHANGES IN THE CLASSROOMS

- Social Distancing: Class activities will be structured to allow for as much social distancing as possible, including multiple recess and lunch periods, eating lunch in the classroom, desk arrangements, desk partitions, etc. Water bottle usage only as water fountain usage is off limits.
- Markings on floors and signage will be around the classroom in order to promote distancing.
  - Floor markers will be placed around the classroom to maintain a traffic flow throughout the classroom, including exit and entrance door signs and distance between students for lining up.
  - Hand washing, social distancing, and disinfecting posters will be posted for daily reference.
- Multiple Recesses & Lunch Periods:
  - Recess is a time for the students to leave the classrooms to enjoy the fresh air, use the restroom, wash their hands, and safely socialize with their friends. In addition, students will be able to engage in physical activities. Recess and lunch will be staggered. Students will eat outside. They will play in assigned play areas with only their own cohort. Every effort will be made so that

students will not mingle with other students during playtime (i.e. students can play with individual hula hoops or jump ropes; students can bring their individual equipment).

## **SPECIFIC CHANGES AT DROP-OFF & PICK-UP**

- Access to School Building:
  - Teachers & staff: must enter the facility THROUGH THE SIDE GATE (social distancing). After proper health checks from the office (mandatory health screening questions & temperature checks) teachers may go to their classrooms.
  - Students: may only enter the school building after proper health checks THROUGH THE SCHOOL YARD DURING DROP-OFF
  - Parents: If parents need to enter to speak to the front office, they must enter through FRONT GATES. If approved to enter, they may do so after proper health checks. MAJORITY OF BUSINESS CAN TAKE PLACE OUTSIDE THE SCHOOL GATES WITHOUT COMING IN.
  
- Drop-Off:
  - Staggered times:
    - 7:30-7:40 am Last Name: A-H
    - 7:40-7:50 am Last Name: I-O
    - 7:50-8:00 am Last Name: P-Z
  - All car drop-offs must occur in the school yard. Cars enter through North gate on Manhattan, go through cones that will guide them through the yard, first three cars drop off kids (kids vacate on their own or parents can help quickly AFTER health screening), and exit through South gate on Manhattan. Parents are not permitted to stop or socialize on school grounds. Three people will be checking 6-feet away, while kids are still in the cars. If their temperature is 100.4 degrees Fahrenheit or above, they will be asked to leave. Health questions will also be asked at this time.
  - Students who walk must enter through the office after proper health and temperature checks. Parents may not enter with them. Doors should be locked at all times to ensure that they are buzzed in within social distance intervals.
  - If their temperature is below 100.4 degrees Fahrenheit, they may enter the school premises and go to the designated cohort area with masks and social distancing, where staff will be.
  
- Dismissal: Parents will also have a staggered schedule for pick-up. They will be picked up through a car line at the times indicated below. Students will safely sit six feet apart in the gym (indicated with markings) and play yard. Staff will call student names as cars approach. Students will walk into their vehicles. Parents and students will not be permitted to stop, gather, and socialize. Students who are walking leave through the front gate.
  - 12:00 pm Kindergarten: gym pick-up
  - 1:00 pm Grades 1 and 2: gym pick-up
  - 1:30 pm Grades 3 - 5: play yard pick-up
  - 2:30 pm Grade 6: play yard pick-up
  
- Early Leave: When leaving early, parents must wait outside the front gate and use the intercom to ask the office for early pick-up. The student will go out the front doors where parents are waiting. The parent will scan the barcode at the gate and complete the quick form to electronically sign the student out.
  
- Tardies: When arriving late, only students will be allowed to walk through the front doors (after proper health and temperature checks). Parents must remain outside. The office will make note on Gradelink of the tardy.

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

Keeping individuals 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: All staff and students will be required to wear face masks at all times. If students forget their face masks, the school will provide them with one.

Students must wear their face mask coming to and from school, moving to campus areas such as handwashing or using the restroom, and moving throughout their classrooms and during outdoor play. Students may remove their face mask when eating. Face masks are most essential in settings where physical distancing cannot easily be maintained.

- General Guidance
  - A face mask must be at least 2-ply cloth.
  - Reusable masks should be taken home and cleaned daily.
  - Any misplaced masks will be discarded after each day.
  - Parents are responsible for teaching their children how to properly wear and care for their face masks.
  - We require students to have at least two (2) clean masks with them every day.
  
- Visitors

Visitors and all other adults must wear face masks on campus at all times.

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: Everyone must wear face coverings. We have student desk barriers to ensure that if students move around in their desks, there is still a barrier between each of them.

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

- All doors and windows will be opened during the school day to provide proper ventilation and air circulation.
- Air conditioners are not central air so turning them on will improve airflow. We are maintaining all HVAC units.
- Portable, high efficiency air cleaners have been installed in classrooms.

## Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces: Upon reopening, St. Brendan is required to maintain safety by continuously cleaning and disinfecting per the chart below.

### Campus Maintenance Procedures, Administrator Reference Guide

Category	Frequency
<p>Workspace (i.e., classrooms, office)</p> <p>Cleaning Company at the end of each day: Sweep; mop; empty trash cans; sanitize each desk, chairs, windowsills; change liners; wash ALL garbage cans every Friday or whenever there is liquid, food, etc. that can cause flies.</p>	<p>At the end of each use and daily</p>
<p>Appliances (i.e., refrigerators, microwaves)</p> <p>Cleaning Company at the end of the day: Disinfect &amp; sanitize appliances in faculty lounge (refrigerator, microwave, Keurig, oven, water dispenser) and other generally used items, such as light switches, doorknobs, windowsills, etc.; sweep; mop; empty trash cans; change liners; wash ALL garbage cans every Friday or whenever there is liquid, food, etc. that can cause flies - PAPER TOWEL AND DISINFECTING WIPES ARE AT THESE STATIONS AND EVERYONE MUST SANITIZE AFTER EACH USE.</p>	<p>Daily</p>
<p>Electronic Equipment (i.e., copy machines, shared computers/devices, printers, telephones)</p>	<p>At the end of each use and day</p>
<p>General Used Objects (i.e., handles, light switches)</p>	<p>At least four times a day</p>
<p>Student and Teacher Restrooms</p> <p>Cleaning Company at the end of the day: Sweep; mop; empty trash cans; sanitize and clean all stalls, toilets, sinks, knobs, doors, windowsills; change liners; wash ALL garbage cans every Friday or whenever there is liquid, food, etc. that can cause flies; replenish supplies as needed</p>	<p>At least 4 times a day</p>
<p>Faucets/Soap Dispensers/Towel Dispensers</p>	<p>At least four times a day</p>
<p>Common Areas (i.e., Lunch Tables, Conference Rooms)</p> <p>GYM: Cleaning Company at the end of the day</p>	<p>At the end of each use and day</p>

**LUNCH TABLES:**

Staff members outside after each use: Sanitize & Disinfect  
Cleaning Company at the end of the day: Sanitize & Disinfect

**TEACHER RESOURCE ROOM:**

Disinfecting wipes and everyone must sanitize after each use.  
Cleaning Company at the end of the day: Sanitize & Disinfect

**HALLWAYS & STAIRS:**

Cleaning Company at the end of each day: Sweep; mop; sanitize; vacuum all carpets in the hallway by entrances; garbage cans - change liners; wash

All classrooms will be cleaned as classes go out to their staggered recess and lunch times, as well as at the end of the school day. Each classroom and school offices will have protective equipment and cleaning supplies for use and distribution as needed, extra masks, face shields, wipes for disinfecting, hand sanitizer, and paper towels.

All cleaning supplies will be in compliance with the approved disinfectants. Staff members, teachers, and our cleaning company have been trained in best practices for both cleaning and disinfecting. They have reviewed the latest guidance for cleaning and disinfecting public places.

In the classroom all students will have their own items. For example, students will have their own pencils, crayons, markers, scissors and a bag of classroom manipulatives. All items will be stored in the students' desks. If items have been shared, they will be cleaned between uses and all students will be required to wash their hands. Whenever possible, teachers will try to be "paperless" and submit assignments and work digitally to reduce contact exposure.

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

Disinfecting and sanitizing of all areas affected will begin promptly after a confirmed case through an outside service. Immediately following an exposure, the CDC recommends closing off areas used by the ill person and waiting 24 hours or as long as possible before beginning to clean and disinfect, opening doors and windows to improve air circulation.

After cleaning off any obvious dirt from the area, the cleaning crew will disinfect shared spaces using diluted household bleach, alcohol solutions with at least 70 percent alcohol, or household disinfectants effective against the coronavirus. Cleaning crews will wear gloves and wash their hands immediately after removing the protective gear.

## **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 details in the chart above.

## **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

Students and staff will be trained and reminded frequently on proper hygiene, cleaning and physical distancing protocols.

Students and staff will be given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly.

Frequently scheduled mandatory handwashing breaks or opportunities (especially for younger students) will occur at minimum:

- before and after eating
- after using the restroom
- after outdoor play
- anytime a child coughs and sneezes

The restrooms will be cleaned and disinfected at designated times throughout the day.

Hand sanitizers will be mounted at each door and available throughout campus. Additional outdoor handwashing stations are available to limit bathroom traffic.

## **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:

It is expected that if a student or staff member has been exposed to someone who has tested positive for COVID-19, the administration must be informed immediately. The principal and school secretary will report to the Los Angeles County Department and support them in contact tracing, including identifying students and staff exposed. Following the Los Angeles County of Public Health recommended protocol, the principal will communicate with exposed school community members using SchoolSpeak, the school's student information system.

Students, staff, and volunteers/visitors who test negative can return to school three days after symptoms resolve and with a documented negative test.

For testing, they will visit [covid19.lacounty.gov/testing](https://covid19.lacounty.gov/testing) or contact their primary healthcare provider.



If a student or staff member has been exposed to someone outside of school who has tested positive for COVID-19, the student or staff member must quarantine at home for 14 days, shifting to distance learning during that time.

If someone in the school (staff or student) tests positive for COVID-19, their entire cohort and any siblings must quarantine at home for two weeks, shifting to a distance learning plan. All guidelines for informing the Department of Catholic Schools and health department officials will be followed. Parents will receive a formal letter informing them that someone in their child's cohort has tested positive for COVID-19; however, due to HIPAA regulations, families will not be informed of that person's identity.

Students and/or staff members who test positive for COVID-19 will not be able to return to school until they have met CDC criteria to discontinue home isolation, including at least 24 hours with no fever, symptoms have improved, and at least ten days since symptoms first appeared and provide documentation of a negative test.

In the instance that our school experiences three or more positive cases of COVID-19 in a 14-day period, we will contact the Department of Public Health via email at [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) and call (888) 397-3993 or (213) 240-7821. We will, in consultation with the Los Angeles Department of Public Health and the Archdiocese of Los Angeles, follow their guidelines concerning a partial or full campus closure.

## 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: Speak to principal about symptoms via phone, email, or in person 6 feet apart.
- 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 Visit [covid19.lacounty.gov/testing](https://covid19.lacounty.gov/testing) or contact their primary 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.
- The COVID-19 Compliance Team and Principal will communicate using the template letter from the Los Angeles Department of Public Health. We will communicate with the cohort and/or school community depending on the scenario if there has been a positive case among staff, students, or one of their household members.

## 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.
- The staff has been receiving training and education through staff meetings and updates on the CDPH guidelines. Staff will receive training again about our plans before reopening and revisit plans frequently during our weekly staff meetings.

Signs are displayed around campus, especially in highly visible areas. The signs promote everyday protective measures like physical distancing, handwashing, and mask-wearing.

The school will produce a short training video for parents and students demonstrating the new school COVID related procedures. The school has also shared with staff and families the resources from the Los Angeles County Public Health and the CDC about what COVID-19 is and how it is transmitted and ongoing reminders on topics such as wearing facial masks and hand hygiene, etc. in weekly principal newsletters.

- **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.
- 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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Collette Young, Principal 2/16/2021