



**2023-2024**

**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 virus or other infectious diseases; therefore, employees must remain vigilant and take appropriate measures to protect themselves.gg

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](http://www.cdc.gov/coronavirus/2019) and <https://www.cdph.ca.gov/>.

**Vaccination:**

Grace Christian Schools staff are NOT required to get COVID-19 virus vaccination. If a staff member wants more information about vaccines please see the link below.

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/safety.html>

**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. 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

### **HCA transitioning COVID-19 vaccination efforts to “Routine” status versus “State of Emergency.”**

The Orange County Health Care Agency (HCA) is transitioning its operational, clinical and technological COVID-19 response from an emergency posture to routine business operations. This occurs as COVID-19 Public Health Emergency proclamations are anticipated to end in the first quarter of 2023. Some of those actions include:

- The HCA will transfer most COVID-19 response services to the open marketplace where individuals will self-manage COVID-19 with the help of their primary care providers and other community-based resources.
- HCA-sponsored vaccination clinics will be discontinued at the end of the year.
- HCA’s 17th Street Family Health Clinic will be identified as a vaccine provider on [myturn.ca.gov](https://myturn.ca.gov). Residents will be able to call for an appointment at (800) 914-4887.
- HCA’s use of Othena as a clinical operational management system for testing, vaccination, and test to treat services will be transitioned to mainstream platforms by the end of 2022.

See additional FAQs in the [attached document](#). [PDF](#)

If someone tests positive for COVID-19, there are **now safe and effective treatment options available for preventing COVID-19 illness from getting serious**, and they are free and widely available. Medications such as the Paxlovid pill can stop the virus from multiplying in your body, help you test negative sooner, and may lower the risk of developing long COVID symptoms. Additionally, you do not need to have insurance or US citizenship.

Residents should take these steps if they start feeling sick:

- **Get tested** for COVID-19.
- **Act fast to seek COVID-19 treatment** if you have symptoms – COVID-19 treatments must be taken within 5-7 days of when symptoms start to work.
- Call your healthcare provider or an urgent care center, or connect to a free telehealth provider today by visiting [www.sesamecare.com/covidca](http://www.sesamecare.com/covidca) or calling (833) 686-5051.
- **Isolate** from others for at least 5 full days. Use the [Personal Testing and Isolation Calculator](#) to help you determine how long you should isolate.
- **Tell people** you recently interacted with that they may have been exposed.
- Call the statewide COVID-19 hotline if you need help with finding free COVID-19 treatment or want more information, at (833) 422-4255.

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

### **Monitoring outbreak status:**

Grace Christian Schools staff should monitor the status of any outbreak using all available resources. Some resources include [www.cdc.gov](http://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.

Any employee with a fever of 100.4-degrees or greater should **NOT** come to work.

GCS School Administration will follow CDPH current guidelines to ensure safety of employees.

## **2. Critical materials provided by Grace Christian Schools**

- Tissues
- No-touch trash cans.
- Disposable towels at handwashing stations
- Hand sanitizer, soap and water
- Cleaning supplies
- Gloves
- Thermometers

## **3. Safe practices for staff at work:**

- All employees should self-monitor symptoms.
- Grace Christian Schools will maintain a stock of hand-sanitizer, disinfectant spray, surgical masks, antimicrobial soap, and gloves.
- Employees may choose to wear masks while working indoors on site.
- Employees should wash their hands frequently.
- Always sneeze and cough into a tissue and discard the tissue immediately.
- Employees should be aware of distancing in shared areas, such as the breakrooms, restrooms, waiting areas, such as Resource Room/Kitchen, Front Office, Sunday School Office, Teacher Lounge, Back Office, Restroom, or Worship Center.
- 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.
- Public access is limited at Grace Christian Schools. All visitors must check-in with the front or back School Office.
- 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.
  - Monitor public health department notifications

- Keep all personal and identifying information of COVID-19 cases or persons with COVID-19 symptoms confidential.
- Maintain and distribute the COVID-19 Emergency Plan.

#### **4. Response to positive COVID-19 case in the workplace**

- In an outbreak, Grace Christian Preschool and/or Grace Christian Elementary/Junior High Schools will notify 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.

#### **5. Return to work criteria:**

Any employee who tests positive for COVID-19 must be excluded from the workplace for five days. Positive COVID-19 cases shall not return to work until:

- At least 24 hours have passed since a fever of 100.4° or higher has resolved without the use of fever-reducing medications.
- Five days of isolation at home.

#### **6. Chain of command**

- 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.

Johanna Hendries (Elementary/Jr. High School Principal)

Nicole Cilderman (Preschool Director)

Kim Winger (Elementary/Jr. High School Office Administration)

Natalie Adams (Preschool Office Administration)

**11. Emergency phone numbers:**

Name	Landline #
<b>Johanna Hendries (Principal)</b>	<b>949-951-8683 ext. 601</b>
<b>Nicole Cilderman (Director)</b>	<b>949-951-8683 ext. 504</b>
<b>Kim Wininger– Office Administration</b>	<b>949-951-8683 ext. 2</b>
<b>Natalie Adams- Office Administration</b>	<b>949-951-8683 ext. 1</b>