

Grace Christian Schools
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Emergency Response Plan

Coronavirus/COVID-19

Julie Spielman/Johanna Hendries

2021

This Emergency Response Plan, known hereafter as “the Plan”, is intended to offer guidance in decision-making to Grace Christian Schools 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 Grace Christian Schools 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.

Pre-outbreak precautions:

Education: All Grace Christian Schools 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:

Grace Christian Schools employees must monitor their own health. If an employee notices any symptoms consistent with the 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 ensure 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
- 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.

The best way to prevent illness is to avoid being exposed to the virus; however, the CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- avoiding close contact 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 disinfect touched objects and surfaces using a regular household cleaning spray or wipe.
- following CDC recommendations for using a face mask
- 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:

Grace Christian Schools staff should 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 local television and radio station websites and broadcasts.

Reactionary Steps (during a declared pandemic):

1. Monitor your own condition:

Grace Christian Schools employees must monitor their own health. If an employee notices any symptoms consistent with a COVID-19 infection in themselves and/or an immediate family member(s), they should take exceptional precautions to ensure 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 100.4-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 Julie Spielman (Preschool) or Johanna Hendries (Elementary/Jr. High School) at 714-350-2496 (Julie Spielman) or 949-439-4210 (Johanna Hendries). Employees who believe they have been exposed or have concerns about others exposure should report their exposure immediately to Principal Johanna Hendries, Preschool Director Julie Spielman, Assistant Preschool Director Yevette Engle, or Elementary Office Manager Kim Wininger. 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 Grace Christian Schools

- Tissues
- No-touch trash cans.
- Disposable towels at handwashing stations
- Posted hand-washing signs in all restrooms and food prep areas indicating 20 seconds required for handwashing.
- Facemasks (or other identified protections such as a face shield)
- Hand sanitizer
- Soap and water
- Cleaning supplies
- Gloves
- Thermometers
- Questionnaire: The Assumption of Risk, Release/Waiver, Declaration of Symptom-Free Home Form in folder by temperature check station

3. Safe practices for staff at work:

- a. All employees will take their temperature upon arrival at work and complete a COVID-19 questionnaire prior to commencing work. If any COVID-19 related symptoms are present, the employee should not work but rather return home and seek medical attention.
- b. Grace Christian Schools will maintain a stock of hand-sanitizer, disinfectant spray, surgical masks, antimicrobial soap, and gloves.
- c. All employees should wear gloves and mask while working during *a verified-risk-of-infection event*, and employees shall not share any protective equipment with others.
- d. Anytime an employee uses the restroom facilities or kitchen area, they should disinfect all surfaces they will contact prior to and immediately following use.
- e. Employees should wash their hands anytime they have removed their gloves and before replacing the gloves with a fresh pair during *a verified-risk-of-infection event*.
- f. Always sneeze and cough into a tissue and discard the tissue immediately and properly.
- g. Employees shall not congregate in shared areas, such as the breakrooms, restrooms, waiting areas, etc. without maintaining social distancing of 3 feet, such as Resource Room/Kitchen, Front Office, Sunday School Office, Teacher Lounge, Back Office, Restroom, or Worship Center.
- h. 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.
- i. 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.
- j. Always observe social distancing, keeping 3-feet or more of distance between yourself and others.
- k. Report any COVID-19 exposure hazards promptly to your supervisor.
- l. Public access is limited at Grace Christian Schools. All visitors must wait outside the double glass doors and call the front or back School Office. Visitors have their temperatures taken and complete a symptom questionnaire named a Grace Christian Schools Visitors Check. Visitors are limited to less than a 15 minute visit to lessen the point of contact.
- m. 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 their supervisor to request such accommodation. Accommodations may include:
 - a. Teleworking
 - b. Schedule adjustments
- n. Grace Christian Preschool and Grace Christian Elementary/Junior High Schools 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 for conferences staff trainings.

- d. Provide updates regarding education and training on COVID-19 risk factors.
- e. Train workers who need to use protective clothing on how to properly use it, put it on, take it off, and dispose of it.
- f. Testing protocols for Grace Christian Schools:

Grace Christian Schools will check state and local orders and health department notices and adjust school operations as needed to ensure safe practices. COVID-19 testing of staff is recommended but not required if the Orange County Health Agency reports increasing community transmission. Grace Christian Schools will provide testing resources to their employees.

After school reopens, if Orange County is placed back on a Monitoring List due to 10-day case rates of over 200 cases per every 100,000 people, the school will not be required to close but will begin referring staff for testing on a rotational basis of 50% of the staff every month.

If a student or staff member tests positive for COVID-19 and has exposed others at the school, the following step will be taken:

In collaboration with the local public health department, school administration will decide whether a classroom or school closure is warranted as determined by the public health officer.

If close contact has taken place, the positive individual's classroom will need to close temporarily as students and staff of that classroom isolate for 10 days.

Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for two days for proper cleaning and disinfection.

The identity of the positive individual will be kept confidential as required by state and federal laws and testing will be recommended.

School closure will occur if there are multiple cases in multiple cohort groups or 5% of the total number of teachers, students, and staff cases occur within a 14-day period.

The school will reopen after 10 days after cleaning, disinfection, an inspection, and consultation with the Orange County Health Agency.

- g. Monitor public health department notifications.
- h. 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.
- i. If a potential exposure occurs, Grace Christian Schools administration 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.
- j. Provide COVID-19 testing at no cost to employees who have had a potential workplace exposure during regular working hours and provide them information on how to go about getting tested:

Grace Christian Schools resources for COVID-19 Testing:

COVID-19 Testing Locations Map:

<https://occovid19.ochealthinfo.com/covid-19-testing-locations-map>

COVID-19 testing for people with insurance:

<https://occovid19.ochealthinfo.com/testing-resources-orange-county>

COVID-19 testing for people without insurance:

Symptomatic or Close Contact- COVID-19 Super Site for Orange County residents at no-cost for people who meet Public Health priorities for testing and cannot get a test through their doctor:

<https://occovid19.ochealthinfo.com/supersite>

Symptomatic Only- Orange County COVID-19 Testing Network from community health centers:

<https://occovid19.ochealthinfo.com/oc-covid-19-testing-network-those-symptoms>

- k. 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. Administration 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.

- l. Administration will implement the following cleaning and disinfecting procedures: Each classroom is provided with disposable towels and cleaning solution. Frequently cleaned surfaces include tables, desks, bathroom counters, doorknobs and frequently used handles, restroom surfaces, and other high-touch surfaces.
- m. Report all COVID-19 positive cases to the local public health department as may be required by law.
- n. Maintain and distribute the COVID-19 Prevention Plan.
- o. 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.
- p. 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 childcare 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. 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 childcare 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 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 childcare 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 childcare 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:

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]

4. Gap between shifts:

To minimize the amount of person-to-person contact, during a pandemic the Grace Christian Preschool and/or Grace Christian Elementary/Junior High School may institute a staggered work schedule with 30-minute gap between the morning, afternoon, and night shifts. Preschool Director Julie Spielman or Principal Johanna Hendries 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, Preschool Director Julie Spielman or Principal Johanna Hendries 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. Grace Christian Schools will call and email potential cases to confirm positive cases, requesting the employee provide positive test result.
- b. Upon contact with employee, Grace Christian Preschool and/or Grace Christian Elementary/Junior High 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.
 - Grace Christian Preschool and/or Grace Christian Elementary/Junior High Schools 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 Grace Christian Schools will offer testing at no cost to employees during working hours who had a potential workplace exposure.
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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:

- Grace Christian Schools 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), Grace Christian Schools 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.
- Grace Christian Schools 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. Grace Christian Schools 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. Grace Christian Schools 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

Grace Christian Schools 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 if all staff members remain available for decision-making. If top level individuals become incapacitated, the next level becomes responsible for decision-making.

Julie Spielman (Preschool) and Johanna Hendries (Elementary/Jr. High School)

Yvette Engle (Preschool)

11. Emergency phone numbers:

Name	Cell #	Landline #
Julie Spielman- Preschool		949-951-8683 Ext. 105
Johanna Hendries-Elementary/Jr. High		949-951-8683 Ext. 104
Yvette Engle-Preschool		949-951-8683 Ext. 102

