



2022-2023

**COVID-19
Emergency
Response Plan**

This is a working document and information may be subject to change as directed by federal or state law and regulations or guidance.

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.

The definition of the Grace Christian Schools worksite includes all locations on site. The worksite does not include an employee’s residence, a location where an employee works alone, and remote work locations chosen by the employee.

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

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 6 feet for a cumulative 15 minutes or more within a 24 hour period)
- via respiratory droplets produced when an infected person coughs or sneezes
- when 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

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
- frequent cleaning and disinfecting touched objects and surfaces using a regular household cleaning spray or wipe
- employees must following the CDPH recommendations for using a face mask:
 - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>
 - Employees, who are exempted from wearing a face covering due to a medical or mental health condition and cannot wear a non-restrictive alternative must physically distance at least 6 feet from others and either be fully vaccinated or tested weekly for COVID-19.
- 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.

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, 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 Winger. 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.

Asymptomatic employees who have recently recovered from COVID-19 and those who are fully vaccinated* aren't required to be excluded from the workplace after "close contact" but must wear a face covering and maintain six feet of physical distance for 14 calendar days following the last day of contact. For those who are not fully vaccinated or have not recently recovered from a previous COVID-19 infection in the last 3 months, an employee may return to work after 10 days, or after a negative test on or after the 5th day from exposure.

*A fully vaccinated individual is one who has received both doses of the vaccination and has followed guidelines for time periods between the two dosages as recommended by the World Health Organization with a minimal amount of time being 6 weeks. To be fully vaccinated, two weeks must have passed from the second dose of a two-dose vaccine or two weeks since a single shot vaccine.

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
- COVID19 Antigen Rapid Tests for all employees
- Cleaning supplies
- Gloves
- Thermometers

3. Safe practices for staff at work:

- a. All employees should self-monitor symptoms.
- b. Grace Christian Schools will maintain a stock of hand-sanitizer, disinfectant spray, surgical masks, antimicrobial soap, and gloves.
- c. All employees should wear masks while working indoors on site.
- 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 frequently.
- f. Always sneeze and cough into a tissue and discard the tissue immediately.

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 distance, 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.

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.

n. Grace Christian Preschool and Grace Christian Elementary/Junior High Schools will implement the following measures to create administrative controls:

- Encourage ill workers to stay home.
- Promote virtual communications.
- Provide updates regarding education of COVID-19.
- 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 required weekly of unvaccinated employees. During outbreaks or major outbreaks, Grace Christian Schools will provide testing resources to all the employees in the exposed group.
- 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 a positive case occurs, those in close contact with the individual (within 6 feet for a cumulative 15 minutes or more within a 24 hour period) will be sent home for quarantine for five days and required to test on or after day 5 since exposure.
 - The identity of the positive individual will be kept confidential as required by state/federal laws and testing will be recommended.
 - School closure will occur if there are multiple cases or 5% of the total number of teachers, students, and staff cases occur.
 - The school will reopen after 10 days after cleaning, disinfection, an inspection, and consultation with the O.C. Health Agency.
- Monitor public health department notifications.
- Investigate and respond to all COVID-19 cases in the workplace.
 - 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.
 - 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.

- Determine if any workplace condition could have contributed to the exposure.
- 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.
- 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:
 - LAMP, NAAT, or Antigen tests are acceptable tests.
 - Over-the-Counter tests are acceptable as long as a Grace Christian Schools office member witnesses the administration of the test.
 - [COVID-19 Testing Locations Map:](#)
 - <https://occovid19.ochealthinfo.com/testing-resources-orange-county>
 - <https://occovid19.ochealthinfo.com/covid-19-testing>
 - 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.
- 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.

- Report all COVID-19 positive cases to the local public health department as may be required by law.
- Maintain and distribute the COVID-19 Emergency Plan.
- 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.
- Provide "Families First Coronavirus Response Act" (FFCRA) Leave:
 - The Families First Coronavirus Response 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*

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.

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.

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 a 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 results.

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 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.

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, or have tested negative on or after the 5th day since symptoms.
- 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, or until having tested negative on or after the 5th day since the positive 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 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 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)

Yevette Engle (Preschool)

11. Emergency phone numbers:

Name	Landline #
Johanna Hendries-Elementary/Jr. High	949-951-8683 ext. 601
Julie Spielman- Preschool	949-951-8683 ext. 501
Yvette Engle-Preschool	949-951-8683 ext. 502
Kim Wininger– Elementary/Jr. High	949-951-8683 ext. 2