



INFECTIOUS PLAN FOR COVID-19

In an ongoing effort to mitigate the spread of COVID-19 in the Christ Lutheran community of church, school, and workplace, we submit the following information and practices.

Personnel	PPE
All Staff and Faculty	Surgical masks are provided, or employees may wear their own cloth mask.
	Hand sanitizer in all classrooms, office spaces, and worship center.
	Gloves are provided, if desired.
Teachers	Additionally, limited use of face shields for developmental reasons (communicating with young children, those with special needs, etc.)
Maintenance Staff	Respirators and safety glasses provided as needed for cleaning/disinfecting.
Visitors	Masks are required and provided.

Basic Infection Prevention Measures

- Staff, faculty, and students are encouraged to frequently and thoroughly wash hands by providing adequate places to wash hands. If soap and running water are not immediately available, alcohol-based hand rubs containing at least 60% alcohol are available.
- All employees are instructed to stay at home if they are sick and to contact their supervisor for additional information.
- All employees are required to wear face coverings/masks when on campus.
- Staff, faculty, and students practice social distancing by observing a physical distance of at least 6 feet when possible, utilizing alternate work areas as needed, holding electronic meetings, and implementing 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 is practiced (as appropriate) to reduce the number of staff on campus. For essential staff, measures are followed for social distancing on campus.
- Employees are discouraged to share phones, desks, offices, or other work tools and equipment. Disinfectant cloths are available and stocked in every room and classroom in



every building for individual use to clean all shared areas (copier, restrooms, doorknobs). Individual cleaning efforts take place throughout the day.

Facility Cleaning and Capacity

- Regular housekeeping practices are enforced, 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. Manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE) will be followed.
- Cleaning and disinfecting of all spaces occupied during the day (offices, classrooms, restrooms, etc.) will be completed every night following a detailed checklist by a professional cleaning company.
- Additionally, deep cleaning will be performed as necessary using electrostatic cleaning equipment, appropriate disinfection products, and PPE/Safety equipment for operators.
- Revised facility room capacities will be observed to accommodate physical distancing requirements.

Procedures for Prompt Identification and Isolation of Sick People

- It will be critically important to promptly identify and isolate potential infectious individuals to protect employees, students, visitors, and others.
- Employees will self-monitor for signs and symptoms of COVID-19. If the employee suspects possible exposure, the employee will 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 their supervisor immediately.
- Tracking sheets will be enabled for all rooms and cohorts to identify 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 will be followed when there is a possible exposure or direct exposure of a staff member.
- If notified of a positive COVID-19 exposure, the appropriate school official 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 all.

Workplace Controls

Administrative controls currently in place include:

- Encouraging sick employees to stay at home.
- Providing additional sick days for employees who remain home due to illness.
- 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 when feasible to reduce the total number of employees on campus at a given time, allowing an onsite work week for essential staff.
- Encouraging employees to discontinue nonessential travel to locations with ongoing COVID-19 outbreaks.
- Providing emergency communication plans.
- 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.
- Communicating weekly with all staff and faculty advising of current protocol related to COVID-19 including hygiene, safety, 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.

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. Hands are to be washed when they are visibly soiled and after removing any PPE.
- Posting signage promoting good hygiene, safe practices and what do to if you feel ill.