COVID-19
Emergency Response Plan
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Introduction
This document has been written for the Regional Office of the Christian Office of Northern California-Nevada, herein referred to as “CCNC-N Regional Office”.

This Emergency Response Plan, known hereafter as “the Plan”, is intended to offer guidance in decision-making to CCNC-N Regional Office 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 the novel 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 CCNC-N Regional Office 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.

This Plan is not comprehensive and all-encompassing and should be considered only as a guideline. It may become necessary to modify this Plan if it becomes inadequate or restrictive to operations during a pandemic event.

Pre-outbreak precautions:

Education: All CCNC-N Regional Office 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 and https://www.cdph.ca.gov/.

Monitoring your own condition:
CCNC-N Regional Office 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 ensure 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.

We are told that recovery from COVID-19 is dependent on the patient’s immune response.

**Verified Risk of Infection**

A verified risk of infection occurs when someone who visited the office in the last four days reports having flu-like symptoms or a positive COVID-19 test result.

**Fighting COVID-19**

One of the greatest weapons to be wielded against COVID-19 is an educated populous; employees must educate themselves about Coronavirus/COVID-19. This 5-minute summary from the Center for Disease Control (CDC) provides a brief but well-articulated overview:

[https://www.youtube.com/watch?v=drMw2evwMFA](https://www.youtube.com/watch?v=drMw2evwMFA)

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.

Because the COVID-19 vaccine is not yet widely available, the best way to prevent illness 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 and wash hands or use hand sanitizer.
- 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 is no specific anti-viral treatment recommended for COVID-19. 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:
CCNC-N Regional Office 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/](https://www.cdph.ca.gov/) as well as local television and radio station websites and broadcasts.

Reactionary Steps (during a declared pandemic):
Monitor your own condition:
CCNC-N Regional Office 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), they should take exceptional precautions to ensure they do not infect other employees. To be clear, even 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 anyone begins feeling symptoms while they are at a worksite location or they were at a worksite location within three days immediately prior to developing symptoms and they have had contact with co-workers or others, they should immediately notify the Ministry Associate at (510) 284-7632.

Prompt identification and isolation of potentially infectious individuals, workers, volunteers, independent contractors, etc. is key to protecting workers. No employee should fear retaliation for reporting suspected exposures. Critical materials provided by CCNC-N Regional Office

- Tissues
- No-touch trash cans
- Disposable towels
- Facemasks and Face Shields
- Hand sanitizer
- Cleaning supplies
- Gloves
- Thermometer
- Workplace questionnaires/Sign-in Sheet
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. CCNC-N Regional Office will maintain a stock of hand-sanitizer, disinfectant wipes, 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. Employees should disinfect all surfaces they will contact prior to and immediately following use.

e. Employees should wash their hands any time 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 and promptly wash hands.

g. At all times avoid contact between the hands and the 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.

h. Disinfect shared workspaces, frequently used work areas, and high-touch surfaces immediately upon arrival to start a shift and as when leaving at the end of a shift.

i. Observe social distancing at all times keeping 6-feet or more of distance between each other.

j. Report any COVID-19 exposure hazards promptly to the Ministry Associate.

k. Workers who are at an increased risk of danger from infection due to 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

l. CCNC-N Regional Office continues to take these administrative measures:
   a. Require ill workers to stay home.
   b. Promote virtual communications.
   c. Discontinue all non-essential travel.
   d. Monitor public health department notifications including information about testing.

m. CCNC-N Regional Office will implement the following measures should they become necessary:
   a. 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.
   b. If a potential exposure occurs the Ministry Associate 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.
c. Ministry Associate will implement the following cleaning and disinfecting procedures (and notify staff of such protocols): See Appendix 1.

d. Report all COVID-19 positive cases to the local public health department as may be required by law.

e. Maintain and distribute this COVID-19 Prevention Plan.

f. 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.

g. Provide “Families First Coronavirus Response Act” (FFCRA) Leave (see Appendix 2)

COVID Response Strategies

Gap between shifts:
To minimize the amount of person-to-person contact, during a pandemic CCNC-N Regional Office seeks, as much as is feasible, to have only one staff member in the office at a time.

Remember, employees are responsible to disinfect all surfaces that you contact during this shift such as computer keyboards, mouse, counter tops, restroom and breakroom surfaces, and kitchen areas.

Communication should happen via phones, email, or Zoom rather than face-to-face meetings. All employees should check their email frequently, both when on-duty and off-duty, during an outbreak at the office. Any bulletins sent by management will be sent either through text or email or both.

Response to positive COVID-19 case in the workplace

1. CCNC-N Regional Office will call and email potential cases to confirm positive cases, requesting the employee inform the Ministry Associate of their COVID-19 test result.

2. Upon contact with employee, CCNC-N Regional Office will ascertain the following:
   a. Date of test
   b. Date of test results
   c. Date when symptoms were present
   d. Ascertain the last date a positive case/or diagnosis was present in the workplace to the extent possible
   e. Implement cleaning and disinfecting protocols
   f. CCNC-N Regional Office will notify 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.
   g. Testing information shall be provided in each notice and CCNC-N Regional Office will offer testing at no cost to employees during working hours who had a potential workplace exposure. Testing should be done any time after day 3 of exposure. Person to be tested remains at home in quarantine.
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.

“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:
   • CCNC-N Regional Office will immediately provide testing (via 3rd party) 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), CCNC-N Regional Office will recommend continuous testing of 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.
   • CCNC-N Regional Office will provide additional testing when deemed necessary or required by special order of OSHA.

“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. CCNC-N Regional Office recommends twice weekly COVID-19 testing (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. CCNC-N Regional Office will exclude all COVID-19 cases and employees with COVID-19 exposure from the workplace in accordance with relevant local public health department orders.
Reporting and recordkeeping

CCNC-N Regional Office 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.

Chain of command

The chain of command (COC) is subject to change during an outbreak due to the health of individuals within the COC. The organizational chart below will serve as the COC as long as all staff members remain available for decision-making. If top level individuals become incapacitated, the next level becomes responsible for decision-making.

Emergency phone numbers:

<table>
<thead>
<tr>
<th>Name</th>
<th>Cell #</th>
<th>Landline #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Thomas</td>
<td>510-284-7532</td>
<td>510-651-3755</td>
</tr>
</tbody>
</table>

Note: This plan is NOT considered comprehensive nor all-encompassing and should be used only as a guideline if implemented. It may become necessary to modify this plan if it becomes inadequate or restrictive to the organization’s operations during a pandemic event.
Appendix 1 - CCNC-N Regional Office COVID-19 Protocols

Control Measures and Screening

- Provide temperature and/or symptom screenings for all staff workers at the beginning of their shift. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible.
- If requiring self-screening at home, which is an appropriate alternative to providing it at the Office, ensure that screening was performed prior to the worker and/or volunteer leaving the home for their shift.
- Encourage staff and visitors who are sick or exhibiting symptoms of COVID-19, or who have family members who are ill, to stay home.
- CCNC-N will provide and ensure workers and volunteers use all required protective equipment, including eye protection and gloves, where necessary for their tasks.
- CCNC-N will remind visitors, in advance, to bring a face covering before entering the office building. CCNC-N will make face coverings available to anyone who arrives without one.
- Visitors should be screened for temperature and/or symptoms before entering the office building and asked to use hand sanitizer.
- CCNC-N will maintain a daily sign in/sign out sheet for all staff and visitors.

Cleaning and Disinfecting Protocols

- Perform weekly cleaning of high traffic areas such as lobbies, halls, sanctuary, meeting rooms, offices, and study areas. Frequently disinfect commonly used surfaces including doorknobs, door pulls, door crash bars, toilets, and restroom sink area.
- Staff to establish frequent cleaning and disinfection of personal work areas such as desks and work surfaces. CCNC-N to supply the necessary cleaning products as well as to provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the workers’ job duties.
- CCNC-N discourages staff sharing work equipment and supplies, such as phones, office equipment, computers, etc., wherever possible. Never share PPE.
- Where such items must be shared, disinfect between shifts or uses, whichever is more frequent, including the following: shared office equipment (copiers, fax machines, printers, telephones, keyboards, staplers, etc.) with a cleaner appropriate for the surface.
- CCNC-N will provide hand sanitizer dispensers at the main entrance.
- When using disinfecting chemicals, CCNC-N will use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. CCNC-N will use disinfectants labeled to be effective against emerging viral pathogens, such as diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Workers and volunteers using cleaners or disinfectants should wear gloves or other protective equipment as required by the product instructions. CCNC-N will follow the asthma safer cleaning methods recommended by the California Department of Public Health and ensure proper ventilation.
• Where possible, CCNC-N will not clean floors by sweeping or other methods that can disperse pathogens into the air. CCNC-N will use a vacuum with a HEPA filter wherever possible.

Physical Distancing Guidelines

CCNC-N will implement measures to ensure physical distancing of at least six feet between staff members and visitors, etc. This can include use of physical partitions or visual cues. CCNC-N will reconfigure seating and standing areas to maintain physical distancing of six feet or more between visitors.

Wearing Masks

Everyone needs to wear masks at all times regardless of distancing. They can take their mask off if they are in an enclosed office with the door shut or while eating or drinking.
Appendix 2 – The Families First Coronavirus Response Act (or “Act”)

The Families First Coronavirus Response Act (or “Act”) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor’s (“Department”) Wage and Hour Division (“WHD”) administers and enforces the new law’s paid leave requirements. These provisions will apply from the effective date through March 31, 2021.

Generally, the Act provides that employees of covered employers are eligible for:

- **Two weeks (up to 80 hours) of paid sick leave at the employee’s regular rate of pay** where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order, or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- **Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee’s regular rate of pay** because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order, or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
- **Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee’s regular rate of pay** where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

**Covered employers**

The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees. Most employees of the federal government are covered by Title II of the Family and Medical Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision.

Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern.

**Eligible employees**

All employees of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. Employees employed for at least 30 days are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19.

Note: Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.
Qualifying reasons for leave:
Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work or unable to telework due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Duration of leave:
For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Calculation of pay:

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to $511 per day and $5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to $200 per day and $2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to $200 per day and $12,000 in the aggregate (over a 12-week period). [4]

[1] Certain provisions may not apply to certain employers with fewer than 50 employees. See Department FFCRA regulations (expected April 2020).
[3] Paid sick time provided under this Act does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.
[4] An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.
## Appendix 3 – Sign-in Sheet/Questionnaire

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Temp</th>
<th>Email</th>
<th>Phone</th>
<th>Symptoms</th>
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Appendix 4 – CORONAVIRUS EXPOSURE NOTICE

We have been notified that one of our employees has been diagnosed with the coronavirus, also known as COVID-19. As such, employees working at [location] may have been exposed to this virus (insert the date which corresponds to two days before the employee began experiencing symptoms/or the last date the employee was at work without symptoms). According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet for 15 minutes or more) through respiratory droplets produced by an infected person.

If you experience symptoms of COVID-19 illness, please inform Pastor Jeff Spencer at [contact information] and contact your health care provider. CCNC-N Regional Office will keep all medical information and personal identifying information confidential and will only disclose it on a need-to-know basis or as required by law. CCNC-N Regional Office encourages our employees, volunteers, and vendors to report symptoms related to COVIC-19 illness without fear of reprisal.

Employees affected by this COVID-19 exposure may be eligible for certain benefits, including Family First Coronavirus Response Act leave (FFCRA), CCNC-N Regional Office provided paid or unpaid time off and workers' compensation benefits. Contact Pastor Jeff Spencer for more information specific to your circumstances.

CCNC-N Regional Office is taking measures to ensure the safety of our employees during this coronavirus outbreak, described in Appendix 1 of the COVID-19 Emergency Response Plan.

*Remember, employees must take care to wear masks, social distance, and wash hands often. It is also advisable to refrain from congregating in groups of people closer than 6 feet and for no longer than 15 minutes. If you have any questions about these procedures, please contact Pastor Jeff Spencer.*
Acknowledgement of Receipt

My signature below indicates that I have received a copy of the CCNC-N Regional Office COVID-19 Emergency Response Plan.

I understand that this document contains information regarding office procedures which affect me as an employee.

I acknowledge that I have read and understood the office procedures.

I also understand that CCNC-N Regional Office may revise, supplement, or rescind procedures with or without notice.

Print Name ________________________________

Signature ________________________________

Date ________________________________