

COVID-19 Prevention Program (CPP)

Saint Eugene's Cathedral School

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

Date: January 28, 2021

Authority and Responsibility

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

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

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

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

Employee participation

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

Employee screening

We screen our employees by following the COVID-19 Plan – Appendix C

Correction of COVID-19 Hazards

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

Control of COVID-19 Hazards

Physical Distancing

Employees will follow the COVID-19 Plan – Appendix C.

Face Coverings

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

Cleaning and disinfecting

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

- **All classrooms are cleaned between the morning and afternoon sessions. And again at the end of the day using the Clorox 360 system. All door handles, light switches and other frequently touched surfaces are also disinfected at that time.**
- **All teachers and staff have been made aware of the cleaning schedule.**

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

- **All classrooms/offices will be cleaned using the Clorox 360 system and all door handles, light switches and other frequently touched surfaces are also disinfected.**
- **This will be done by our janitorial company: Aklean Building Services.**

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 employees with the materials and training to do it themselves.**

Hand sanitizing

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

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

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

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **COVID-19 Positive (or treated as positive) Employees/Clergy/Volunteers and Parishioners – Appendix E.**

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 the principal via phone, email or text.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. If this were to happen, we will communicate with employees with close contacts or in the same workplace with a COVID-19 positive employee or visitor in writing using the attached notices: Appendices F and G, respectively.

Training and Instruction

We will provide effective training and instruction that includes:

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

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever it is demonstrated that the COVID-19 exposure is work related. Wages will be continued if the employee has sick leave, vacation time or other paid time off or if the person has filed a worker's compensation claim. If the latter, the amount of the salary continuation is determined by the workers compensation system. If the employee has a hardship, he/she can contact his/her supervisor.
- Providing employees at the time of exclusion with information on available benefits.
- Certain employees may be eligible for a reasonable accommodation in connection with this policy. Employees should speak with their Supervisor about requesting an accommodation.

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 a log maintained by the office to keep a record of and track all COVID-19 cases. The information will be made available as required by law, with personal identifying information removed.

Return-to-Work Criteria

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

Appendix A: Risk Assessment

COVID-19 RISK ASSESSMENT

For Employees:

- Does the workplace have personal protective equipment available? Including
 - Face masks
 - gloves
 - anti-bacterial soap
 - hand sanitizer.

- Is there someone trained to take temperature of employees arriving for work?
 - Is there a private place for this?
 - Does the workplace have sufficient no-contact thermometers?

- Is there sufficient space between the work areas to maintain safe distancing?
 - Private office?
 - Staggered work hours available?
 - Can employees continue to work at home?

- Does the workplace have disinfecting supplies that comply with the Cal-OSHA requirements?
 - Is your workplace following the EPA guidelines? <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
 - Are you cleaning often enough?
 - Daily for all surfaces?
 - After each use for frequently used surfaces (e.g. copy machines, phones, door knobs)
 - Does your workplace have enough equipment so that employees do not have to share:
 - Phones
 - Computers
 - Work area

- Are your employees implementing individual controls to stop the spread of COVID-19?
 - Take their temperatures at home
 - Stay home if sick
 - Stay home if you have had close contact with someone with COVID-19

- Does your workplace have common areas?
 - If so, can you limit the number of employees who use it at one time?
 - Can you stagger lunch and breaks?

For Visitors (if applicable in your county)

Does the reception area have safe distancing protocols?

Does your workplace have cues to stay six feet apart? (e.g. tape markers or dividers)

Does your workplace have a barrier between the employee and visitor that is either a physical barrier (window system or similar) or a cue (stay behind line)?

Does the workplace have the ability to provide services contact-free?

Can you limit the amount of cash that is exchanged?

Can you limit interaction between employee and visitors so that items are placed on a counter and the employee can move back while the visitor approaches and takes the items?

Do you have protocols for visitors?

Is there signage that informs visitors of needed precautions (e.g. distancing)?

Require face covering

Self-certify that visitors do not have COVID-19 symptoms or recent exposure

Redirect visitors to use the telephone or email system to contact the office if possible?

Appendix B: COVID-19 Inspections

Date: **[enter date]**

Name of person conducting the inspection: **[enter names]**

Work location evaluated: **[enter information]**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix C: Covid-19 Plan

COVID-19 Worksite Plan

Name of Worksite: Saint Eugene's Cathedral School

Address of Worksite: 300 Farmers Lane, Santa Rosa, CA 95405

Name of Site Supervisor: David Gallagher, Principal

Date: 1-28-21

Contact Information for the County of Sonoma Public Health Division:
Main Phone Number – 707-565-4400 M-F 8 am to 5 pm

For Employees:

1. Employees will self-screen at home before coming to work:
 - a. If they have respiratory symptoms, they will stay home and inform their supervisor.
 - b. If they have any of the following symptoms, they will stay home and inform their supervisor:
 - i. Cough
 - ii. Shortness of breath or difficulty breathing
 - iii. Fever
 - iv. Chills
 - v. Muscle pain
 - vi. Sore throat
 - vii. New loss of taste or smellRefer to this link for more information:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
 - c. If they feel at all sick or have any of the above symptoms, they will stay home and inform their supervisor.
 - d. They will stay home if they have been exposed to someone with COVID-19 and inform their supervisor.
 - e. If the employee gets a COVID-19 positive test, he/she will immediately inform the site supervisor and not return to work until cleared by the doctor.

2. They will wash their hands frequently using the CDC protocol found at this link: <https://www.cdc.gov/handwashing/index.html>

3. As employees arrive for work, each one will be evaluated for COVID-19 symptoms:

- a. He/she will be asked the following questions:
 - i. Do you have a fever?

- ii. Do you have any respiratory symptoms: cough or shortness of breath?
 - iii. Have you been exposed to someone with COVID-19?
 - b. Temperature will be taken. If temperature is elevated (above 99 °F), the employee will be asked to go home and report to her/his doctor. Ideally, the temperature would be taken by another employee. Both employees would need to be wearing facemasks during the procedure. If it is not possible or practical to have another person take the temperature, the employee him/herself will do and sanitize the thermometer afterwards. If the employee has a temperature about 99 degrees F, he or she will go home and he/she will inform his/her supervisor.
- 4. Safe Distancing will be practiced and Face Masks must be worn:
 - a. Those with private offices will work in them. When leaving for any reason, they will wear a face covering. Before returning to their office, the employee will wash his/her hands or use hand sanitizer.
 - b. Any time an employee is not in his/her private office, he/she will wear a face covering.
 - c. For those without private offices, work hours will be staggered so that employees are not working in close proximity to each other (e.g. separated at a minimum of 6 ft).
 - d. When walking through common workspaces such as the copy room, restroom, all employees and visitors will wear masks.
 - e. Employees who can work from home will continue to do so and minimize time in the office.
- 5. Employees will wear protective equipment when meeting the public
 - a. Visitors are required to wear face coverings
 - b. Employees are required to wear face coverings
 - c. Employees are required to wear gloves
- 6. Employees should not share office equipment such as computers, phones and workspaces. If they must use shared equipment such as copiers, scanners and postage meter, the equipment will be disinfected after each use.
- 7. Employees will use EPA approved disinfectants to clean their work areas after each shift. Employees will leave enough time at the end of their shifts to complete the cleaning process. All such time is considered work time. When using shared equipment such as copiers, disinfect after each use. This link provides more guidance:
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

For Visitors

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

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

For Cleaning Personnel

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

For the site supervisor:

1. He or she will train employees in the above protocols.
2. Train employees in how to prevent COVID-19 from spreading and which underlying health conditions may make individuals more susceptible to contracting the virus.
3. He or she will complete a weekly evaluation to ensure the protocols are being implemented. Concerns identified should be pursued to identify areas of improvement and a plan to implement these.
4. He or she will ensure that there are adequate supplies including:
 - a. Face coverings
 - b. Gloves
 - c. Disinfectant
 - d. Hand sanitizer
 - e. Hand soap
5. He/she will ensure that the disinfection protocols discussed in this plan are implemented.
6. He/she will place hand sanitizer throughout the workplace to encourage good hand sanitation.
7. If an employee tests positive for COVID-19, the site supervisor will investigate and determine if any workplace factors could have contributed to the risk of infection. If so, he/she will update this plan. Please notify HR of any incidences of positive COVID-19 cases.
8. Ensure that safe distancing protocols are in place:
 - a. Close or limit access to common areas. If used, make sure they are cleaned and disinfected at the end of the use.
 - b. Ensure that visitors follow the safe distancing rules above.
 - c. Consider installing a plastic shield to protect the receptionist's workspace.
 - d. Ensure ventilation of the work areas is adequate.
9. Consider changing the traffic flow for employees. (e.g. only one person on an elevator at a time, one-way traffic patterns around the office.)
10. Ensure that employees do not congregate in kitchenettes, bathrooms or common areas.
11. Establish no contact protocols for working with visitors.
12. Remind employees, volunteers, visitors and others that following this protocol is mandatory.
13. Post the required certification at the workplace. See this link for more information: <https://covid19.ca.gov/pdf/checklist-office-workspaces.pdf>

Appendix D: Disinfection and Safety Plan

Saint Eugene's Cathedral School Notice of Disinfection and Safety Plan California Labor Code 6409.6

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

1. Routine Cleaning: Employees will use EPA approved disinfectants to clean their work areas after each shift. Employees will leave enough time at the end of their shifts to complete the cleaning process. All such time is considered work time. When using shared equipment such as copiers, disinfect after each use. This link provides more guidance: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
2. When an employee or visitor gets sick at work, Cleaning and disinfecting requirements include:
 - Close any areas used by the person for a prolonged period of time (i.e. 15 minutes).
 - Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
 - During the waiting period, open doors and windows.
 - Use protocols that meet the EPA criteria see this <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html> and this <https://www.epa.gov/newsreleases/epa-cdc-release-guidance-cleaning-and-disinfecting-spaces-where-americans-live-work> :
The person cleaning must wear gloves, facemask and gown.
3. If a person states that he/she was in your building and later tests positive or has symptoms, take the following steps:
 - If it has been fewer than 7 days since the sick person used the facility, clean and disinfect all areas used by the sick person.
 - If it has been 7 days or more since the sick employee used the facilities, additional cleaning is not necessary.
4. In other situations where the person tests positive but does not have any symptoms or has only a close contact with someone who is positive for COVID-19: Regular cleaning protocols can resume unless the person develops symptoms or becomes COVID-19 positive. In that case, follow applicable guidance above.

Appendix E: Summary of CDC Guidance

FREQUENTLY ASKED QUESTIONS

1. How do I determine if my employee, priest, deacon, parishioner or volunteer has a COVID-19 symptom that requires him/her to be treated as COVID-19 positive?

To determine if an employee, volunteer or parishioner is subject to these guidelines, please use the CDC self-assessment tool found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html>

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

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

a. the person may return to activities with others when:

i. the person was not hospitalized:

- 24 hours have elapsed without a fever of 100.4 F or higher and without taking a fever reducing medication; and,
- The symptoms have improved; and,
- 10 days have elapsed since the symptoms first appeared.

ii. If the person was hospitalized: Please call David Gallagher for assistance.

b. Cleaning and disinfecting requirements include:

- Close any areas used by the person for a prolonged period of time (i.e. 15 minutes).
- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
- During the waiting period, open doors and windows.
- Use protocols that meet the EPA criteria

The person cleaning must wear gloves, facemask and gown.

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

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

b. Only those who have a “close contact” must take precautions.

i. Those with a “close contact” are those who meet BOTH of these:

1. Were within 6 feet of the COVID-19 positive (or treated as positive) person
AND

2. For 15 minutes or more (cumulatively over a 24-hour period).

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

- c. If the person is a “close contact” then he/she must:
- i. Stay home and quarantine for 10 days from the date of exposure
 - ii. Taking a test will not end the quarantine earlier. A person can become sick with COVID-19 anytime within the 14-day incubation period which is the reason for the added precautions outline in section iii (below)
 - iii. If the person does return to work after only the 10-day quarantine, he she must:
 1. Strictly adhere to wearing a face covering at all times. During work time he/she must specifically wear a surgical mask and at other times may wear a face covering until 14 days have elapsed since the date of the last exposure;
 2. Maintain 6 feet of distance between him/herself and others until the 14 days since the last exposure have elapsed; and,
 3. Self-monitor for COVID-19 symptoms through day 14 from the date of the last exposure. If symptoms appear, he/she must immediately contact either the County Health Department or his/her doctor for testing.
- d. Cleaning: Regular cleaning protocols can resume unless the person develops symptoms or becomes COVID-19 positive. In that case, follow applicable guidance above

4. What if my employee/priest/deacon/volunteer/parishioner has COVID-19 symptoms and was hospitalized?

There additional steps we must take in this situation. Please call David Gallagher to discuss.

5. What if my employee/priest/deacon/volunteer/parishioner tests positive for COVID-19 but has no symptoms? When can the person return to work, school or church?

- a. The person may continue or return to activities when 10 days have elapsed since the test. BUT
- b. If the person subsequently develops symptoms, follow FAQs #2 and #4 (if applicable) above.

6. What if I find out several days later after an employee worked, or priest/deacon/volunteer/parishioner was in the parish or school that they were tested positive for COVID-19 or is otherwise treated as COVID-19 positive?

5. The person may return to activities as outlined above in FAQ #2 #3 or #4 depending on whether he/she has symptoms.

6. Cleaning

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

7. Exposure to others

- Without disclosing the identity of the sick person, let others who may be close contacts know of the potential exposure.
- If the person had a contact with someone who has COVID-19 or tested positive for COVID-19, the person should stay home and self-quarantine for 14 days.

7. What if my employee/priest/deacon/volunteer/parishioner comes to work, church or school showing signs of COVID-19 or gets sick at work, church or school? What do I do?

- a. The sick person should be immediately isolated and sent home.

b. The person may return to activities with others as outlined in this summary.

c. Cleaning and disinfecting requirements include:

- Close any areas used by the person for a prolonged period of time (i.e. 15 minutes).
- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
- During the waiting period, open doors and windows.
- Use protocols that meet the EPA criteria
- The person cleaning must wear gloves, facemask and gown.

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

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

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

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

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

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

Appendix F Notice to Employee of Close Contact

[Date]

[name of employee]
[address or email]

RE: Saint Eugene’s Cathedral School Notice of a Potential Exposure To COVID-19: California Labor Code 6409.6

Dear [name of employee]

On [applicable date], St. Eugene’s School received a notice that you were potentially exposed to COVID-19, at [name and address of the workplace]

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

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

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

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

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

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

- Paid vacation
- Workers' Compensation
- Medical Disability leave
- State disability

Certain employees may be eligible for a reasonable accommodation in connection with this policy. Employees should speak with their Supervisor about requesting an accommodation.

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

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

Please contact [name of site supervisor] with any questions you may have and for more information on available leave and benefits.

David Gallagher
Principal

Appendix G: Workplace Notice

TO: All Employees at [name of affected location]

FROM: David Gallagher

DATE: [date of notice]

RE: Saint Eugene's Cathedral School Notice of a Potential Exposure To COVID-19:
California Labor Code 6409.6

On [date], St. Eugene's received a notice that employee(s) were potentially exposed to COVID-19, [name and address of location]

You were on St. Eugene's premises listed above at the same time as an individual who has [choose applicable bullet and delete others]

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

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

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

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

- Diocese of Santa Rosa provided paid sick leave
- Workers' Compensation
- Leave under the Family Medical Leave Act and/or California Family Rights Act
- State disability

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

Please contact [name of site supervisor] with any questions you may have and for more information on available leave and benefits.

Appendix H: Training Materials (English and Spanish)

English:

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

Spanish:

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

Appendix I: COVID-19 Training Roster

Date: **[enter date]**

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

Employee Name	Signature