

Coronavirus / COVID-19 Prevention Program and Emergency Response Plan

St. John's Lutheran Church and School

Prepared by Shannon Beshara, Human Resources

January 2021

This Coronavirus/Covid-19 Prevention Program and Emergency Response Plan, known hereafter as “the Plan”, is intended to offer guidance in decision-making to St. John’s Lutheran Church and School staff and management during an outbreak of an infectious disease. It has been specifically prepared in response to the threat of a possible outbreak of Coronavirus/COVID-19, however its attributes may be used in response to other situations as well. It contains some specific steps to be taken prior to and during an outbreak. Following these steps and other prudent actions as instructed by health officials may reduce the chances of St. John’s Lutheran Church and School staff becoming infected. The Plan, however, cannot offer complete protection from the COVID-19, therefore, employees must remain vigilant and take appropriate measures to protect themselves.

Note: Per new OSHA guidelines Title 8, Division 1, Chapter 4 (effective January 1, 2021), the following plan has been developed. This plan is not all-encompassing. It may become necessary to modify this plan if it becomes inadequate or restrictive to operations during a pandemic event.

Employer communications of all COVID-19 related information including notices must be communicated in the same way that the employer normally communicates with the employees.

Employers must:

- identify workplace COVID-19 hazards by conducting a workplace-specific identification and assessment of all interactions, areas, activities, processes, equipment, and material that could potentially subject employees to COVID-19 exposure.
- create mitigation strategies to deal with and/or respond to such hazards.
- treat all persons as potentially infectious regardless of symptoms, lack of symptoms, or negative COVID-19 test results.

A “High-Risk” exposure period for persons who develop symptoms is defined as “two days before a person developed symptoms until 10 days after they developed symptoms.

A “High-Risk” exposure period for persons who test positive but do not develop symptoms is defined as “two days before a person’s specimen was collected until 10 days after their first positive test.

Pre-outbreak precautions:

Education: All St. John’s Lutheran Church and School staff should educate themselves on prevention of the COVID-19 infection and the symptoms associated with the virus. Resources for Coronavirus education can be found at: www.cdc.gov/coronavirus/2019 and <https://www.cdph.ca.gov/>.

Monitoring your own condition:

St. John’s Lutheran Church and School employees must monitor their own health daily. If an employee notices symptoms consistent with COVID-19 infection in themselves and/or an immediate family member with whom they have had close personal contact, they should take exceptional precautions to insure they do not infect other employees. To be clear, even if an employee suspects that they may be infected based

on their own symptoms or those of someone with whom they are in close contact, the employee should not risk infecting others by coming to work. Likewise, any employee who is experiencing active symptoms related to COVID-19 should not come to work.

Symptoms may include, but are not limited to:

- 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

Symptoms may appear anywhere from 2 to 14 days following exposure to the virus.

Recovery from COVID-19 is dependent on the patient's immune response.

One of the greatest weapons to be wielded against COVID-19 is an educated populous; employees must educate themselves about Coronavirus/COVID-19. This 5-minute summary from the Center for Disease Control (CDC) provides a brief but well-articulated overview:

<https://www.youtube.com/watch?v=drMw2evwMFA>

The virus that causes COVID-19 is spreading from person-to-person. Much is unknown about how the virus spreads. Current knowledge is largely based on what is known about similar coronaviruses. Coronaviruses are a large family of viruses that are common in humans and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people, such as with MERS-CoV and SARS-CoV.

According to the CDC, COVID-19 can be contracted:

- between people who are in close contact with one another (within about 6 feet),
- via respiratory droplets produced when an infected person coughs or sneezes,
- when these droplets contact the mouths or noses of people who are nearby or when the droplets are inhaled into the lungs, or
- when a person touches a surface or object that has the virus on it and then touches their own mouth, nose, or possibly their eyes; this, however, is not thought to be the primary way this virus is spread.

There is currently a new vaccine which offers protection against coronavirus disease 2019 (COVID-19). However, the best way to prevent illness is to avoid being exposed to the virus. The CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- avoiding close contact (within 6 feet for a total of 15 minutes or more within 24 hours) with people who are ill.
- avoiding touching your eyes, nose, and mouth.
- staying home when you are sick.
- covering your cough or sneeze with a tissue, then throwing the tissue in the trash.
- frequently cleaning and disinfecting touched objects and surfaces using a regular household cleaning spray or wipe.
- following CDC recommendations for using a facemask.
- washing your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, or after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, an alcohol-based hand sanitizer with at least 60% alcohol is recommended.
 - Always wash hands with soap and water if hands are visibly dirty.

There is no specific anti-viral treatment recommended for COVID-19. People with COVID-19 should receive supportive care to help relieve symptoms. For severe cases, treatment should include care to support vital organ functions. **People who think they may have been exposed to COVID-19 should contact their healthcare provider immediately for instructions and guidance.**

Monitoring outbreak status:

St. John’s Lutheran Church and School staff will monitor the status of any outbreak using all available resources. Some resources include www.cdc.gov and <https://www.cdph.ca.gov/> as well as the Orange County Health Department.

Reactionary Steps (during a declared pandemic):

1. Monitor your own condition:

St. John’s Lutheran Church and School employees must monitor their own health. If an employee notices symptom consistent with a COVID-19 infection in themselves and/or an immediate family member(s), they should take exceptional precautions to insure they do not infect other employees. To be clear, even if an employee suspects they may have been or are infected due to their own symptoms or those of someone with whom they are in close contact, they should not risk infecting others by coming to work. Likewise, any employee who is experiencing active symptoms related to COVID-19 should not come to work.

Any employee with a fever of 100-degrees or greater should **NOT** come to work. If an employee begins feeling symptoms while they are at a worksite location or they were at a worksite location within two days immediately prior to developing symptoms and they have had contact with co-workers or others, they should immediately notify Shannon Beshara in Human Resources at 714-394-3959 or sbeshara@stjohnsorange.org. It is very important that this communication take place using the most expedient method of phone call, text message, or email. Prompt identification and isolation of potentially infectious individuals, workers, congregants, students, volunteers, independent contractors, etc. is key to protecting workers. No employee should fear retaliation for reporting suspected exposures.

2. Critical materials provided by St. John's Lutheran Church and School

- Tissues
- No-touch trash cans
- Disposable towels
- Posted hand-washing signs in all restrooms and food prep areas indicating 20 seconds required for washing
- Facemasks (or other identified protections such as a face shield)
- Hand sanitizer
- Soap and water
- Cleaning supplies
- Gloves
- Thermometers
- Entrance and exit strategies posted
- Partitions in the workplace to reduce spread

3. Safe practices for staff at work:

- a. All employees must take their temperature at home prior to arrival at work and monitor their health for possible Covid-19 symptoms of temperature of 100 degrees or higher, 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. If any COVID-19 related symptoms are present, the employee should not work, but rather stay home, contact Human Resources and seek medical attention.
- b. All employees must notify Human Resources, remove themselves from the workplace, and go home if any of the above listed symptoms are experienced while working at the worksite.
- c. St. John's Lutheran Church and School will maintain a stock of hand-sanitizer, disinfectant spray and wipes, surgical masks, antimicrobial soap, gloves and thermometers.
- d. All employees should wear a mask while working during a verified-risk-of-infection event, and employees shall not share any protective equipment with others.
- e. Anytime an employee uses the restroom facilities or kitchen area, they should disinfect all surfaces they will contact prior to and immediately following use.
- f. Employees wearing gloves as part of their PPE protocol should wash their hands anytime they have removed their gloves and before replacing the gloves with a fresh pair.
- g. Always sneeze and cough into a tissue and discard the tissue immediately and properly.
- h. Employees shall not congregate in shared areas such as the breakrooms, restrooms, waiting areas, etc. where social distancing of 6 feet or more cannot be maintained.
- i. At all times avoid contact between your hands and your mouth, eyes, nose and other openings in the body including cuts and scrapes. Immediately disinfect cuts and scrapes, bandage them, and keep them bandaged until completely healed.
- j. Disinfect shared workspaces, frequently used work areas, and high-touch surfaces immediately upon arrival to start a shift and as you leave at the end of a shift.

- k. Observe social distancing at all times keeping 6-feet or more of distance between yourself and others.
- l. Report any COVID-19 exposure hazards promptly to your supervisor and Human Resources.
- m. No one with a temperature of 100.4 or above will be allowed to access the campus. Any student, faculty, or staff member with a temperature of 100.4 or above will be isolated until able to be excluded from campus. Visitors are not allowed inside any buildings on the campus apart from vendors performing necessary maintenance and repairs. Congregants and the public may access the campus for purposes of worship outside, or inside as permitted by state and local health departments, after having submitted to having their temperature taken by a Covid-safety trained staff member wearing appropriate protective personal equipment (PPE). Masks must be worn by everyone on campus, 5 years of age through adult. Failure to comply to the above-stated protocols will result in removal from campus.
- n. Workers who may have an increased risk of being infected due to age, chronic medical conditions, pregnancy etc. may be considered for accommodation, if available, to reduce the risk of exposure. Employees should contact Human Resources to request such accommodation. Accommodations may include:
 - a. Teleworking
 - b. Schedule adjustments
 - c. Alternate work site location on campus
- o. St. John's Lutheran Church and School will implement the following measures to create administrative controls:
 - a. Encourage ill workers to stay home.
 - b. Promote virtual communications.
 - c. Discontinue all non-essential travel.
 - d. Provide updates regarding education and training on COVID-19 risk factors.
 - e. Regular updates regarding Covid-19 mitigation protocol for all employees.
 - f. Implement and oversee the use of tracking sheets for all rooms/buildings on campus.
 - g. Train workers who need to use protective clothing on how to properly use it, put it on, take it off, and dispose of it.
 - h. Covid-19 testing is not mandated, however is highly encouraged, for staff, faculty, and students who are sick, currently under quarantine due to exposure to a Covid-positive individual or have individuals in their household who are sick with Covid symptoms. Testing resources will be distributed and protocol explained by St. John's Human Resources and/or School Nurse, as applicable.
 - i. Monitor public health department notifications.
 - j. Investigate and respond to all COVID-19 cases in the workplace.
 - i. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.

- ii. Determine who may have had a COVID-19 exposure. This will include evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case.
 - iii. Determine if any workplace condition could have contributed to the exposure.
- k. If a potential exposure occurs Shannon Beshara in Human Resources will notify affected employees and independent contractors (while protecting any personal identifying/personal information of the infected individual) within one (1) business day of such exposure.
- l. COVID-19 testing will be provided at no cost to employees who have had a potential workplace exposure during regular working hours, and they will be provided with information on how to go about getting tested. Human Resources will provide testing information and resources to the employee(s) and answer any related questions. Employee(s) may test at any recommended testing site, or at a testing site of their own choosing, as agreed upon by Human Resources. Should the employee choose a fee-based testing location, St. John's will reimburse the employee for the out-of-pocket expense. Testing will be permitted to take place during working hours.
- m. Keep all personal and identifying information of COVID-19 cases or persons with COVID-19 symptoms confidential. All COVID-19 testing or related medical services provided by the employer shall be provided in a manner that ensures the confidentiality of employees, except where information is provided to the local public health agency. Human Resources will ensure that all medical records are kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace.
- n. Tim Beshara and the facilities team carry out following cleaning and disinfecting procedures (and notify staff of such protocols): nightly fogging of all classrooms, restrooms and shared spaces within the school buildings. High touch areas in school restrooms are disinfected every two hours Monday through Friday when school is in session. Lunch tables are cleaned before and after use by every grade level. Nightly cleaning and disinfecting of all other buildings, lobbies, meeting rooms and restrooms, Monday through Friday. Hand sanitizer stations and disinfectant wipes are present in every room in every building on campus. Disinfectant wipes are present in every bathroom used by adults.
- o. Report all COVID-19 positive cases to the local public health department as may be required by law.
- p. Maintain and distribute the COVID-19 Prevention Plan.
- q. Keep records of all cases with the employee's name, contact information, occupation, location worked, last day at the workplace, and the date of the positive COVID-19 test.
- r. Provide "Families First Coronavirus Response Act" (FFCRA) Leave:

The **Families First Coronavirus Response Act (or "Act")** requires certain employers to provide employees with paid sick leave or expanded family and medical leave for

specified reasons related to COVID-19. The Department of Labor's ("Department") Wage and Hour Division ("WHD") administers and enforces the new law's paid leave requirements. [These provisions will apply from the effective date through December 31, 2020.](#)

Generally, the Act provides that employees of covered employers are eligible for:

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order, or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or*
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order, or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and*
- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.*

Covered employers: The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees. ^[1] Most employees of the federal government are covered by Title II of the Family and Medical Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision.

Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern.

Eligible employees: *All employees* of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. *Employees employed for at least 30 days* are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19. ^[2]

Note: Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

Qualifying reasons for leave:

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Duration of leave:

For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Calculation of pay: ^[3]

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period). ^[4]

[1] Certain provisions may not apply to certain employers with fewer than 50 employees. See Department FFCRA regulations (expected April 2020).

[2] Under the Act, special rules apply for Health Care Providers and Emergency Responders.

[3] Paid sick time provided under this Act does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

[4] An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.

4. Gap between shifts:

To minimize the amount of person-to-person contact, during a pandemic the St. John's Lutheran Church and School may institute a staggered work schedule with 30-minute gap between the morning, afternoon, and night shifts. Your supervisor will determine if your position is conducive to working at home. Additionally, for those that need to work from the office/church/school/location or those that need to occasionally stop by the worksite, your manager will notify you of acceptable times and protocols to enter the premises.

You are responsible to disinfect all surfaces that you contact during this shift such as computer keyboards, mouse, counter tops, restroom and breakroom surfaces, and kitchen areas. You must depart from the office/church/school/location prior to arrival of the next shift.

Communication should happen via phones, email, or Zoom rather than face-to-face meetings. All employees should check their email frequently, both when on-duty and off-duty, during an outbreak. Any bulletins sent by management will be sent either through text or email or both.

5. Response to positive COVID-19 case in the workplace

- a. St. John's Lutheran Church and School will call and email potential cases to confirm positive cases, requesting the employee provide positive test result
- b. Upon contact with employee, St. John's Lutheran Church and School will ascertain the following:
 - Date of test
 - Date of test results
 - Date of symptoms onset
 - Ascertain the last date a positive case/or diagnosis was present in the workplace to the extent possible
 - Implement cleaning and disinfecting protocols
 - St. John's Lutheran Church and School will notice all exposed employees, independent contractors, and all other employees (pursuant to Title 8, Division 1, Chapter 4, Page 5, #3b) in writing within one (1) business day of being notified of possible or confirmed exposure without revealing personal identifying information.
 - Testing information shall be provided in each notice and St. John's Lutheran Church and School will offer testing at no cost to employees during working hours who had a potential workplace exposure.

6. Return to work criteria:

COVID-19 cases with COVID-19 symptoms shall not return to work until:

- a. At least 24 hours have passed since a fever of 100.4° or higher has resolved without the use of fever-reducing medications; **and**
- b. COVID-19 symptoms have improved; **and**
- c. At least 10 days have passed since COVID-19 symptoms first appeared.
- d. COVID-19 cases who tested positive but never developed symptoms must not return to work until a minimum of 10 days have passed after the date of the specimen collection of their positive COVID-19 test.
- e. A negative COVID-19 test shall not be required for an employee to return to work.
- f. If an order-to-isolate or order-to-quarantine was issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, the period shall be 10 days from the effective date of the order-to-isolate, or 14 days from the effective date of the order-to-quarantine.

7. “Outbreak”:

- a. An “outbreak” is defined as three or more COVID-19 cases in an exposed workplace within a 14-day period.
- b. All previous protocols will be effective, in addition to the following:
 - St. John’s Lutheran Church and School will immediately provide testing to employees who were exposed during the outbreak and again one week later during work hours. Negative COVID-19 test results of employees who have been exposed will not impact the duration of any quarantine period required by law or orders issued by the local health department.
 - After the required first two COVID-19 tests (one week apart), St. John’s Lutheran Church and School will provide continuous testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local public health department, until the outbreak is over.
 - St. John’s Lutheran Church and School will provide additional testing when deemed necessary or required by special order of OSHA.

8. “Major outbreak”

- a. A major outbreak is defined when there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period
- b. A major outbreak declaration may be recalled when there are no new cases for a 14-day period.
- c. St. John’s Lutheran Church and School will provide twice weekly COVID-19 testing (or more frequent testing if recommended by the local public health department) to all employees present at the exposed workplace during the relevant 30-day period. Testing shall be provided at no cost to the employees and during regular working hours.

- d. St. John’s Lutheran Church and School will exclude all COVID-19 cases and employees with COVID-19 exposure from the workplace in accordance with relevant local public health department orders.

9. Reporting and recordkeeping

St. John’s Lutheran Church and School will:

- a. report about COVID-19 cases in the workplace to the local public health department when required by law and provide any related information requested by the health department.
- b. immediately report any COVID-19 related serious illness or death to OSHA.
- c. report and keep accurate records of steps taken to implement this prevention plan.
- d. make this plan available to all employees at the workplace and any OSHA representatives.
- e. keep track of all COVID-19 cases with the employee’s name, contact information, occupation, location where the employee worked, the date of the last day in the workplace, and the date of a positive COVID-19 test.
- f. keep all medical information confidential and retained in a secure, locked, and limited access area. Medical information will be made available to authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

10. Chain of command

- a. The chain of command (COC) is subject to change during an outbreak due to the health of individuals within the COC. The organizational chart below will serve as the COC as long as all staff members remain available for decision-making. If top level individuals become incapacitated, the next level becomes responsible for decision-making.

CHAIN OF COMMAND

- 1. Executive Director of Strategic Services - Betsy Kunau
- 2. School Principal - Jake Hollatz
- 3. H.R. Covid-19 Specialist - Shannon Beshara
- 4. School Nurse - Allison Ferguson, R.N.
- 5. H.R./Bookkeeper - Caroline Hall
- 6. School Admissions Director - Jodi Holte

11. Emergency phone numbers:

Name	Cell #	Landline #
Betsy Kunau, Executive Director	714-501-5804	714-288-4400 ext. 2110
Jake Hollatz, School Principal	979-836-6578	714-288-4400 ext. 1153
Shannon Beshara, H.R./Covid-19 Specialist	714-394-3959	714-288-4400 ext. 2105
Allie Ferguson, School Nurse	714-398-9536	714-288-4400 ext. 1306
Caroline Hall, H.R. / Bookkeeper	714-401-5669	714-288-4400 ext. 2103
Jodi Holte, School Admissions Director	714-675-9904	714-288-4400 ext. 1154
Tim Beshara, Facilities Manager	714-394-2317	714-288-4400 ext. 1311

Note: It may become necessary to modify this plan if it becomes inadequate or restrictive to the organization's operations during a pandemic event.