

**TABERNACLE
CHILD CARE CENTER
1925 Grove Avenue Richmond, VA 23220 (804) 353-2433**

**Infectious Disease
(COVID-19)
Preparedness and Response Plan
Revised 8.20.2020**

Infectious Disease (COVID-19) Preparedness and Response Plan

I. Purpose

This plan describes the implementation of mandatory health and safety requirements established by the Virginia Department of Labor and Industry, Governor Northam's COVID-19 Executive Order and subsequent Addendum as well as guidelines from the Centers for Disease Control.

II. Responsibilities

Tabernacle Child Care Center (TCCC) has assigned the following individual(s) to serve in the role of health officer. The health officer has the authority to stop or alter activities to ensure that all work practices conform to the mandatory safety and health requirements applicable to COVID-19 as well as any other infectious disease hazards.

Health Officer(s)			
Name	Title	Department	Phone Number
Kristen OSullivan	Director	TCCC	804.432.9712
Courtney Durrett	Director	TCCC	804.380.8225

For the purpose of ensuring compliance with the most recent safety and health requirements, Kristen OSullivan, Director is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the overall effectiveness of the plan. This person is also responsible for providing employees with a copy of this plan upon request.

III. Determination of Exposure Risk by Job Duty

We have determined the COVID-19 exposure risk level of all worksite functions to ensure that we apply appropriate hazard controls – including training, equipment, and personal protective equipment (PPE) – to protect employees' safety and health. This assessment is based on OSHA Publication 3990, stated below:

Exposure Risk Level means an assessment of the possibility that an employee could be exposed to the hazards associated with SARS-CoV-2 virus and the COVID-19 disease. Hazards and job tasks have been divided into four risk exposure levels: “Very High”, “High”, “Medium”, and “Lower”.

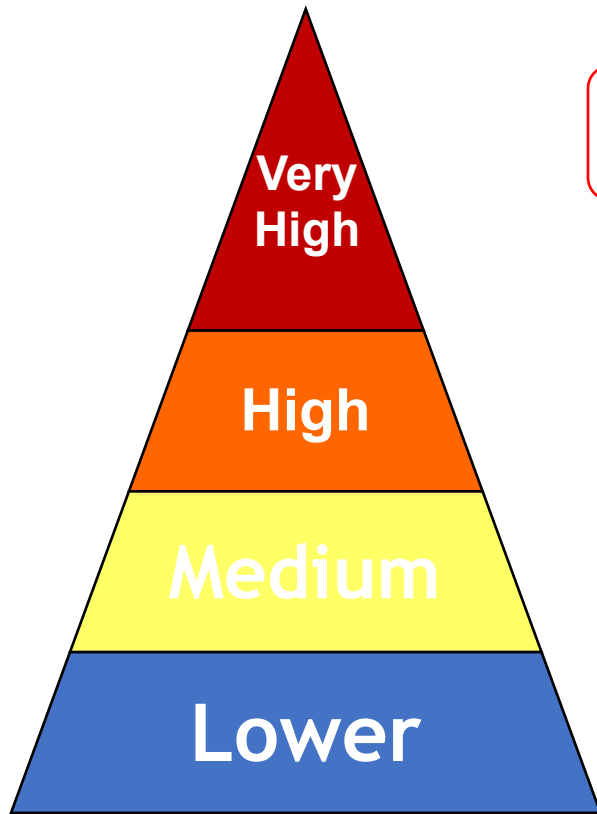
“Very High” exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of the SARSCoV-2 virus and the COVID-19 disease including, but not limited to, during specific medical, postmortem, or laboratory procedures (refer to page 8 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

“High” exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure within six feet with known or suspected sources of SARS-CoV-2 that are not otherwise classified as “very high” exposure risk (refer to page 8 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

“Medium” exposure risk hazards or job tasks that are not labeled as “very high” or “high” (refer to pages 9-10 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

“Lower” exposure risk hazards or job tasks are those not otherwise classified as “very high”, “high”, or “medium” exposure risk that do not require contact within six feet of persons known to be, or suspected of being, or who may be infected with SARS-CoV-2; nor contact within six feet with other employees, other persons, or the general public except as otherwise provided in this definition (refer to page 10 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

The following graph relates to job tasks that pose a risk level to employees. The job tasks that are listed are not an all-inclusive list.



Healthcare Employees, Performing Aerosol-Generating Procedures, Healthcare/Lab Personnel, Morgue Employees, Known or Suspected COVID-19 Patients.

Healthcare Delivery & Support, First Responders, Medical Transport, Mortuary Employees, Employees Exposed Within 6 Feet of Known or Suspected COVID-19. This includes first responders.

Employees Exposed Within 6 Feet of Other Employees, Customers, or Other Persons Known, Unknown, or Suspected of COVID-19.

Employees Not Exposed Within 6 Feet Frequently or Close Contact with Persons Known, Unknown, or Suspected of COVID-19. Have Minimal or No Contact with Public, Coworkers, or Other Persons.

Classes of employees have been assigned to risk categories as follows:

TCCC Workplace/Task Exposure Risk

Work Area	Job Tasks	Exposure Risk Determination	Qualifying Factors (Example: No Public Contact, Public Contact)
Classroom	Instruction	Low	<i>physical distance and minimal contact, no contact co-workers and public</i>
Classroom	Mealtime	Medium	<i>no physical distancing with known, unknown, or suspected persons of COVID-19</i>
Classroom	Diaper/rest room breaks	Medium	<i>no physical distancing with known, unknown, or suspected persons of COVID-19</i>
Entry	Drop off and pick up	Medium	<i>no physical distancing with known, unknown, or suspected persons of COVID-19</i>
Outside	Recess	Low	<i>physical distance and minimal contact, no contact co-workers and public</i>

IV. Contingency Plan in the Event of an Infectious Disease Outbreak

In the event that an outbreak or pandemic due to an infectious disease, TCCC has set up contingency plans for addressing the workplace needs as well as employee safety and health during the outbreak.

These plans are as follows:

TCCC Epidemic/Pandemic Policy

An epidemic is an outbreak of disease that spreads quickly and affects many individuals at the same time. A pandemic is a type of epidemic (one with greater range and coverage), that occurs over a wide geographic area and affects an exceptionally high proportion of the population.

In the event of an epidemic/pandemic in our area, TCCC may close down for an undetermined amount of time to mitigate the spread of disease. Parents and staff will be informed through email, postings or by telephone if the Center is unable to provide care for your child. An epidemic/pandemic plan may also be used in place of an emergency plan noted in Section 14.4 of the TCCC Parent Handbook depending on the severity of the emergency. Increased absenteeism, need for physical distancing, and PPE controls will be considered and TCCC's ability to conduct safe and essential operations. Reduced workforce and classroom attendance may be amended. Employee training may be necessary and a requirement before operation may resume or continue. Please note that each outbreak or epidemic/pandemic may have different outcomes and directives.

TCCC will remain open when recommended by relevant civil authorities and only if it is able to maintain required personnel ratios, proper sight and sound supervision, and follow isolating or quarantining recommendations. In some instances, it may only be necessary to close particular classrooms or follow mitigating protocols. The Center may need to alter the hours and days of operations. Tuition payments will continue in full, unless otherwise noted, and parents wishing to withdraw to avoid tuition will be required to follow the Withdrawal Policy, Section 10 in the TCCC Parent Handbook. A child withdrawn will then be required to follow regular enrollment procedures. The TCCC

Administrative Committee, Ministry Committee, and lead staff of the Church and Center will make decisions based on the needs of the Center and safety of children and personnel.

V. Basic Infectious Disease Prevention and Control Measures

To control the spread of infectious diseases such as COVID 19, basic prevention and control measures must be implemented to ensure that all employees are protected against the hazards of infectious disease.

To control the spread of infectious disease it is important to keep up general housekeeping in the workplace. Additional housekeeping actions must also be implemented to ensure the safety and health of employees and decreasing the chances of spread of an infectious disease such as: All restrooms, common areas that remain in use, door knobs/handles, tools, equipment, and other frequently touched surfaces are disinfected before, in the middle of, and at the end of each shift. All contact surfaces used by more than one person are disinfected at the end of each person's use. All disinfectants are EPA-approved or otherwise comply with [CDC disinfection guidance](#). Cleaning and disinfecting routines are required before opening, during daily classroom routines, before and after mealtimes, and after restroom use. Checklists are provided and employees must log time and initials following task.

Additional precautions and actions taken:

- Large gatherings are minimized whenever possible; staff meetings are postponed, cancelled or held remotely;
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Employees are required to wear TCCC only shoes, scrubs, and PPE equipment when six feet of physical distance is not possible;
- Employees are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out; be mindful of physical distance when changing shoes, scrubs, and gathering PPE;

- The employer may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site and accommodate new classroom ratios and attendance;
- Employee interactions with the general public are modified to allow for additional physical space between parties. Parents and employees must wear masks while dropping off and picking up children. Parents should only enter the center when necessary. Proper screening and PPE is provided.

VI. Identification and Isolation of Sick and/or Exposed Employees

Risk and exposure determinations are made without regard to employees protected characteristics as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employee's personnel documentation.

1. Employee Self-Monitoring

The following employees should **not** report to work and, upon notification to **TCCC**; will be removed from the regular work schedule:

- Employees who display 2 or more COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, is asymptomatic/tested positive for the COVID-19 virus;

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined by the TCCC COVID-19 Decision Tree.

2. Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, TCCC screens employees on a daily basis and regularly throughout the day. Employees are asked the following questions before entering the worksite:

1. Fever (100.4 F or 38.0 C) within the last 48 hours **YES** _____ **NO** _____
2. Temperature at check-in: _____
3. Cough, shortness of breath, or difficulty breathing in the last 14 days
YES _____ **NO** _____
4. Travelled internationally in the past 14 days **YES** _____ **NO** _____
5. Has VDH asked individual or member of household to self-quarantine
YES _____ **NO** _____
6. Has individual or member of household come into contact with anyone who has a laboratory confirmed COVID-19 diagnosis or someone who has been told by their physician they have a presumptive diagnosis of COVID-19? **YES** _____ **NO** _____
7. Daily health check completed by: _____

Employees who develop symptoms during their shift must immediately report to Director/Assistant Director/Lead staff.

3. Return-to-Work Requirements

Employees who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 10 days have passed since symptoms first appeared.

Employees who come into close contact with or who may live with an individual with a confirmed diagnosis or symptoms may return to work after either 10 days have passed since the last close contact with the diagnosed and/or symptomatic individual. This includes the diagnosed or symptomatic individual receiving a negative COVID-19 test.

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, TCCC may accept written statements from employees confirming all the factors supporting their release.

Actively encourage sick employees to stay home:

Excerpt from TCCC Personnel Manual 7.1 B Sick Leave (Part of PTO)

Sick leave is granted at the discretion of the Director and is included in the employee's accrued Paid Time Off benefits. PTO may be used for sick leave purposes due to illness or incapacity resulting from non-occupational or occupational injury, as well as for medical, dental, or optical examinations or treatments.

Paid Time Off for sick leave purposes may be used when the employee's illness or incapacity interferes with or makes it impossible for the employee to satisfactorily perform her or his assigned duties.

Absences that are due to illness must be reported by 9am on the first day of absence by contacting the employee's supervisor. If the employee is going to be out more than one day, she or he is required to call every day. The employee's failure to report her or his absence could result in termination. Excessive absences for sick leave purposes, even though reported, may result in disciplinary action up to and including termination.

If an employee is unable to report to work for any reason, he/she must attempt to find a substitute to work all scheduled hours. If an employee is unable to find a substitute, call the Director or Director's designee (at work, or at home if the call is made not during operating hours) and follow instructions

given at that time. Note that only current Center employees may serve as a substitute for any employee unable to report for scheduled work hours.

An employee who requests Paid Time Off due to illness for more than 2 (two) consecutive working days is required to submit to her or his supervisor a written statement from a physician indicating status/condition of illness and ability to return to work.

The Families First Coronavirus Response Act (FFCRA) Policies and Posters are posted in common places as well as on the employee shared Google drive. If employees have questions regarding use of emergency paid sick time, employees should contact Kristen OSullivan, Director.

TCCC will follow state and federal guidance for return to work guidance.

- Guidance from the employee's health care provider will also be considered.

VII. Procedures for Minimizing Exposure from Outside of Workplace

1. TCCC operating practices are evaluated to ensure the safety and health of all individuals.

- Social distancing practices to be observed:
 - 6-foot distances are marked in areas where customers might gather/wait
 - Limit the number of customers and parents permitted into workplace
 - Minimize face to face contact
- Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19. Any individual entering one of TCCC facilities will have their temperature checked and/or a questionnaire completed prior to entry.

2. To minimize exposure from visitors or vendors:

- All business partners that work within TCCC have been provided this Plan.
- When possible, TCCC will limit the number of visitors in the facility.

- Any individual entering one of the TCCC facilities will have their temperature checked and/or a questionnaire completed prior to entry.
- Masks and shoe coverings will be available to visitors/vendors as well as appropriate disinfectants so individuals can clean work areas before and after use.
- All deliveries will be handled through delivery to main entryway only and all packages will be disinfected before being handled.

3. Minimizing exposure from the general public:

- Social distancing practices to be observed:
 - Limit number of individuals allowed into workplace.
 - Minimize face to face contact:
 - PPE required during all drop off and pick up procedures by both parent and employee
- Information is posted at TCCC's facility educating individuals on ways to reduce the spread of COVID-19.
- Any individual entering TCCC may have their temperature checked and/or a questionnaire completed prior to entry.
- Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the workplace.
- Masks may be available to the general public as well as appropriate disinfectants so individuals can clean work areas before and after use.

VIII. Training

All employees at TCCC will be required to have training on the hazards and characteristics of SARS-CoV-2 virus and COVID-19 disease. This training will ensure that all employees recognize the hazards of SARS-CoV-2 and COVID-19 as well as the

procedures to minimize the hazards related to the infectious diseases and help prevent the spread of the infectious disease.

The training material will cover the following:

- Requirements of the COVID-19 Emergency Regulation.
- Companies Infectious Disease Preparedness and Response Plan.
- Characteristics and methods of spread of SARS-CoV-2 virus.
- Symptoms of COVID-19 disease as well as the asymptomatic reactions of some persons to the SARS-CoV-2 virus.
- Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, and non-contact methods of greeting.
- PPE
 - When PPE is required
 - What PPE is required
 - How to properly don, doff, adjust and wear PPE
 - Limitations of PPE
 - Proper care, maintenance, useful life and disposal of PPE

All employees in the workplace will be trained on this subject and procedures. All training will be certified and recorded according to the Emergency Regulations for COVID-19 by the Virginia Department of Labor and Industry. Training Records will be certified by the following requirements: Employee name, Employee's signature (physical or electronic), Date, and Signature of Trainer. Retention of training records must be retained in employee files. These records are located in locked cabinet in Director's office. The most recent training records will be maintained.