

## 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% ethanol or 70% isopropanol 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% ethanol or 70% isopropanol 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 Bianca Torres at [btorres@scd.org](mailto:btorres@scd.org).

### **Closure of the Pastoral Center**

When the governor and/or other governmental agency issues an executive order for the closure of all non-essential 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:
  - Skin rash
  - Difficulty breathing
  - Persistent cough
  - 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

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

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

- 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.
- To return to work the employee will be required to provide documentation that they have been medically cleared by a physician.

### Action Plan for Exposed Employees

- Employees who have potentially been exposed to the virus will be immediately informed
- The exposed employees will be asked to self-quarantine for 14 calendar days.

- To return to work the employee will be required to provide documentation that they have been medically cleared by a physician.

#### 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.

# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



[cdc.gov/COVID19](https://www.cdc.gov/COVID19)

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# DETENGA LA PROPAGACIÓN DE LOS MICROBIOS

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

Evite el contacto cercano con las personas enfermas.



Cúbrase la nariz y la boca con un pañuelo desechable al toser o estornudar y luego bótelos a la basura.



Evite tocarse los ojos, la nariz y la boca.



Limpie y desinfecte los objetos y las superficies que se tocan frecuentemente.



Quédese en casa si está enfermo, excepto para buscar atención médica.



Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.



[cdc.gov/COVID19-es](https://cdc.gov/COVID19-es)

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# SYMPTOMS OF CORONAVIRUS DISEASE 2019

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

Symptoms\* can include

FEVER



COUGH



\*Symptoms may appear 2-14 days after exposure.

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.



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[cdc.gov/COVID19-symptoms](https://www.cdc.gov/COVID19-symptoms)

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

# Share Facts About COVID-19

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

FACT  
**1**

**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.



030444 05/2020

FACT  
**4**

**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.

FACT  
**5**

**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](http://www.cdc.gov/COVID19)

<b>Symptoms</b>	<b>Coronavirus</b> Symptoms range from mild to severe	<b>Cold</b> Gradual onset of symptoms	<b>Flu</b> Abrupt onset of symptoms
 Fever	Common	Rare	Common
 Fatigue	Sometimes	Sometimes	Common
 Cough	Common* (usually dry)	Mild	Common* (usually dry)
 Sneezing	No	Common	No
 Aches and pains	Sometimes	Common	Common
 Runny or stuffy nose	Rare	Common	Sometimes
 Sore throat	Sometimes	Common	Sometimes
 Diarrhea	Rare	No	Sometimes for children
 Headaches	Sometimes	Rare	Common
 Shortness of breath	Sometimes	No	No

Sources: World Health Organization, Centers for Disease Control and Prevention

# 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:

Respiratory symptoms

Fever

Cough

Shortness of breath

Trouble breathing



## 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.



**Ensure proper use** of personal protective equipment (PPE) 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](http://ecolab.com/coronavirus).
- **Contact your Ecolab supervisor or HR representative.**

Coronavirus image source: <https://ohkiotc.gov>  
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# CORONAVIRUS

## 2019 Novel Coronavirus (2019-nCoV)

**Antecedentes:** Los coronavirus humanos son comunes en todo el mundo, pueden causar comúnmente enfermedades respiratorias de leves a moderadas. Se sabe de dos coronavirus humanos más recientes, el MERS-CoV y el SARS-CoV, los cuales causan enfermedades graves. Un nuevo coronavirus, 2019-nCoV, surgió en 2019 y está causando preocupación.

### ¿Qué es el nuevo coronavirus 2019 (2019-nCoV)?



Este virus ha dado lugar a cientos de casos confirmados, incluidos casos fuera de Wuhan, y se han identificado casos adicionales en un número cada vez mayor de países a nivel internacional. La primera manifestación en los Estados Unidos fue anunciada el 21 de enero de 2020, y se están evaluando otros casos sospechosos.



Las autoridades chinas identificaron el nuevo coronavirus originario de Wuhan, China.



Se sabe que tanto el MERS como el SARS causan enfermedades graves en las personas, pero la situación con el 2019-nCoV aún no está clara y está evolucionando rápidamente.



En China se han reportado enfermedades severas, incluyendo enfermedades que han resultado en numerosas muertes, otros pacientes han tenido enfermedades más leves y han sido dados de alta.



Al principio, muchos pacientes en el brote de Wuhan, China, tenían, según se informa, algún vínculo con un gran mercado de alimentos y animales, lo que sugiere una propagación de animal a persona, también la propagación de persona a persona está ocurriendo. Se ha informado de transmisión de persona a persona entre trabajadores de la salud que cuidaban a algunos de los enfermos en China.

### Recomendaciones para prevenir la propagación de los virus



- Evitar el contacto cercano con personas afectadas por infecciones respiratorias.
- Hacer el lavado de manos adecuado, especialmente antes y después del contacto directo con personas enfermas y su entorno.
- Evitar el contacto directo y sin protección con animales vivos y superficies con las que los mismos entran en contacto, especialmente en regiones donde se registran muchos casos de contagio.
- Cubrirse la boca y la nariz con el codo o pañuelos desechables al toser y estornudar; lavarse las manos después.
- Seguir las recomendaciones de seguridad alimentaria, incluyendo la preparación y cocción adecuada de carnes y otros alimentos.
- Limpiar y desinfectar las superficies y los objetos de alto contacto con desinfectantes aprobados.
- Si estás enfermo, quédate en casa/no vayas a trabajar o la oficina / planta; notifica a tu gerente o supervisor.

### Para más información:

Visita nuestro sitio web  
<https://es-la.ecolab.com>



### Referencias:

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4. Agencia de Protección Ambiental, Guía de Políticas, Lista de Emergencia para Papeles y Productos de Ecolab, <https://www.epa.gov/policy/implementation-guidance-viral-outbreak-response-guidance-and-risk-management>

## *References*

CPWR Guidance on COVID 19

[https://www.cpwr.com/sites/default/files/CPWR\\_Guidance\\_on\\_COVID.pdf](https://www.cpwr.com/sites/default/files/CPWR_Guidance_on_COVID.pdf)

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

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

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

EcoLab [www.Ecolab.com/coronavirus](http://www.Ecolab.com/coronavirus)

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