

COVID-19 Preparedness & Response Plan

Adams Township School District

For Lower and Medium Exposure Risk Employers ONLY

✔ General

The following COVID-19 preparedness & response plan has been established for Adams Township School District in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. Tim Keteri, Superintendent, has read these emergency rules carefully, developed the safeguards appropriate to Adams Township School District based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

The Adams Township School District has designated one or more worksites supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisor(s) are Principal Kim Harris (SRES) and Steve Lishinski (JHS). The supervisor will remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

The plan will be made readily available to our employees and their representatives. The plan will be made available via www.adams.k12.mi.us.

✔ Exposure Determination

The Adams Township School District has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. The Superintendent, with support from the local Health department, is responsible for the exposure determination.

The Adams Township School District has determined that its employees' jobs fall into the medium exposure risk categories as defined by the OSHA Guidance on Preparing

Workplaces for COVID-19:

- **Medium Exposure Risk Jobs**. These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

The Superintendent verifies that The Adams Township School District has no high-risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities. This sample plan is not intended for employers who have high exposure risk jobs.

✓ **Engineering Controls**

The Adams Township School District has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between students (upon request) and during point of service in the cafeteria.
- Evaluation of current ventilation in the building as performed by Bay Electric
- Increasing the amount of fresh outdoor air that is introduced into the building.

✓ **Administrative Controls**

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The Superintendent or Principals will be

responsible for seeing that the correct administrative controls are chosen, implemented and maintained for effectiveness.

The following administrative controls have been established for the Adams Township School District:

(Choose the controls below that are feasible for your workplace. Delete the controls that are not feasible or applicable. Add additional rows for other feasible administrative controls that will be implemented. In the first column, indicate which jobs or tasks will use each administrative control.)

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
All staff	Maintain at least six feet from everyone on the worksite when possible.
Teaching staff	Promote remote work (telecommuting) to the fullest extent possible when students are not in the building.
All staff	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time when recommended by local health department.
All staff	Restrict business-related travel for employees to essential travel only.
All staff	Limit face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
All staff	Minimize the sharing of tools, equipment, and items.
All staff	Provide employees with non-medical grade face coverings (cloth face coverings).
All staff	Require employees to wear cloth face coverings or non-medical grade coverings
All staff	Keep staff informed about symptoms of COVID-19.
All staff	Provide customers and the public with tissues and trash receptacles.
All staff	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
All staff	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees

	do not go to work sick.
All staff	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
All staff	Maintain flexible policies that permit employees to stay home to care for a sick family member.

Hand Hygiene

Custodial staff will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular hand sanitizer is available. Frequency of such handwashing and use of hand sanitizer will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, The Adams Township School District shall provide employees with antiseptic hand sanitizers or towelettes. The Adams Township School District will provide time for employees to wash hands frequently and to use hand sanitizer.

The Adams Township School District shall promote hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

Disinfection of Environmental Surfaces

The Adams Township School District will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles). The Adams Township School District will make cleaning supplies available to employees at the worksite.

Custodial/Support staff will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, the Adams Township School District will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

The Adams Township School District will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. Custodial staff will be responsible for seeing that this protocol is followed.

The following methods will be used for enhanced cleaning and disinfection:

(LIST ENHANCED METHODS)

- Classrooms will be disinfected at least twice per day
- All high touch surface areas will be disinfected twice per day

✔ **Personal Protective Equipment (PPE)**

The Adams Township School District will provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Consistently and properly worn.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

The Adams Township will provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE). The Adams Township School District will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. The Adams Township School District will consider face shields (food service staff) when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

☑ Health Surveillance

The Adams Township School District will conduct a daily entry self-screening protocol for all employees or visitors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening. The Superintendent will be responsible for ensuring that all required health surveillance provisions are performed.

As workers enter the place of employment at the start of each work shift, the Adams Township School District will have employees self-screen for COVID-19. The Adams Township School District will have employees complete a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. When obtainable, a no-touch thermometer will be used for temperature screening of employees. The Adams Township School District will similarly screen visitors, contractors, suppliers, and any other individuals entering the worksite.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to the administrative offices before and during the work shift. The Adams Township School District has provided employees with instructions for how to make such a report to the employer.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

(LIST REPORTING INSTRUCTIONS PROVIDED TO EMPLOYEES)

- If an employee has been around an individual who is showing symptoms of COVID-19 or has tested positive:
 1. Employees should record the date of exposure and determine if there was close contact.
 2. If there was not close contact between the employee and individual, the employee can continue to work and should self-monitor.
 3. If the employee was in close contact with the individual, the employee is advised to return home (if at work) and self-monitor for 10 days while seeking a diagnosis from a health provider. The employee should notify the health department and administrative office of that exposure.
- If an employee reports symptoms
 1. Administration will record date and symptoms
 2. Advise employee to self-monitor at home for between 10 – 14 days, contact health provider for testing.

- If an employee tests positive
 1. Employee should notify administration and follow health department quarantine guidelines

The Adams Township School District will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- If notified as a close contact, and the employee is at work, the employee will contact administration and leave work as soon as possible. A close contact may set up a time when no staff are present in the building to perform necessary preparations for the substitute teacher for instruction of the class as long as they are not experiencing any symptoms.
- Sending known, probable or close contact cases home if they are in the building when notified by the health department.

The Adams Township School District will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, the Superintendent will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, and suppliers, the Adams Township School District will not reveal the name or identity of the confirmed case.

The Adams Township School District will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC as determined by the local health department.

Training

The Superintendent shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

The Adams Township School District will train workers on, at a minimum:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

The Adams Township School District Business Office shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

✔ Recordkeeping

The Adams Township School District will maintain records of the following requirements:

- Training. The employer shall maintain a record of all COVID-19 employee training.
- Screening protocols. The employer shall maintain a record of screening for each employee or visitor entering the workplace.
- When an employee is identified with a confirmed case of COVID-19, record when the local public health department was notified; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

The Superintendent will ensure that the records are kept. **FREE onsite consultation service for employers**

To help employers better understand and voluntarily comply with the MIOSHA Act, free Onsite Consultation programs are available to help small employers identify and correct potential safety and health hazards.

Michigan Occupational Safety and Health Administration
Consultation Education and Training Division
530 W. Allegan Street, P.O. Box 30643
Lansing, Michigan 48909-8143

For further information or to request consultation, education and training services call 517-284-7720 or visit our website at www.michigan.gov/miosha.