

**OCEAN VIEW CHURCH**  
**(Including OVCA and OVPreschool)**

# **Emergency Response Plan**

**Coronavirus/COVID-19 Prevention Plan (1/29/21)**

**2021**

This Emergency Response Plan, known hereafter as “the Plan”, is intended to offer guidance in decision-making to OVC/OVCA 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 OVC/OVCA 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 OVC/OVCA 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/>.

#### **Monitoring your own condition:**

OVC/OVCA employees must monitor their own health. 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 1-minute summary from the Center for Disease Control (CDC) provides a brief but well-articulated overview about the spread:

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

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.

Per CDC, there is currently vaccines given emergency approval to protect against coronavirus disease 2019 (COVID-19). The best way to prevent illness prior to vaccination 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 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 are limited specific anti-viral treatments approved by the FDA for COVID-19 (one as of 10/20). 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:**

OVC/OVCA 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):**

Note: It may not be necessary to initiate all or even any of the following portions of the Plan if a declared pandemic is not prevalent in our immediate area. Individual portions of the plan may be implemented as necessary/required.

#### **1. Monitor your own condition:**

OVC/OVCA 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), or a person of close contact (<6' for 15 minutes total) they should take exceptional precautions to insure they do not infect other employees. To be clear, 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 their supervisor's cell phone (Mr. Johnson, Mrs. Collins, Mrs. Corey; Christa Boschen or Matt Horton). Prompt identification and isolation of potentially infectious individuals, workers, attendees, students, volunteers, independent contractors, etc. is key to protecting workers. No employee should fear retaliation for reporting suspected exposures.

#### **2. Critical materials provided by OVC/OVCA:**

- Tissues
- No-touch trash cans
- Disposable towels
- Posted hand-washing signs in 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

- Workplace questionnaires
- Entrance and exit strategies
- Partitions or barriers in some areas or classrooms to reduce spread

**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. OVC/OVCA 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 shared areas/tables, they should disinfect all surfaces they will contact immediately following use.
- e. Employees should wash their hands anytime they have removed their gloves and before replacing the gloves with a fresh pair.
- 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, meeting rooms, etc. without maintaining social distancing.
- 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 work spaces, 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. Observe social distancing at all times keeping 6-feet or more of distance between yourself and others.
- k. Report any COVID-19 exposure hazards promptly to your supervisor.
- l. A plan will be developed and distributed regarding public access or refused access as needed.
- 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. OVC/OVCA will implement the following measures to create administrative controls:
  - a. Encourage ill workers to stay home.
  - b. Promote virtual communications.
  - c. Discourage non-essential travel.
  - d. Provide updates regarding education and training on COVID-19 risk factors.
  - e. Train workers who need to use protective equipment on how to properly use it.

- f. Testing protocols – Local testing sites can be found at Kaiser, CVS, or here [https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community\\_epidemiology/dc/2019-nCoV/testing.html](https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV/testing.html) Any costs for required tests should be reported to OVC/A.
- 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 Collins/Corey/Horton 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 access 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. Supervisor will advise and approve absence to test.
- 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. The finance department 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. Facilities staff will implement the following cleaning and disinfecting procedures (and notify staff of such protocols): School: sanitizer restrooms after class use; daily spray classroom touchpoints, handrails, water fountains, desk dividers. Nightly disinfect each room/office with mister; kitchen and eating surfaces disinfected after each lunch service. Church: sanitize restrooms after each service; disinfect touch points between services. All available HVAC filters upgraded to MERV8.
- 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 leave through December 31, 2020.

#### 4. Gap between shifts:

To minimize the amount of person-to-person contact, during a pandemic the OVC/OVCA *may* institute a staggered work schedule. Your supervisor may also determine your position is conducive to working at home. Additionally, for those that need to work from the office/church/school, or those that need to occasionally stop by the worksite, your manager will notify you of acceptable times and protocols to enter the premises if there is a closure.

You are responsible to disinfect any shared surfaces that you contact during this shift such as computer keyboards, mouse, counter tops, breakroom/table surfaces, and kitchen areas.

Communication should happen via phones, email, or Zoom rather than face-to-face meetings when the offices must be closed. 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. OVC/OVCA will call and email potential cases to confirm positive cases, requesting the employee provide positive test result.
- b. Upon contact with employee, OVC/OVCA 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
  - OVC/OVCA 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 OVC/OVCA will offer testing at no cost to employees during working hours that 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:
  - OVC/OVCA 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), OVC/OVCA will provide continuous testing access to 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.
  - OVC/OVCA will provide additional testing access 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. OVC/OVCA will provide twice weekly COVID-19 testing access (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. OVC/OVCA 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**

OVC/OVCA 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 list below will serve as the COC as long as all staff members remain available for decision-making. If Executive level individuals become incapacitated, the next level becomes responsible for decision-making.

Pastor Steve Boschen; Christa Boschen, Matt Horton; Steve Johnson.

**11. Emergency phone numbers:**

Name	Cell #	Landline #
<b>Erika Collins</b>	6193706708	x387
Matt Horton	4175976439	X302
Heather Corey	6192614224	X356

**Note:** It may become necessary to modify this plan rules, order, or laws affecting the organization’s operations during a pandemic event change.