

St. John's Lutheran Church and School INFECTIOUS PLAN FOR COVID-19

In our ongoing effort to mitigate the spread of COVID-19 in our community, church, school and workplace, we submit the following information and practices:

List Job Tasks	PPE
For ALL Staff and Faculty	<ul style="list-style-type: none"> - Surgical Masks are provided, or employees may wear their own cloth masks. - Hand sanitizer placed in every classroom, office and worship center. - Gloves are provided, if desired.
For Teachers	<ul style="list-style-type: none"> - Face Shields are provided.
For Facilities Staff	<ul style="list-style-type: none"> - Respirators and safety glasses provided as needed for cleaning/disinfecting.
For Vendors	<ul style="list-style-type: none"> - Masks required and provided.

Basic Infection Prevention Measures

Encourage frequent and thorough hand washing by providing staff, faculty and students with a place to wash their hands. If soap and running water are not immediately available, we provide alcohol-based hand rubs containing at least 60% alcohol.

All employees are instructed to stay at home if they are sick and to contact Human Resources for additional information.

All employees are required to wear mask or shield at all times, except when alone in an office with door closed.

Observe physical distancing of at least 6 feet all all times, utilize alternate work areas as needed, electronic meeting software, and physical barriers when possible.

Employees are required to self-monitor for symptoms of COVID-19, including taking their temperature daily and staying home if they have a temperature above 100.4 degrees.

Working-from-home and flexible work hours are currently in place and encouraged to reduce the number of staff on campus. For essential staff, measures have been taken to allow social distancing strategies such as removing work stations, plexi desk barriers, and the use of additional areas on campus for lower-risk on-campus work environments.

Discourage use of employees sharing phones, desks, offices, or other work tools and equipment, when possible. Disinfectant cloths are available and stocked in every room and classroom in every building for individual use to clean all shared areas (copier, restrooms, door knobs). Individual cleaning efforts take place throughout the day.

Facility Cleaning and Capacity

Enforce regular housekeeping practices, including routine cleaning and disinfecting of surfaces of the work environment. When choosing cleaning chemicals, the company will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).

Ensure cleaning and disinfecting of all spaces occupied during the day (offices, classrooms, restrooms, etc.) every night by a professional cleaning company.

Additional deep-cleaning as necessary using electrostatic cleaning equipment, appropriate disinfection products, and PPE/Safety equipment for operators.

Adherence to revised facility room capacities which accommodate physical distancing requirements.

Procedures for Prompt Identification and Isolation of Sick People

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting employees, students, visitors, and others.

Employees should self-monitor for signs and symptoms of COVID-19. If the employee suspects possible exposure, the employee should report to their supervisor that they are sick or experiencing symptoms of COVID-19.

An employee that shows signs of COVID-19 will be isolated until the potential sick employee can be removed from campus.

Employees who have been exposed, or potentially exposed, are directed to contact Human Resources immediately.

Use of tracking sheets posted on the door to all rooms enabling identification of every individual who occupied that space, the dates of occupancy and cleaning and disinfectant performed on that space.

Current CDC and Health Department instructions and protocol are followed when there is a possible exposure or direct exposure of a staff member.

If notified of a positive COVID-19 exposure, Human Resources will contact the Orange County Health Department immediately and implement instructions as directed. Protocol may include contacting those employees, visitors, and others at risk due to direct or indirect exposure to infected individual; 24 hour closure of all areas that the infected individual occupied; deep disinfecting of all occupied spaces; and close monitoring of staff members.

Workplace Controls

Administrative controls currently in place include:

- Encouraging sick employees to stay at home.
- Additional sick days for employees who remain home due to illness.
- Emergency Paid Sick Leave for employees who require self-quarantine.
- Minimizing contact among employees, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- Encouraging work from home practices for most employees which reduce the total number of employees on campus at a given time, allowing an onsite work week for essential staff.
- Encourage discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks.
- Emergency communications plans, including a COVID-19 task force for the purpose of answering employees' concerns and internet-based communications.
- Providing employees with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE). On-line COVID-19 Workplace Safety training required for all employees.
- Weekly electronic communications with all staff and faculty advising of current protocol related to COVID-19 including: hygiene, safety, communication, and State, County, and City mandates.
- Training employees who need to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties.
- Human Resources staff member who is COVID-19 Safety Manager Certified.

Safe work practices currently in effect:

- Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for employees to clean their work surfaces.
- Requiring regular hand washing or using of alcohol-based hand rubs. Employees should always wash hands when they are visibly soiled and after removing any PPE.
- Post signage promoting good hygiene, safe practices and what do to if you feel ill.
- Plexiglass safety shields at every welcome desk where visitors check-in (preschool, school office, business office).