

## **COVID-19 Prevention Program (CPP) for Archdiocese of San Francisco Our Lady of the Visitacion School**

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

**Date: January 21, 2020**

### **Authority and Responsibility**

**Lara de Guzman, 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 previously distributed and Attached as **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** previously distributed and attached as **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: as outlined in the **COVID-19 plan: Appendix C** and **Notice of Disinfection and Safety Plan: Appendix D**.

If there is a case of COVID-19 in the workplace, we will follow the cleaning requirements as outlined in the **Notice of Disinfection and Safety Plan: Appendix D**.

### **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 outlined in **COVID-19 Plan: Appendix C**.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we follow the procedure outlined in **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 **COVID-19 POSITIVE (OR TREATED AS POSITIVE) EMPLOYEES/CLERGY/VOLUNTEERS AND PARISHIONERS: Appendix E.**

All investigations will be done by the Director of Human Resources. Please call Vicky Salgado at 415-614-5541 if you become aware of any COVID-19 exposure, positive test, or symptoms of COVID-19. For schools please use the reporting form to report COVID-19 Positive Cases: [https://docs.google.com/forms/d/1BT\\_Rt5QRpmaknNj6aUnSJnPXCGmaTWSigarz5oToppo/edit](https://docs.google.com/forms/d/1BT_Rt5QRpmaknNj6aUnSJnPXCGmaTWSigarz5oToppo/edit)

## **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 your supervisor, pastor or principal.
- 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 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, and to representatives of Cal/OSHA immediately upon request.
- Use a log maintained by the Human Resources Department 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.

**Pamela Lyons, Superintendent of Schools**

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## Appendix A: Risk Assessment

### COVID-19 RISK ASSESSMENT

#### For Employees:

- 🍏 Does the workplace have personal protective equipment available? Including:
  - face masks **yes**
  - gloves **yes**
  - anti-bacterial soap **yes**
  - hand sanitizer. **yes**
  
- 🍏 Is there someone trained to take temperature of employees?
  - Is there a private place for this? **yes**
  - Does the workplace have sufficient no-contact thermometers? **yes**
  
- 🍏 Is there sufficient space between the work areas to maintain safe distancing?
  - Private office? **yes**
  - Staggered work hours available? **yes**
  - Can employees continue to work at home? **yes**
  
- 🍏 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> **yes**
  - Are you cleaning often enough? **yes**
    - Daily for all surfaces? **yes**
    - After each use for frequently used surfaces (e.g. copy machines, phones, door knobs) **yes**
  - Does your workplace have enough equipment so that employees do not have to share:
    - Phones **yes**
    - Computers **yes**
    - Work area **yes**
  
- 🍏 Are your employees implementing individual controls to stop the spread of COVID-19?
  - Take their temperatures at home **yes**
  - Stay home if sick **yes**
  - Stay home if you have had close contact with someone with COVID-19 **yes**
  
- 🍏 Does your workplace have common areas? **yes**
  - If so, can you limit the number of employees who use it at one time? **yes**
  - Can you stagger lunch and breaks? **yes**

For Visitors (if applicable in your county)

- 🍏 Does the reception area have safe distancing protocols? **yes**
  - Does your workplace have cues to stay six feet apart? (e.g. tape markers or dividers) **yes**
  - 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)? **yes**
  
- 🍏 Does the workplace have the ability to provide services contact-free? **yes**
  - Can you limit the amount of cash that is exchanged? **yes**
  - 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? **yes**
  
- 🍏 Do you have protocols for visitors? **yes**
  - Is there signage that informs visitors of needed precautions (e.g. distancing)? **yes**
  - Require face covering **yes**
  - Self-certify that visitors do not have COVID-19 symptoms or recent exposure **yes**
  - Redirect visitors to use the telephone or email system to contact the office if possible? **yes**

Completed by Lara de Guzman, Principal 1/29/2021

## Appendix B: COVID-19 Inspections

Date: **January 29, 2021**

Name of person conducting the inspection: **Lara de Guzman**

Work location evaluated: **Our Lady of the Visitacion School**

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



## Appendix C: Covid-19 Plan

### COVID-19 Worksite Plan

Name of Worksite: Our Lady of the Visitation School

Address of Worksite: 785 Sunnydale Avenue, San Francisco, CA 94134

Name of Site Supervisor: Lara de Guzman

Date: 1/29/2021

Contact Information for the County Public Health Department:

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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

### Archdiocese of San Francisco Notice of Disinfection and Safety Plan

#### California Labor Code 6409.6

In response to the COVID-19 pandemic the Archdiocese of San Francisco 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 the Archdiocese of San Francisco'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: COVID-19 Guidelines and Resources



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HUMAN RESOURCES

### COVID-19 Guidelines & Resources

#### Post Arrival Symptomatic Employees:

When an employee experiences [symptoms](#) of illness during the work day they should contact the location administrator right away and go to the predetermined isolation area. The administrator must put on the proper PPE before entering to check on the employee and determine next steps. The employee's symptoms may be recorded and retained in a secure location. The location administrator may assist the employee in calling for a ride home if unable to drive themselves. The employee should stay in the isolation area until their transportation arrives. Once the employee has left the isolation area it should be cleaned and disinfected immediately by maintenance personnel that are trained in proper chemical use and cleaning processes. PPE should be worn by employees performing this work.

**The CDC has determined symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

**If the symptoms are severe and you assess the employee should go directly to a medical facility, call 911.**

**\*\*Under no circumstances should another employee or administrator transport an employee in their personal or location vehicle for medical attention. This policy is to prevent exposure to possible infection, ensure care and mitigate potential liability.\*\***

### **Reporting Responsibilities:**

Employees should be advised that if they have self-screened or are experiencing symptoms of COVID-19 and feel they should stay home for recuperation, self-quarantine and/or testing, they must call in to work using the same protocol that is required any other time they call in sick. This policy also applies during a distance learning or a hybrid instructional model. Furthermore, if an employee is out sick they should stay off school zoom and any other instructional platforms, not engage in any work activities including email, except to notify their supervisor of being out if that is the preferred method of notification.

If an employee is confirmed positive for coronavirus we should notify anyone determined to be a “close contact” using ADSF communication protocols, maintaining privacy and standards of confidentiality. We must report the confirmed case to our local health department and if hospitalization or death occurs, to the Occupational Safety & Health Administration ([OSHA](#)).

Locations should not contact the health department for a suspected case of COVID-19 infection, report an employee who has self-quarantined or been exposed to someone who is positive for Coronavirus.

### **Return To Work:**

- If an employee has stayed home due to symptoms or has self-quarantined for a period of time, here are some of the guidelines health care professionals use to determine if an employee is able to return to work:
- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath);
- and · At least 10 days have passed since symptoms first appeared.

### **Leave of Absence:**

When an employee requests a medical or discretionary leave of absence, they must submit an [application](#) to the location administrator. If no notice was given before the employee went out, the location administrator must report it to the ADSF Benefits Administrator and submit an [application](#) form on the employee’s behalf. The leave of absence paperwork will be sent to the employee and included will be a document for the employee’s health care provider to complete for use in applying for [State Disability Insurance \(SDI\)](#). Discretionary Leave is unpaid time off and must be authorized by the location administrator. The leave should not extend beyond 12 weeks and the employee may use accrued vacation time towards this time off request. The Administrator’s decision is

based on several business factors and the employee should be advised that completing an application request for time off is not guaranteed approval.

### **CA State Disability Insurance (SDI):**

[Disability Insurance \(DI\)](#) provides short-term benefits (\$) to eligible workers who have a full or partial loss of wages due to a non-work-related illness, injury, or pregnancy. Application for this benefit is through the [Employment Development Department](#).

### **CA-Paid Family Leave (PFL):**

[Paid Family Leave \(PFL\)](#) This law gives temporary disability insurance benefits (\$) to those who take time off of work to care for a seriously ill child, spouse, parent, or registered domestic partner, or to bond with a new child. It is administered by the [State Disability Insurance \(SDI\)](#) program. It provides up to 6 weeks of [Paid Family Leave](#) payments to eligible workers who take time off to care for family members. For details of [Paid Family Leave](#), you can read more on the [Employment Development Department](#) website.

### **Family and Medical Leave (FMLA):**

The [Family and Medical Leave Act \(FMLA\)](#) provides [qualified employees](#) with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave. If an employee is unable to work because they are caring for an ill or quarantined family member and are able to provide a written certification by a state or local health officer that they are infected with, or suspected of being infected with COVID-19, they may be eligible for [FMLA](#). An application for the time off is required.

### **CA-Family Rights Act (CFRA):**

The [California Family Rights Act](#) authorizes eligible employees to take up a total of 12 weeks of paid or unpaid job-protected leave during a 12-month period. While on leave, employees keep the same employer-paid health benefits they had while working. Eligible employees can take the leave for one or more of the following reasons:

- The birth of a child or adoption or foster care placement of a child.
- To care for an immediate family member (spouse, child or parent) with a serious health condition.
- When the employee is unable to work because of a serious health condition (SHC).
- A serious health condition is an illness, injury, impairment, or physical or mental condition that causes or requires:
  - a) Any period of incapacity or treatment in connection with, or after inpatient care
  - b) Any period of incapacity requiring absence from work, school, or other regular daily activities, of more than 3 consecutive calendar days

- b) Ongoing treatment by or under the supervision of a health care provider for a chronic or long-term health condition that is incurable
- c) Restorative dental or plastic surgery after an accident or injury

The Archdiocese of San Francisco and its employees are not eligible to apply for benefits under the CARES Act as our organization is over 500 employees. The ADSF Human Resources Office and Benefits Department are available to answer questions and assist you in navigating benefits that are available to you and your employees.

ADSF Human Resources Office (415) 614-5540



## FREQUENTLY ASKED QUESTIONS

### 1. What criteria will be used to determine that it is, in fact, safe to bring students and teachers back to campus?

The California Department of Public Health issued an updated [framework](#) on August 28, 2020. Per the framework, schools in Tier 1 counties are not permitted to reopen, with the exception of schools granted a waiver. Schools in counties that have moved to a lower risk Tier (2, 3 or 4) may reopen for in-person instruction after the county is off Tier 1 for 14 days. County Department of Public Health guidelines must be followed for reopening. Should a county move back into Tier 1, schools will not be required to close, but will follow the July 17 [School Re-opening Framework](#) for determining a need to close.

Per the August 25, 2020 [Guidance for Small Cohorts/Groups of Children and Youth](#), schools may provide necessary in-person child supervision and limited instruction, targeted support services, and facilitation of distance learning in small group environments for a specified subset of children and youth. Schools offering these services to small cohorts of students must follow the school's mitigation plan for ensuring student and faculty safety (i.e.: masks, distancing, and hygiene).

Part of our human reality is the fact that we cannot ever live risk-free. While no plan can completely eliminate the risk of infection from COVID-19 at home or school, each site will use a mitigation plan that outlines the provisions taken to mitigate the risk of infection from COVID-19. All ADSF sites, including schools, have developed mitigation plans that comply with State, County and CDC guidelines for a safe reopening. These plans were developed with careful and thoughtful design and planning, and can minimize the risk of exposure.

### 2. What are the considerations/accommodations for teachers who don't feel comfortable returning to work due to COVID-19 health concerns?

Anyone who is high risk or lives with someone who is, or seeking a discretionary leave of absence, must complete and submit an application to their supervisor and location HR Director.

Below are the steps and documents necessary for all COVID-19 pandemic accommodation requests:

- a) Read the [Temporary Remote Work Policy](#)
- b) Submit the [Accommodation Request Form](#) to your Principal/Pastor and location HR Director 3. Principal/Pastor will review the accommodation request and work with the teacher on completing the [Remote Work Agreement Form](#)

Teachers seeking a temporary leave of absence not associated with the COVID-19 pandemic must complete a [Leave of Absence Form](#). Please note that this is different than the steps referenced above for pandemic related accommodations. The ADSF Benefits Administrator is available to answer questions about this process. Further guidance on accommodation requests

are addressed in the [COVID-19 Guidelines & Resources](#) document provided to all ADSF locations.

**3. What the considerations for teachers are with kids at home or who request leave if their child's school is closed?**

The Archdiocese of San Francisco recognizes that many of our staff and faculty are facing the difficult task of managing both their own work as well as their children's remote learning. As an accommodation, school-aged children (K-12) may accompany their parent(s) to work while schools are in a distance learning environment. Staff and teachers seeking this request should refer to the [Faculty and Staff Children on Campus Policy](#) and discuss the accommodation request with their principal.

**4. What happens if someone, either a student or adult, tests positive for COVID-19?**

If a teacher, student, parent, or other school community member tests positive for COVID-19, it is the responsibility of the informed adult to communicate such occurrence to the school Principal, or designee. The Principal will then notify the County Health Department, the Associate Superintendent supporting the school, and the class and/or school community affected by sending out a formal notification while abiding by all privacy laws (FERPA/The Buckley Amendment) to protect the privacy of those affected. The school Principal, or designee, will work with the Health Department official to determine the next steps for the class and/or school community affected.

The California Department of Public Health [guidance](#) issued on July 17 will be followed by all ADSF sites.

**5. What is the threshold for the number of sick students or staff members before a school closes?**

Schools will work with their county health office and follow the CDPH criteria for determining a school closure. Schools are to follow the July 17 [guidance](#) for determining the need to close. A school would close based on the number of cases, the percentage of teacher/students/staff that are positive for COVID 19, and in consultation with the local health officer. School closure may be appropriate if:

- There are multiple case in multiple cohorts
- At least 5% of the total number of teachers/student/staff are cases within a 14-day period
- Depends on the size and physical layout of the school
- Local health officer determines school closure is warranted

**6. What are the steps for isolation if I test positive, or am exhibiting COVID-19 symptoms?**

Steps for determining isolation and quarantine interventions are expressly laid out by the California Department of Health. [Guidance](#) is provided for both symptomatic and asymptomatic cases.

Per CDPH, employees who have COVID-19 and are exhibiting symptoms, should follow the following steps:

- Notify their Principal, or designee, and follow their medical doctors orders
- Principal, or designee, will contact the County DPH and follow their instructions
- The employee cannot return to work until all of the following are met:
  - Fever free for at least 3 days (72 hours) without use of fever-reducing medications
  - Improvement in respiratory symptoms (i.e.: cough and shortness of breath)
  - At least 10 days have passed since symptoms first appeared

Employees with COVID-19 and are not exhibiting symptoms (asymptomatic), CDPH recommends individuals be instructed to care for themselves at home. Employees may discontinue isolation and return to work under the following conditions:

At least 10 days have passed since the date of the first positive COVID-19 diagnostic (federally approved Emergency Use Authorized molecular assay) test. If they develop symptoms, then the strategies for discontinuing isolation for symptomatic persons (see above) should be used.

#### **7. Will teachers be getting tested regularly for COVID-19?**

Per Governor Newsom's [Executive Order N-33-20](#) issued on March 19, 2020, teachers are considered part of the State of California's essential workforce. As such, the CDPH has issued [recommendations](#) that school employees should be tested periodically, as testing capacity permits and as practicable. The recommended frequency is for all school employees to be tested once every two months. Requirements, however, do vary by county. Therefore, schools should reference their county health department guidelines and regulations to verify what is required of their school personnel.

Locations will assist teachers in finding a testing location in the county to comply with this recommendation. Teachers can also access the [ADSF COVID-19 Testing Location](#) form to find a testing center near them.

#### **8. What happens if I go to school and get infected with COVID-19? Do I lose sick days due to the quarantine requirements?**

The ADSF Human Resources and Benefits Department are available to answer questions and assist employees in navigating benefits that are available to them. Typically, an employee would apply for benefits through EDD. There are state and federal options that offer paid benefits and job protection benefits.

Employees can reference the Human Resources [Guidelines & Resources](#) document or call the Benefits Department at 415.614.5540 for more information.

**9. How frequently will the campus get cleaned and is it the teacher’s responsibility to help sanitize the classrooms?**

Coronaviruses on surfaces and objects naturally die within hours to days. Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spread of COVID-19. School facilities management teams, wearing the proper PPE and using proper chemicals will clean the communal areas throughout the day and more thorough classroom cleanings again at the end of the day. Each site will have a cleaning schedule for communal and other areas of campus that will follow the [CDC/EPA standards](#) for cleaning and sanitizing the campus.

In addition to the regularly scheduled cleaning, teachers can have students wipe down their own desk and chair before leaving class. The teacher (gloved) can wipe off door handles, cabinet and drawer handles and their own desk.

**10. Is anything being done to increase fresh air transference in the classrooms?**

Schools and their facilities teams have examined ways to improve air circulation in the classrooms. This includes propping doors and windows open as well as upgraded air filters. The Facilities Director at ADSF Real Properties has also worked with locations to offer viable solutions or workarounds.

**11. What are the plans for passing periods, lunch and other times of the day to keep the community safe and to encourage social distancing?**

Each site has developed a schedule that will address staggered class dismissal times, traffic patterns to minimize inter-mixing of cohorts, and a hybrid schedule that minimizes the number of people on campus at one time. Schools that offer a cafeteria service will work with the vendor on “grab-and-go” boxed lunches or meal delivery. Supervision schedules are developed and will be made available at each site. All employees are encouraged to do their part in enforcing all school health and safety provisions developed to mitigate infection and to keep all school community members as safe as possible during the pandemic.

**12. Will schools conduct health screenings before students and teachers enter campus?**

Based on current information about COVID-19, the CDC is not recommending universal symptom screening. This [current guidance](#) may change, but is not a requirement for schools to reopen safely. Schools that do elect to require a health screening (whether done by families and employees prior to leaving for school or as they enter campus) will comply with all CDC and local record keeping requirements, including provisions in the Family Educational Rights and Privacy Act (FERPA).

## Appendix F Notice to Employee of Close Contact

[Date]

[name of employee]  
[address or email]

RE: Archdiocese of San Francisco Notice of a Potential Exposure To COVID-19:  
California Labor Code 6409.6

Dear [name of employee]

On [applicable date], the Archdiocese of San Francisco 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 Archdiocese of San Francisco 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 the Archdiocese of San Francisco, your last “close contact” with this individual was on \_\_\_\_\_[date].

Given your potential exposure to COVID-19, the Archdiocese of San Francisco 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 Archdiocese of San Francisco offers that you may be eligible for include:

- Families First Coronavirus Response Act Emergency Paid Sick Leave (until 12/31/2020)
- Archdiocese of San Francisco paid sick leave
- Paid vacation
- Workers' Compensation
- Medical Disability leave
- State disability
- Public Health Emergency Leave ( San Francisco County only)

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, the Archdiocese of San Francisco 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. The Archdiocese of San Francisco 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.

Very truly yours,

Vicky Salgado  
Director, Human Resources

[Fecha]

[nombre del empleado]

[dirección o correo electrónico]

RE: Aviso de la Arquidiócesis de San Francisco de una posible exposición al COVID-19: Código Laboral de California 6409.6

Estimado(a) [nombre del empleado]

El [fecha aplicable], la Arquidiócesis de San Francisco recibió un aviso de que usted estuvo potencialmente expuesto al virus COVID-19, en [nombre y dirección del lugar de trabajo] dentro del período de tiempo infeccioso, actualmente definido por el Departamento de Salud Pública del Estado como 48 horas (2 días) antes de que el individuo desarrollara síntomas de COVID-19. Si el empleado positivo al COVID-19 está asintomático, el período infeccioso comienza 48 horas antes de que ocurra la prueba de COVID-19. Usted estuvo en las instalaciones de la Arquidiócesis de San Francisco en el mismo lugar de trabajo que una persona que: [elija la descripción correspondiente, elimine las otras]

- Tiene un caso confirmado por prueba de laboratorio para el COVID-19,
- Tiene un diagnóstico positivo del COVID-19 de un proveedor de atención médica autorizado,
- Está sujeto(a) a una orden de aislamiento relacionada con COVID-19 proporcionada por un funcionario de salud pública, o
- Haya fallecido debido al COVID-19 dentro del período de tiempo infeccioso.

Hemos determinado que usted es alguien con quien tuvo un "contacto cercano", lo que se define como una persona que estuvo a aproximadamente a 6 pies de distancia del empleado que resultó positivo del COVID-19 por un período acumulativo de al menos 15 minutos. Este contacto tuvo lugar durante un período de 24 horas marcado a partir de dos días antes del inicio de los síntomas de la enfermedad de esa persona (o, para pacientes asintomáticos, ocurrió dos días antes de que fue colectada la muestra de prueba de laboratorio) hasta el momento en que fue aislado el paciente. La determinación de un contacto cercano se realiza independientemente de si las personas llevaban una cubierta facial (mascarilla) u otro equipo de protección personal. Según la información disponible para la Arquidiócesis de San Francisco, su último "contacto cercano" con esta persona fue el \_\_\_\_\_ [indique la fecha de exposición].

Dada su posible exposición al COVID-19, la Arquidiócesis de San Francisco le solicita que se ponga en cuarentena en su casa durante 14 días contados a partir de [fecha de exposición], antes de

regresar al trabajo. Además, se le recomienda que se comunice con su proveedor de atención médica y el departamento de salud pública local para obtener orientación e información adicional sobre las posibles acciones que debe usted tomar en función de sus circunstancias individuales.

Los beneficios o prestaciones relacionadas con el COVID-19 que ofrece la Arquidiócesis de San Francisco para los que pueden ser elegibles incluyen:

- Prestación o permiso pagado por enfermedad de emergencia de la Ley de Respuesta al Coronavirus de para Familias (vigente hasta el 31/12/2020)
- Licencia o prestación pagada por enfermedad de la Arquidiócesis de San Francisco
- Vacaciones pagadas
- Compensación para trabajadores
- Licencia por discapacidad médica
- Discapacidad estatal
- SFPHEL (solemente en San Francisco)

Algunos empleados pueden ser elegibles a ser otorgados una adaptación razonable en relación con estas normas. Los empleados deben hablar con su supervisor sobre cómo pueden solicitar una adaptación.

Además, la Arquidiócesis de San Francisco le dará tiempo durante horas de trabajo para hacerse la prueba de COVID-19. Una vez que reciba sus resultados, debe informarle a [nombre del supervisor del sitio]. Toda la información médica se mantendrá confidencial.

La salud y seguridad de los empleados, de los feligreses y de la comunidad es de suma importancia para nosotros. La Arquidiócesis de San Francisco está investigando si las condiciones del lugar de trabajo contribuyeron a esta exposición al virus que usted tuvo y determinar qué se puede hacer en el futuro para reducir el riesgo de exposición al COVID-19. Consulte el Aviso de Desinfección y Plan de Seguridad adjunto.

Comuníquese con [nombre del supervisor del sitio] si tiene alguna pregunta y para obtener más información sobre los beneficios o prestaciones disponibles.

Muy atentamente,

Vicky Salgado

Directora de Recursos Humanos



## Appendix G: Workplace Notice

TO: All Employees at [name of affected location]

FROM: Vicky Salgado, Director of Human Resources

DATE: [date of notice]

RE: Archdiocese of San Francisco Notice of a Potential Exposure To COVID-19:  
California Labor Code 6409.6

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On [date], the Archdiocese of San Francisco received a notice that employee(s) were potentially exposed to COVID-19, [name and address of location]

You were on the Archdiocese of San Francisco 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 the Archdiocese of San Francisco, 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 Archdiocese of San Francisco offers that you may be eligible for include:

- Archdiocese of San Francisco provided paid sick leave
- Workers’ Compensation
- Leave under the Family Medical Leave Act and/or California Family Rights Act
- State disability
- Public Health Emergency Leave ( San Francisco County only)

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.

Apéndice G:

Aviso al Lugar de Trabajo

PARA: Todos los empleados de [nombre de la ubicación afectada]

DE: Vicky Salgado, Directora de Recursos Humanos

FECHA: [fecha de notificación]

RE: Aviso de la Arquidiócesis de San Francisco de una posible exposición al COVID-19: Código Laboral de California 6409.6

El [fecha], la Arquidiócesis de San Francisco recibió un aviso de que los empleados de [nombre y dirección de la ubicación] fueron potencialmente expuestos al COVID-19,

Ustedes estuvieron en las instalaciones de la Arquidiócesis de San Francisco mencionadas anteriormente al mismo tiempo que una persona quien [elija la opción correspondiente y elimine las otras]

- Es un caso confirmado del COVID-19 por prueba de laboratorio,
- Recibió un diagnóstico positivo del COVID-19 dado por un proveedor de atención médica autorizado,
- Está sujeto(a) a una orden de aislamiento relacionada con COVID-19 proporcionada por un funcionario de salud pública, o
- Ha fallecido debido al COVID-19 dentro del período de tiempo infeccioso

Con base en la información disponible para la Arquidiócesis de San Francisco, usted no ha sido identificado como alguien con quien la persona tuvo "contacto cercano". El "contacto cercano" es definido por el pasar un período de tiempo de 15 minutos o más, a una distancia de 6 pies o menos, de una persona con COVID-19 en el momento en que fue determinada esa persona el ser positiva al COVID-19.

Según nuestras políticas y procedimientos, usted no tiene que ponerse en cuarentena porque no tuvo un contacto cercano a esa persona. Sin embargo, si lo desea, puede tomar tiempo durante horas de trabajo para hacerse una prueba de COVID-19. Si elige hacerse una prueba, debe informar los resultados de su prueba del COVID-19 a [nombre del supervisor del sitio]. Toda la información médica se mantendrá confidencial.

Los beneficios o prestaciones relacionadas con el COVID-19 que ofrece la Arquidiócesis de San Francisco para los que puede ser elegible incluyen:

- Tiempo por enfermedad pagado por la Arquidiócesis de San Francisco
- Compensación para trabajadores
- Licencia bajo la Ley de Licencia Médica Familiar y / o la Ley de Derechos Familiares de California
- Discapacidad estatal
- SFPHEL (solemente en San Francisco)

La salud y seguridad de los empleados, de los feligreses y de la comunidad son de suma importancia para nosotros. Consulte el Aviso de Desinfección y Plan de Seguridad adjunto. Comuníquese con [nombre del supervisor del sitio] si tiene alguna pregunta y para obtener más información sobre los beneficios disponibles.

## **Appendix H: Training Materials (English and Spanish)**

## Appendix I: COVID-19 Training Roster

Date: **[enter date]**

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

Employee Name	Signature