# **Diocese of Sacramento**

### Infectious Disease Preparedness and Response Plan

# Definitions (from Centers of Disease Control and Prevention or CDC)

- Epidemic an increase, often sudden, in the number of cases of a disease from what is expected in a population in that area
- Pandemic an epidemic that has spread across several countries or continents, usually affecting a large number of people

# Application

This policy applies to clergy and employees who minister and work at the Pastoral Center.

# Purpose

- Safeguard the health of employees, their families, and the people whom we serve
- Reduce the risk of spreading disease in the community
- Ensure ongoing high-quality service, accessibility to the people whom we serve, and responsiveness to their needs

# Implementation

This policy will be implemented when federal, state, and/or local elected officials and public health agencies declare an epidemic or pandemic of a contagious disease in a geographic area that includes the counties that comprise the Diocese of Sacramento.

# CDC Guidelines to Reduce the Spread of Contagious Disease

The following guidelines are especially important during epidemics or pandemics of contagious diseases:

# Clean Your Hands Often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

# Avoid Close Contact with Others

- Avoid close contact with people who are sick.
- Stay home where possible.
- Put distance of at least 6 feet between yourself and others.
- Remember that some people without symptoms may be able to spread virus.

# Cover Your Mouth and Nose with a Cloth Face Cover When Around Others

- You could spread the virus even if you do not feel sick.
- The cloth face cover is meant to protect other people in case you are infected.
- Do not use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

# Cover Coughs and Sneezes

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash immediately.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

# Clean and Disinfect

- Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. Most EPA-registered household disinfectants will work.
- If you need supplies to clean and disinfect your work area, please contact the HR Generalist at <a href="mailto:personnel@scd.org">personnel@scd.org</a>.

# **Closure of the Pastoral Center**

When the governor and/or other governmental agency issues an executive order for the closure of all nonessential businesses, the Pastoral Center will remain closed until the executive order is rescinded or modified. When the Pastoral Center is closed, the following procedures will be implemented:

- Employees should only report to the Pastoral Center if they are performing essential tasks. The employee will be informed by their direct supervisor if they are deemed an essential employee.
  - During this emergency situation if the employee feels ill within the last 72 hours they are not to report to the Pastoral Center, the employee is to notify their supervisor of the situation to determine if working remotely is agreeable.
  - If while working at the Pastoral Center the employee begins to feel ill, the employee is to take the following steps:
    - Leave the premises immediately and do not come in personal contact with anyone.
    - After leaving the building, they are to immediately contact the direct supervisor via phone, text, or email to notify them that they are feeling ill and have left the building to ensure the safety of others.
- All employees will continue to be paid for hours worked.
- All employees who are able to work from home are expected to do so, following the procedures listed in this policy.

• All employees who are unable to work from home will need to inform their supervisor and may be required to complete the leave of absence forms.

# Working from Home

To ensure high-quality service, the following procedures should be followed:

- Employees should work their usually scheduled hours each day and be accessible by e-mail and phone during those hours.
- If an employee wishes to use vacation or sick hours, a request should be made to their supervisor using the PT501 form or through the ADP payroll system and approval must be granted by the supervisor.
- Hourly employees must record their hours worked each day with a paper timesheet or electronic timekeeping system. All hours that must be recorded are: start work, start of meal break, end of meal break and end work. Each employee is required to take their rest and meal breaks. Meal breaks should be taken no later than 5 hours after starting work; ten-minute rest breaks should be taken for every 4 hours worked. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement. All wage and hour rules remain in effect, including rest and meal breaks, overtime, split shifts, reporting time pay and the like. Employees should receive prior approval from their supervisors for any work beyond their normal scheduled hours. Unauthorized work will not be permitted. Employees may receive disciplinary action, up to and including termination, for unauthorized work.
- Any equipment provided by the Diocese, such as laptop computers, should be protected from damage and unauthorized use.
- The Diocese provides users the ability to remotely access the Diocesan Exchange Email System and the Virtual Desktop Infrastructure (VDI) network system. Users are expected to safeguard their Diocesan email and network login account IDs and passwords when logging in remotely.
- Video and Teleconference should only be conducted using a system approved for use by the Chief Information Officer to ensure appropriate security safeguards are in place. Users are strongly encouraged to enroll and participate in the Diocesan Lifesize Cloud.
- The Diocese will not be responsible for operating costs, home maintenance, or any other incidental cost (such as utilities) associated with the use of the employee's residence. However, the employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while performing work for the Diocese.
- Employees are covered under the Workers' Compensation Law of California if they are injured in the course of performing work-related duties at their residence or other approved telecommuting location. Any work-related injuries should be reported immediately to the supervisor.
- Employees will interact with their supervisors to receive work assignments and to review completed work as necessary or appropriate. The employee will complete all assigned work according to the work procedures that were mutually agreed upon.
- Employees will safeguard all work-related records, papers, correspondence, and computer files.

# Return to Work at the Pastoral Center

The Chancellor will re-open the Pastoral Center once the governor and/or other governmental agency have rescinded or modified any stay-at-home orders and once non-essential employees are allowed to return to

their places of employment. The process of returning to work at the Pastoral Center will proceed in the following manner:

# Determination of Who Returns to Work at the Pastoral Center

- Offices will return to work in a gradual, phased manner as determined by the Chancellor.
- Employees who are at higher risk for infection or who live with or care for individuals who are at a higher risk of infection may request to continue to work at home. This request should be made to the supervisor, and the employee does not have to disclose any personal health information involving their own health conditions or health conditions of people with whom they live or for whom they provide care. The supervisor will then consult with Lay Personnel. Alternatively, employees may directly contact the Office of Lay Personnel to make this request. Such requests will be addressed on a case by case basis.
- Employees who continue to work from home will be expected to remotely attend team meetings, training programs, and other work-related events, as much as possible.

# **Daily Wellness Screening**

Before reporting to work if the employee experiences the following symptoms they are to stay home and inform Lay Personnel:

- Has a fever OR –
- Has felt ill in the last 72 hours OR
  - Has one or more of the following conditions:
    - o Skin rash
    - Difficulty breathing
    - Persistent cough
    - o Decreased consciousness or confusion of recent onset
    - New unexplained bruising or bleeding (without previous injury)
    - Persistent diarrhea
    - Persistent vomiting (other than air sickness)
    - Headache with stiff neck
    - Appears obviously unwell

Upon arrival at the Pastoral Center each day, every employee is expected to complete a daily wellness screening process. The purpose of this process is to safeguard the health of co-workers and other people with whom each employee has contact. The process works as follows:

- Each employee will be expected to **enter through the front entrance** of the building. Upon entering into the building the employee must have their temperature taken by a representative from Lay Personnel or the Receptionist.
- If the employee does not exhibit a fever, the employee will be allowed to proceed forward to work.
- If the employee does exhibit a fever, the employee will not be allowed to proceed forward to work. The supervisor will be informed that the employee has been instructed to go home.

All temperature logs maintained will be secured in Lay Personnel. Due to confidentiality the results will not be shared.

In consultation with the Sacramento County Health Officer and the California Department of Public Health, the Chancellor, will determine when it is necessary to institute or suspend the Daily Wellness Screening Process. The varying degree of severity of the infectious disease may cause the Chancellor to suspend and later reinstitute the Daily Wellness Screening Process.

# Use of a Face Covering

When the face covering mandate is invoked, the following procedures will be implemented:

While inside the Pastoral Center, employees must wear a face covering over their noses and mouths when they are in public locations, such as:

- Front Lobby
- Hallways
- Staircases
- Elevators
- Restrooms
- Meeting Rooms (unless at least 6 feet of social distancing can be maintained)

Face coverings do not need to be worn in:

- Private offices and cubicles if no one else is present. If another person enters the office or cubicle, both individuals should put on face coverings unless there is at least 6 feet of distance between the individuals.
- Parking lot and grounds outside the building as long as at least 6 feet of social distancing is maintained.

# **Cleaning and Disinfecting**

During the workday, employees are encouraged to clean and disinfect frequently touched objects in their work areas such as:

- Doorknobs
- Tabletops
- Coffee machines
- Microwaves
- Water coolers
- Light switches
- Handles
- Phones
- Copiers
- Printers
- Keyboards

# Workplace Modifications

When workplace modifications are invoked, the following procedures will be implemented:

The following adaptations will be made at the Pastoral Center to safeguard employee health:

- Visitors:
  - When at all possible business should be conducted remotely. When it is needed to meet with a visitor at the Pastoral Center the following steps must be taken:
    - An appointment must be scheduled for the visitor to meet with the employee.
    - The front desk must be notified of the date, time, name of visitor, and who the visitor is scheduled to meet.
    - The visitor will have their temperature taken by the receptionist upon entering the building.
    - The visitor must wear a face covering while in the building. If the visitor does not have a mask one will be provided to them.
    - The employee with the scheduled appointment will be required to meet the visitor at the reception desk. The employee will be required to wear a face mask as well.
  - Maintain social distancing while greeting people and extend hospitality verbally instead of by shaking hands.
- Office Space:
  - Space chairs in reception area, offices, and meeting rooms at least 6 feet apart.
  - Breakroom will be open with the limited use of 1 person per table.
  - Prop open doors where possible to reduce the need to use doorknobs.

# Occurrence of Symptoms

• During the workday, if an employee begins to feel ill and exhibit any of the symptoms of the virus, especially a fever, a changing cough, or difficulty breathing, the employee should leave work immediately while wearing a face covering until off property. After leaving the building, the employee is to immediately contact Lay Personnel to notify them that they are feeling ill and have left the building to ensure the safety of others. Lay Personnel will then notify the appropriate supervisor.

# **Steps if Exposure Occurs**

The following actions will be taken if there has been a report of a positive exposure.

# Action Plan for Employee with Positive Test Results

- 1) The employee will be asked to provide a list of the people in the building that they have had physical contact with 72 hours before the onset of symptoms.
- 2) To return to work the employee must meet the following criteria:
  - a) At least 5 days have passed since symptom onset and at least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and other symptoms have improved, **AND ONE OF THE FOLLOWING**

- b) They have a negative test for SARS-CoV-2 that has been collected on day 5 or later, **OR**
- c) A healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma), **OR**
- d) A healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus).
- 3) If an employee does not have a negative test for SARS-CoV-2 on day 5 or later, then the employee must remain in isolation until 10 full calendar days have passed since symptom onset. The same would apply for an employee refusing to be tested on day 5 or later.
- 4) The employee must wear a mask **at all times** for an additional **5 days** following the return to work.

**Note:** The date of exposure is day "0". Day "1" is the first full day after the day of exposure.

# Action Plan for Exposed Employees

# Exposed Employee Fully Vaccinated

- 1) Employees who have potentially been exposed to the virus will be immediately informed.
- 2) Employees who are fully vaccinated and are current on all boosters, will not be required to selfquarantine unless the employee is experiencing symptoms.
  - a. The exposed employee must wear a mask **at all times** for 10 days following the exposure.
  - b. The exposed employee must obtain a SARS-CoV-2 test 5 days after being exposed.

**Note:** The date of exposure is day "0". Day "1" is the first full day after the day of exposure.

# Exposed Employee <u>Unvaccinated</u>

- 1) Employees who have potentially been exposed to the virus will be immediately informed.
- 2) All unvaccinated employees who have been exposed will be asked to self-quarantine for a minimum of 5 full calendar days.
  - a. The self-quarantine period may end after 5 full calendar days if the employee has been fever-free for 24 hours without the use of fever reducing medicine and other symptoms are improving, **AND**
  - b. The exposed employee has tested negative for SARS-CoV-2, 5 days after being exposed.
- 3) If an employee does not have a negative test for SARS-CoV-2 on day 5 or later, then the employee must remain in isolation until 10 full calendar days have passed since the exposure occurred. The same would apply for an employee refusing to be tested on day 5 or later.
- 4) The exposed employee must wear a mask **at all times** for the 10 days following the exposure.

**Note:** The date of exposure is day "0". Day "1" is the first full day after the day of exposure.

# Action Plan to Sanitize/Disinfect Exposed Areas

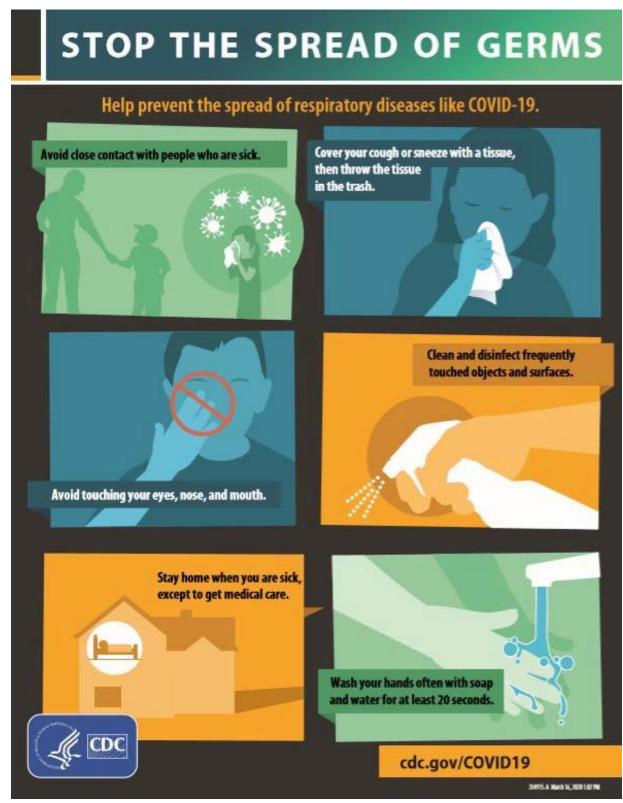
• Exposed areas will be thoroughly cleaned and sanitized per the guidelines provided by the Sacramento County Department of Health Services.

# At any time if the employee feels there has been a possible exposure to the virus, the employee should immediately report the concern to the Chancellor or the Director of Lay Personnel.

# **Questions and Suggestions**

• If you have any questions, concerns, or suggestions on any of these matters, please contact your supervisor or the Office of Lay Personnel or a member of the Safety Committee.

# **Resources for COVID-19**



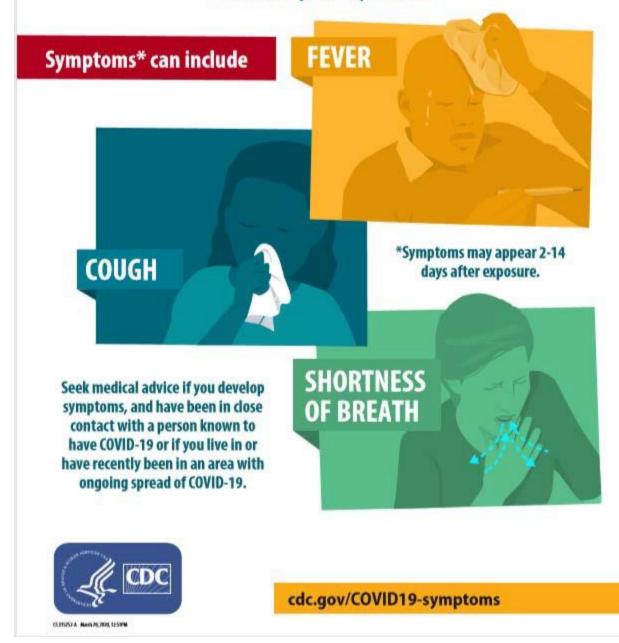
# DETENGA LA PROPAGACIÓN DE LOS MICROBIOS

# Ayude a prevenir la propagación de enfermedades respiratorias como el COVID-19





# Patients with COVID-19 have experienced mild to severe respiratory illness.



Printable flyers from CDC in English and Spanish <u>https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</u>

# Share Facts About COVID-19

# Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

# FACT

Diseases can make anyone sick regardless of their race or ethnicity.

People of Asian descent, including Chinese Americans, are not more likely to get COVID-19 than any other American. Help stop fear by letting people know that being of Asian descent does not increase the chance of getting or spreading COVID-19.

# FACT 2

Some people are at increased risk of getting COVID-19.

People who have been in close contact with a person known to have COVID-19 or people who live in or have recently been in an area with ongoing spread are at an increased risk of exposure.

FACT 3 Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.



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# FACT

You can help stop COVID-19 by knowing the signs and symptoms:

- Fever
- Cough
- Shortness of breath
- Seek medical advice if you
- Develop symptoms

# AND

 Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

For more information: www.cdc.gov/COVID19

FACT 5

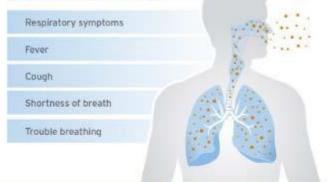
#### FACT SHEET

# 2019 Novel Coronavirus (COVID-19)

#### What is COVID-19?

Public health officials have identified a new coronavirus disease, COVID-19. The World Health Organization has declared the outbreak a public health emergency of international concern.

# Symptoms of COVID-19:



#### How does it spread?

Human coronaviruses may spread from an infected person to others through:

- · The air by coughing and sneezing
- Close personal contact, such as touching or shaking hands
- Touching an object or surface with the virus on it, then touching your mouth, nose or eyes before washing your hands
- Person-to-person transmission is occurring to some extent with COVID-19.

### TAKE ACTION

Public health recommendations focus on standard infection control practices, training and compliance.

#### PERSONAL HYGIENE



Wash hands frequently with soap and water. When soap and water aren't available, use an alcohol-based hand sanitizer.



Minimize close contact with people who have symptoms of respiratory illness.



where appropriate.

#### ENVIRONMENTAL HYGIENE



Clean and disinfect surfaces and high-touch objects with approved disinfectants.

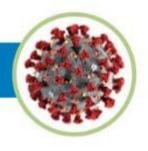
# GET SUPPORT

Ecolab is committed to the health and well-being of our associates. We all have a role to play in protecting ourselves and others from the spread of diseases like coronavirus.

- For more information, visit INSIDE or ecolab.com/coronavirus.
- Contact your Ecolab supervisor or HR representative.



Coronavirus image source: https://bhik.cdc.gov 02020 Ecolab USA Inc. All rights reserved.





de los enfermos en China.

# **Recomendaciones para prevenir** la propagación de los virus

- Evitar el contacto conceno con personal atectadas por infecciones respiratorias.
  Hacer el lavado de manos adecuado, especialmente antec y despuás del contacto delecto con personas antermas y

han sido dados de alta.

- u enformo. Ortar el contacto directo y sin protección con aconsiles vivos y superficies con las que los mionos entron en contacto, especialmente en replanes donde se registran muchos casos de contagio. Catorne la boca y la carte con el astetizace o pañuelos desectables al toser o estornudar, tavarie las mones despue Repúblicas mocmentaciones de segundad alimentaria, incluyendo la proparación y cocción adeceada de cartes y dima alimentima.
- inos atimantos. Implar y desinfectar las superficies y los objetos de alto contacta con desinfectantes aprobados. Lestas enferma, quédate en catalino vavos a trabajar o lo oficino / planta: notifica a lu gerente e aupervis

# Para más información:

Visita nuestro sitio web https://es-la.ecelah.com

# Referencias:

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# COVID-19 Vaccines

# Vaccines (shots) are one of the tools we have to fight the COVID-19 pandemic.



To stop this pandemic, we need to use all of our prevention tools. Vaccines are one of the most effective tools to protect your health and prevent disease. Vaccines work with your body's natural defenses so **your body will be ready to fight the virus**, if you are exposed (also called immunity). Other steps, like wearing a mask that covers your nose and mouth and staying at least 6 feet away from other people you don't live with, also help stop the spread of COVID-19.

Studies show that COVID-19 vaccines are very effective at keeping you from getting COVID-19. Experts also think that getting a COVID-19 vaccine may help keep you from getting seriously ill even if you do get COVID-19. These vaccines cannot give you the disease itself.



The vaccines are safe. The U.S. vaccine safety system makes sure that all vaccines are as safe as possible. All the COVID-19 vaccines that are being used have gone through the same safety tests and meet the same standards as any other vaccines produced through the years. A system in place across the entire country that allows CDC to watch for safety issues and make sure the vaccines stay safe.



Different types of COVID-19 vaccines will be available. Most of these vaccines are given in two shots, one at a time and spaced apart. The first shot gets your body ready. The second shot is given at least three weeks later to make sure you have full protection. If you are told you need two shots, make sure that you get both of them. The vaccines may work in slightly different ways, but all types of the vaccines will help protect you.



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# www.cdc.gov/coronavirus/vaccines

# CDC NCIRD COVID-19 Vaccines





The vaccines may cause side effects in some people, like sore muscles, feeling tired, or mild fever. These reactions mean the vaccine is working to help teach your body how to fight COVID-19 if you are exposed. For most people, these side effects will last no longer than a day or two. **Having these types of side effects does NOT mean that you have COVID-19**. If you have questions about your health after your shot, call your doctor, nurse, or clinic. As with any medicine, it is rare but possible to have a serious reaction, such as not being able to breathe. It is very unlikely that this will happen, but if it does, call 911 or go to the nearest emergency room.

When you get the vaccine, you *and* your healthcare worker will both need to wear masks.

CDC recommends that during the pandemic, people wear a mask that covers their nose and mouth when in contact with others outside their household, when in healthcare facilities, and when receiving any vaccine, including a COVID-19 vaccine.



**Even after you get your vaccine**, you will need to keep wearing a mask that covers your nose **and** mouth, washing your hands often, and staying at least 6 feet away from other people you do not live with. This gives you and others the best protection from catching the virus. Right now, experts don't know how long the vaccine will protect you, so it's a good idea to continue following the guidelines from CDC and your health department. **We also know not everyone will be able to get vaccinated right away, so it's still important to protect yourself and others.** 

# Choosing the COVID-19 Vaccine that's Right for You

Three covid-19 vaccines have been authorized by the FDA for emergency use given the severity of the covid-19 pandemic. Understand the benefits and risks to help you decide which vaccine is right for you.

# COVID-19 Can Cause Severe Illness

COVID-19 is caused by a coronavirus that spreads in the air, especially when an infected person speaks, sneezes or coughs indoors. COVID-19 can cause severe illness, pneumonia, and death, and we are still learning about its long-term effects.

### Vaccination is Recommended for People Age 12+

The CDC recommends that all individuals age 12 and older receive COVID-19 vaccination. At this time, young people between age 12 and 15 may receive the Pfizer-BioNTech vaccine. It is your choice to get vaccinated, and you can choose which vaccine you receive. Your decisions will not change your standard medical care.

### Vaccine Options

The three vaccines currently authorized and recommended in the U.S. to prevent COVID-19 are:

- Pfizer-BioNTech (2 doses, 21 days apart)
- Moderna (2 doses, 28 days apart)
- Johnson & Johnson (1 dose)

# **Benefits of Getting the Vaccine**

All vaccines currently available are proven to be safe and effective at preventing COVID-19. Vaccination helps protect people from getting sick or severely ill with COVID-19 and might also help protect people around them. To receive the most protection, people should receive all recommended doses of the vaccine. Vaccinating as many people as possible will help us all get past this pandemic.

# **More Information**

If you need help making an appointment or have questions, call (833) 422-4255 or visit <u>www.vaccinateall58.com</u> or <u>www.cdph.ca.gov</u>.

#### Risks Associated with Getting the Vaccine

- Common Side Effects (All COVID-19 vaccines) A few days after vaccination, you might have pain or swelling at the injection site or headache, fatigue, muscle aches, nausea, or fever. These are normal signs that your body is building protection
- Rare Severe Allergies (All COVID-19 vaccines) Rare, sudden allergic reactions may occur within a few minutes to one hour after getting a dose, including an itchy rash or hives, trouble breathing or swallowing, swelling of the face or throat, dizziness, stomach upset, or fast pulse.
- Rare Blood Clots (Johnson & Johnson COVID-19 vaccine) The first few weeks following the Johnson & Johnson vaccination, a small number of individuals have developed very rare blood clots. These are clots of blood vessels in the brain, abdomen, or legs, along with low levels of cells that stop bleeding, and may lead to serious illness or death. Most people who have developed these blood clots have been women under age 50. Their symptoms began 1–2 weeks after vaccination. To date, these rare blood clots have not been seen after the Pfizer or Moderna vaccines.

# Seeking Care

Seek medical attention right away, or call 9-1-1, if you have severe symptoms after vaccination, such as shortness of breath, chest pain, leg swelling, persistent abdominal pain, severe headaches, blurred vision, many bruises or tiny blood spots under your skin.

Call your vaccination provider or healthcare provider if you have any symptoms that bother you or do not go away after a few days.



References

CPWR Guidance on COVID 19 https://www.cpwr.com/sites/default/files/CPWR\_Guidance\_on\_COVID.pdf

CDC Coronavirus (COVID-19) <u>https://www.cdc.gov/coronavirus/2019-nCoV/index.html</u> COVID 19 OSHA

https://www.osha.gov/SLTC/covid-19/

WHO Coronavirus <a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019">https://www.who.int/emergencies/diseases/novel-coronavirus-2019</a>

EcoLab <u>www.Ecolab.com/coronavirus</u>

https://es-la.ecolab.com/pages/coronavirus